

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Governmental Relations**

**NUMBER: 09.A.01**

**AREA: General**

**SUBJECT: Governmental Relations Communications and Appearances**

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1. PURPOSE

- 1.1. The System must interact continually with numerous governmental entities, elected officials, and governmental staff. In order to maintain an effective presentation, it is essential all representation of the System to governmental entities be consistent.
- 1.2. For this document, "Governmental Entity" means any agency, organization, board, commission, or elected legislative body; the staff or officers of any such group; or the designated representative of such.
- 1.3. Guidelines for System and component university employee governmental appearances are in accordance with Board of Regents policy [81.01](#).

2. GUIDELINES

- 2.1. The Chancellor has been designated by the Board of Regents as the official representative of the System in all matters relating to external communications with governmental entities. The Chancellor may delegate specific duties to members of the Chancellor's staff, officers of the System Administration, or presidents of the component universities.
- 2.2. The Vice Chancellor for Governmental and Community Relations shall be responsible for the general coordination of all governmental activities.
- 2.3. All system-wide communication with governmental entities and any travel related for such purposes shall be coordinated through the University of Houston System Office of Governmental and Community Relations. If the governmental entity is planning a visit on campus, notification should be given to the Chancellor and the Vice Chancellor of Governmental Relations. Additionally, local or campus-specific communication should be coordinated with the Office of the Chancellor when local actions would affect system-wide operations.
- 2.4. Coordination of responses to specific requests for financial information from governmental entities shall be the responsibility of the Office of the Vice Chancellor for Administration and Finance, in communication with the Vice Chancellor of Governmental and Community Relations. Normally, this would

pertain to correspondence from/to the Office of the State Auditor, Comptroller of Public Accounts, Governor's Office of Budget and Planning, Legislative Budget Board, Texas Higher Education Coordinating Board, and committees of the Texas Legislature. The Chancellor or the Chancellor's designee should authorize exceptions in writing.

- 2.5. Coordination of responses to specific requests for academic information from governmental entities shall be the responsibility of the Office of the Senior Vice Chancellor for Academic Affairs and Provost, in communication with the Vice Chancellor of Governmental and Community Relations. Normally, this would pertain to correspondence from/to the Texas Higher Education Coordinating Board, Texas Education Agency, Legislative Budget Board, Governor's Office, and committees of the Texas Legislature. The Chancellor or the Chancellor's designee should authorize exceptions in writing.
- 2.6. Copies of all pertinent written communication between the component universities and governmental entities shall be filed with the Office of the Chancellor.
- 2.7. Coordination of requests from the Office of the State Auditor shall be the responsibility of the chief financial officers of the university being audited and the Chief Audit Executive. The Chief Audit Executive is also responsible for notifying the Office of the State Auditor of investigations as defined in the Texas Government Code, [Sec. 321.022](#).
- 2.8. Coordination of responses to specific requests for the use of system facilities by governmental entities shall be the responsibility of the Office of the Vice Chancellor of Governmental and Community Relations, in communication with the Offices of the Vice Chancellor for Academic Affairs and Provost, and the Vice Chancellor for Legal Affairs and General Counsel.

3. FORMAT

The format for written correspondence with elected officials may be obtained from the University of Houston System Office of Governmental and Community Relations.

4. UNIVERSITY EMPLOYEE GOVERNMENTAL APPEARANCES

In accordance with Board policy [81.01](#), all System and component university employees appearing before Congress, the Texas Legislature, city, county, or governmental body, or their agencies, committees, or members to offer testimony, opinions, or commentary in regard to existing or potential laws, rules, or regulations, not expressly authorized to do so by the Board or the Chancellor, must clearly state in advance that they are appearing in their individual capacities and that their testimony, opinions, and commentary are not authorized by, and must not be construed as reflecting on, the position of the System.

5. REVIEW AND RESPONSIBILITY

Responsible Party: Vice Chancellor of Governmental and Community Relations

Review: Every three years on or before March 1

6. APPROVAL

Approved: Jim McShan  
Interim Vice Chancellor for Administration and Finance

Renu Khator  
Chancellor

Date: July 6, 2015

**REVISION LOG**

Revision Number	Approval Date	Description of Changes
1	09/04/1990	Initial edition
2	03/18/1991	Added Section 2.2 regarding responsibility for general coordination of all governmental activities. Removed information regarding written correspondence format in Section 3
3	07/04/2000	Applied revised SAM template to meet current documentation standards. Changed Board of Regents policy number from 54.01 to 31.01 in Section 1.3. Added Section 2.7 regarding coordination of requests from the Office of the State Auditor. Rewrote Section 4 to meet current operating requirements. Added responsible party
4	06/09/2009	Applied revised SAM template to meet current documentation standards. Changed Board of Regents policy number from 31.01 to 81.01 in Section 1.3. Changed the review period from odd numbered years on or before December 31 <sup>st</sup> to Every three years on or before March 1 <sup>st</sup> . Added Vice Chancellor for Government Relations to approval cycle. Removed Section 7, Indexing terms

Revision Number	Approval Date	Description of Changes
5	12/17/2010	Applied revised SAM template to meet current documentation standards. Section 2.7 was edited for the Chief Audit Executive to replace the Internal Auditor to reflect current operating practices
6	07/06/2015	Added new Revision Log. Office title changed to University of Houston System Office of Governmental Relations throughout procedure. Added information to Section 2.3 to include travel related to for system-wide communication to be coordinated by the University of Houston System Office of Governmental Relations, and communication for on-campus visits. Added Section 2.8 regarding process for coordination of responses to specific requests for the use of system facilities by governmental entities. Changed the responsible party, and added the Vice Chancellor for Administration and Finance to the approval cycle