



Policy

University Policy P-16.03-12/16

Policy Title: Lobbying

Originator: Office of the President

Responsible Office: Governmental Relations

Reason for Policy/Purpose:

This policy provides guidelines for employee communication with state and federal legislative representatives.

Policy Statement:

It is not the intention of the UWF Governmental Relations Office to limit communication between faculty and administration and state and federal legislative representatives. This policy is designed to coordinate UWF's highest priorities and ensure compliance with state and federal lobbying regulations.

The President and the Director of Governmental Relations shall be the primary representatives of the University with respect to the Florida Legislature. University employees (other than the President and Director of Governmental Relations) shall not register or represent the University of West Florida as a lobbyist.

Any university employee asked to appear before legislative committees must notify the President and the Office of Governmental Relations. Notification shall include the date, time, location, and the general nature of the testimony to be given.

Any university employee who represents his or her office/position at UWF, or uses the name of UWF or of any entity sponsored by UWF must report this activity to the President and the Office of Governmental Relations prior to contacting any U.S. or Florida legislator. This applies to contacts by mail, telephone, e-mail or in person.

Any lobbying contacts made on behalf of UWF with covered federal officials must be reported to the extent required by the Lobbying Disclosure Act of 1995 (LDA) and the Honest Leadership and Open Government Act of 2007 (HLOGA). For information, contact Andrew Romer in the Governmental Relations Office.

UWF resources are not to be used for contacts with legislators or legislative staff if the matter is unrelated to the university or is not undertaken in connection with the employee's role or position with the University.

For more information or to contact UWF Government Relations, visit <http://uwf.edu/offices/government-relations/employee-legislative-guide/employee-guide-to-legislative-communications/>.

Authority and Related Documents:

Lobbying Disclosure Act of 1995 (LDA); Honest Leadership and Open Government Act of 2007 (HLOGA); Section 11.061, Florida Statutes.

APPROVED: Dr. Judith A. Bense, President

Date: 12/9/16

History:

PM-32.00-01/99 Lobbying by University Employees, January 1999; P-Lobbying, February 2002; revised hereby.