

UC Davis Policy and Procedure Manual

Chapter 310, Communications and Technology

Section 50, Communications with Government Officials

Date: 1/30/13

Supersedes: 10/9/07

Responsible Department: Office of the Chancellor

Source Document: Policy on Relations of University Staff Members with State and Federal Officials

I. Purpose

This section outlines policy and procedures regarding official communications with Local, State or Federal government officials concerning matters (issues, policies, legislation or funding) relating to the University. This policy is not intended to discourage the free flow of communication, but is directed only to official representation of the University.

II. Policy

- A. It is the responsibility of the President to "represent the Corporation and the University in all matters requiring action by the Congress or officers of the United States or by the Legislature or officers of the State of California" (Standing Order 100.4(l) of The Regents).
- B. Individual employees or groups of employees of the University shall not, unless they are specifically authorized by the President, act or give the appearance of acting on behalf of the University when communicating with Local, State or Federal government officials or their staffs concerning matters (issues, policies, legislation or funding) relating to the University.
- C. Individual employees or groups of employees of the University shall scrupulously avoid lobbying or giving any appearance of lobbying for the purpose of furthering the particular interests of an individual, department, campus, or other unit of the University.

III. Procedures Concerning Formal Contacts with Government Agencies

A. Invitations from government officials

In the event that any individual employee of the University is invited by a member or staff of a committee of the State Legislature or Congress or by any other Local, State or Federal government agency or officer to discuss pending legislation or policy relating to the University or to serve on a governmental commission, board, or committee relating to the University, the invitee must notify the President through appropriate channels as follows. In those cases where subsequent discussions or actions bear upon the University directly or upon University relations with government officers or agencies, the President must be informed of the nature of the discussion or action through appropriate channels as follows:

- 1. All UC Davis employees shall notify the Assistant Chancellor—Government & Community Relations for any Local, State, or Federal matters.
- 2. The Assistant Chancellor will forward the information to the Chancellor, the Associate Chancellor, and to the following officials at the Office of the President:
 - a. The Associate Vice President and Director of State Government Relations, who will forward information to the Senior Vice President, External Affairs for State matters.
 - b. The Associate Vice President of Federal Government Relations, who will forward the information to the Senior Vice President, External Affairs for Federal matters.

B. Reports on campus visits by or services rendered to government officials

Reports on campus visits by, or on services rendered to local elected officials, members of the State Legislature or Congress or principal officers of government shall be made to the President, through appropriate channels as described above.

- C. Visits to government officials
 - 1. When visits to government officials in Sacramento ,Washington, D.C. or locally, in connection with University business are planned, the campus Assistant Chancellor--Government & Community Relations and the University's Sacramento Office or Washington Office, as appropriate, should be notified in advance.
 - 2. When appropriate, an informal report of the results of such visits shall be sent to these offices, with a copy to the Chancellor via the campus Assistant Chancellor--Government & Community Relations, as soon as possible.
- D. Correspondence
 - 1. When corresponding with Local, State or Federal officials, University letterhead shall be used only when the writer is representing the University; letters expressing personal views shall be written on personal stationery.
 - 2. Copies of University letterhead correspondence with principal Local, State or Federal officials, including local elected officials, members of the Legislature, the Congress, should be sent to the University's Sacramento or Washington Office, as appropriate, and to the Chancellor via the campus Assistant Chancellor--Government & Community Relations.

IV. Further Information

Further information may be obtained from the campus Assistant Chancellor--Government & Community Relations, 752-2619.

V. References and Related Policy

- A. Office of the President: Policy on Relations of University Staff Members with State and Federal Officials (<http://policy.ucop.edu/doc/6000437/ReltnswFedStateOfficials>).
- B. Standing Order 100.4 of The Regents, Duties of the President of the University, Section (I) (<http://www.universityofcalifornia.edu/regents/bylaws/so1004.html>).
- C. Policy & Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
 - 1. Section 270-20, Use and Reservation of University Properties and Event Arrangements.
 - 2. Section 310-55, University Stationery and Business Cards.
 - 3. Section 310-65, Use of the University's Name and Seal.