



# The University of Georgia

Office of the Senior Vice President for Academic Affairs and Provost

September 10, 2012

TO: Vice Presidents, Associate Provosts and Deans

FROM: Jere W. Morehead *JWM*

SUBJ: Procedure for Dealing with Elected Officials

It has been two years since we reminded faculty and staff of the proper procedure for dealing with local, state and federal elected officials and their staffs. **First, all contacts should be cleared through the Office of Government Relations (OGR) before making them, including invitations to campus functions. Second, if a UGA employee is contacted by an elected official or staff person for any reason, the employee should immediately notify OGR.**

Adherence to this policy will help ensure that our communications with elected officials are clear, coordinated and reflect the institutional views and priorities of UGA. Moreover, working with OGR will help ensure that all UGA personnel and the University stay in compliance with state and federal disclosure laws. Failure to comply with these laws could expose individuals and UGA to civil and criminal penalties.

Since UGA is a registered lobbying organization under state and federal law, it must comply with the requirements set forth in the Federal Lobbying Disclosure Act of 1995 and the Georgia Ethics in Government Act. OGR is responsible for ensuring that UGA complies with these laws, including filing accurate quarterly reports of all UGA lobbying-related costs and contacts.

Thank you for your cooperation in disseminating this information. The contact list for OGR is listed below.

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