

**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 continually interacts with various governmental entities, elected officials at all levels of government, and their staffs. In order to maintain an effective presentation, it is essential all representation from the System to these governmental entities be consistent.
- 1.2. For this document, “Governmental Entity” means any agency, organization, board, commission, or elected legislative body or office; the staff or officers of any such group; or the designated representative of such.
- 1.3. Guidelines for System and 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 universities.
- 2.2. The Vice Chancellor for Governmental Relations shall be responsible for the general coordination of all governmental activities.
- 2.3. All communication with governmental entities on behalf of the System or a university, college, department or division, and any travel related for such purposes shall be coordinated and pre-approved through the University of Houston System Office of Governmental Relations. If a governmental entity is planning a visit on campus or to any other official UH System event, notification should be given to the Vice Chancellor of Governmental Relations as soon as reasonably possible prior to the visit or event. Additionally, local or campus-specific communication must be coordinated with the Office of the Chancellor and the Office of Governmental Relations.
- 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 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 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 universities and governmental entities shall be filed with the Office of the Chancellor and with the Office of Governmental Relations.
- 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 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.
- 2.9. New or existing positions within the University of Houston System that include "working with elected officials, public offices, local, state, or federal officials or offices, community relations" or any variant of this terminology within their scope of work duties should first be routed to the Office of Governmental Relations for approval prior to final posting of the position.
- 2.10. Communications in all matters relating to external communications with governmental entities on behalf of the System or a university, college, department or division, are limited to the purpose and subject as pre-approved by the Office of Governmental Relations. The Request to Contact Government Officials form can be found at: [Request to Contact Government Officials - University of Houston System \(uhsystem.edu\)](#)

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 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 Relations

Review: Every five years

6. APPROVAL

Approved:   /Raymond Bartlett/  
Senior Vice Chancellor for Administration and Finance

  /Renu Khator/  
Chancellor

Date:   January 10, 2022