

September 10, 2014

MEMORANDUM

TO: The Campus Community

SUBJECT: Contact with Elected Officials, Political Candidates, Funding Agencies, Donors, Media and Other External Constituents

The University is required to remain neutral in partisan political activities and is required to keep the Texas A&M University System informed regarding contacts with or by elected officials. Also, as A&M-Corpus Christi continues to grow, it is vital that we project a unified and coordinated message. Conflicting requests or messages could affect our ability to receive funding or support.

Thus, as in prior years, please observe the following protocols:

1. Contact by employees with elected officials (or their staff) requires prior coordination through the President's Office.
2. Faculty members have the privilege to invite any guest they wish to speak in class; however, if the visit relates to partisan political activity, the faculty member must notify the President's Office prior to the speaker's visit.
3. Candidates for political office who wish to promote their candidacy on property under the control of the university must be sponsored by either a student organization officially chartered and registered with the A&M-Corpus Christi Student Activities Office or a University-recognized faculty and staff group, other than a faculty or staff group officially organized and staffed by the University and created for the purpose of conducting official university business. Notice of this sponsored activity must be sent to the President's Office, Community Outreach, and Marketing and Communications. (See University Rule 07.03.01.C2).
4. Contact with Federal funding agencies must be coordinated beforehand through the Office of the Vice President for Research, Commercialization and Outreach.
5. Contact with potential donors, alumni and foundations must be coordinated beforehand through the Office of the Vice President for Institutional Advancement.
6. All news media inquiries and requests should be directed to the Director of Public Affairs and Communications.
7. Travel to Washington, D.C. related to obtaining or spending federal funds or impacting federal policies and using appropriated funds requires prior notification to the Office of State-Federal Relations via an online form.

I hope that everyone understands and supports the spirit in which these protocols have been established. The intent is not to discourage contact but to attempt to ensure a coordinated, focused effort in each of these areas, which should pay dividends in our continued expansion of grants and gifts and a factual and accurate communication plan for the university.



Flavius C. Killebrew
President/CEO

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