

May 4, 1970

**CHANCELLORS  
VICE PRESIDENTS  
UNIVERSITY DEAN OF UNIVERSITY EXTENSION  
COORDINATOR OF MEDICAL AND HEALTH SCIENCES  
SPECIAL ASSISTANT MICHAEL**

**Policy on Relations of University Staff Members with State and Federal Officials**

On [February 25, 1970](#), I sent you a revised policy on Relations of University Staff Members with State and Federal Officials together with a letter of transmittal and explanation. For the information of The Regents, the policy statement and letter were presented to the Committee on Finance at their April meeting. In accord with discussion of this item at the meeting, the following addition to that policy statement has been included and a [policy statement](#) incorporating this revision is attached:

This policy does not apply to informal discussions with Regents, whether ex-officio or appointed, and is not intended to discourage the free flow of communication among Regents, administrators, faculty, staff, and students of the University. The policy is directed only to the problems of official representation of the University.

You will note that also included as part of the policy statement are the guidelines administering the policy which were included in the transmittal letter of February 25, 1970.

This addition to the policy statement will also be published in the University Bulletin.

Charles J. Hitch

cc:

Administrative Officers, Office of the President  
Principal Officers of The Regents

*\*\*\* Issuance Letter from February 25, 1970 included for reference only \*\*\**

February 25, 1970

**CHANCELLORS  
VICE PRESIDENTS  
DEAN OF UNIVERSITY EXTENSION  
COORDINATOR OF MEDICAL AND HEALTH SCIENCES  
SPECIAL ASSISTANT MICHAEL**

Enclosed is a revised policy on [Relations of the University Staff Members with State and Federal Officials](#), which is effective immediately. This policy statement supersedes University Regulation No. 6, Relations of University Staff Members and Students with State and Federal Officials. Those provisions pertaining to students in University Regulation No. 6 were superseded previously by the publication of University of California Policies Relating to Students and Student Organizations, Use of University Facilities, and Nondiscrimination.

The principal reason for this revision, other than to publish the policy in Presidential policy format, is to delete obsolete and unworkable provisions contained in University Regulation No. 6, which was last published in 1954, while retaining the substance of the policy that formal contacts with State and Federal officials relating to the University are a matter of Presidential concern. The following guidelines are provided for assistance in administering this policy:

"Appropriate channels" to be followed by faculty and staff members on the campuses for informing the President in compliance with this policy are understood to mean through the Chancellors to the Special Assistant to the President (Sacramento Office) in regard to State matters, and through the Chancellors to the Vice President Business and Finance in regard to Federal matters. In the case of staff members in the Office of the President, "appropriate channels" are understood to mean through the appropriate Vice President or the Dean of University Extension to the Special Assistant to the President (Sacramento Office) in regard to State matters, and through the Vice President Business and Finance in regard to Federal matters.

When visits to Sacramento or Washington in connection with University business are planned, the University's Sacramento Office or Washington Office, respectively, should be notified in advance. When appropriate, an informal report of the results of such visits shall be sent to these offices as soon as possible.

When corresponding with State and Federal officials, University letterhead should be used only when the writer is representing the University; letters expressing personal views should be written on personal stationery. A carbon copy of University letterhead correspondence with principal State and Federal officials, including members of the Congress and the Legislature, should be sent directly to the Sacramento or Washington Office, as appropriate.

Please inform appropriate members of your staffs of this policy.

Charles J. Hitch

cc:

Administrative Officers, Office of the President  
Principal Officers of The Regents

*\*\*\* Revised policy on Relations of the University Staff Members with State and Federal Officials included for reference only \*\*\**

#### RPM 2.22 J CONTACTS WITH STATE & FEDERAL OFFICIALS

Employees may not act, or give the appearance of acting, on behalf of the Laboratory or the University when communicating with State or Federal officials unless they are authorized to do so.

When corresponding with State and Federal officials, Laboratory letterhead may be used only when the writer is authorized to represent the Laboratory or the University. Letters expressing personal views must be written on personal stationery. If Laboratory letterhead is used for corresponding with principal State and Federal officials, including Executive Branch appointees, members of Congress, the State Legislature, and their staff, copies of the correspondence must be sent to the appropriate Division Head and to the Associate Laboratory Director for Planning and Development.

When employees give opinions as independent professionals, they must state clearly that they are speaking for themselves and not on behalf of the Laboratory or the University of California.

*\*\*\* Policy statement from May 4, 1970 included for reference only \*\*\**

Office of the President  
May 4, 1970

## **RELATIONS OF UNIVERSITY STAFF MEMBERS WITH STATE AND FEDERAL OFFICIALS**

### Policy

This policy does not apply to informal discussions with Regents whether ex officio or appointed, and is not intended to discourage the free flow of communication among Regents, administrators, faculty, staff, and students of the University.

The policy is directed only to the problems of official representation of the University.

Individual members or groups of members of the staff 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 State or Federal governmental officials concerning policies or legislation relating to the University.

### Lobbying

Individual members or groups of members of the staff shall scrupulously avoid lobbying or giving any appearance of lobbying, for the purpose of furthering the particular interests of any individual member, department, campus, or other unit of the University.

### Procedures Concerning Formal Contacts with State and Federal Agencies

In the event that any individual member of the staff of the University is invited by a member of a committee of the State Legislature or Congress or by any other 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. In those cases where subsequent discussions or actions bear upon the University directly or upon University relations with governmental officers or agencies, the President must be informed through appropriate channels of the nature of the discussion or action.

### Responsibility

Reports on campus visits by, or on services rendered to members of the State Legislature, Congress, or principal officers of government shall be made to the President, through appropriate channels, in order that he may be better able to discharge his responsibility under Section 100.4(k) of the Standing Orders of The Regents, 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".

Other sections of the By-Laws and Standing Orders of The Regents deal with the President's responsibility to be the channel of communication between University students, faculty, and staff and The Regents (Section 16.9 of the By-Laws and Section 103.1(b) of the Standing Orders).

## Guidelines

"Appropriate channels" to be followed by faculty and staff members on the campuses for informing the President in compliance with this policy are understood to mean through the Chancellors to the Special Assistant to the President (Sacramento Office) in regard to State matters and through the Chancellors to the Vice President--Budget and University Relations in regard to Federal matters. In the case of staff members in the Office of the President, "appropriate channels" are understood to mean through the appropriate Vice President to the Special Assistant to the President (Sacramento Office) in regard to State matters, and through the Vice President--Business and Finance in regard to Federal matters.

When visits to Sacramento or Washington in connection with University business are planned, the University's Sacramento Office or Washington Office, respectively, should be notified in advance. When appropriate, an informal report of the results of such visits shall be sent to these offices as soon as possible.

When corresponding with State and Federal officials, University letterhead should be used only when the writer is representing the University; letters expressing personal views should be written on personal stationery. A carbon copy of University letterhead correspondence with principal State and Federal officials, including members of the Congress and the Legislature, should be sent directly to the Sacramento or Washington Office, as appropriate.