

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Governmental Relations**

**NUMBER: 09.A.01**

**AREA: General**

**SUBJECT: Governmental Relations Communications and Appearances**

---

**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 Relations shall be responsible for the general coordination of all governmental activities.
- 2.3. All system-wide communication with governmental entities shall be coordinated through the Office of the Vice Chancellor for 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 Executive Vice Chancellor for Administration and Finance, in communication with the Vice Chancellor for 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 for 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 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 Internal Auditor. The Internal Auditor is also responsible for notifying the Office of the State Auditor of investigations as defined in the Texas Government Code, [Sec. 321.022](#).

### 3. FORMAT

The format for written correspondence with elected officials may be obtained from the Office of the Vice Chancellor for Governmental 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: Assistant Vice Chancellor for Governmental Relations

Review: Every three years, on or before March 1

6. APPROVAL

Approved: Grover S. Campbell  
Vice Chancellor for Governmental Relations

Renu Khator  
Chancellor

Date: June 9, 2009