



## Ohio Administrative Code

### Rule 3342-5-03.1 Administrative policy regarding engagement with government officials and entities.

Effective: May 1, 2016

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(A) Policy statement. As a state university, it is imperative that the university embrace a coordinated and consistent approach to its official dealings with all federal, state, and local government offices, boards and agencies as provided for in rule. Under the direction of the president, the office of government and community relations shall be responsible for the administration of this rule.

(B) Implementation.

(1) Campus visits by officials, staff, candidates, and surrogates. The university welcomes and encourages visits by officials, staff, candidates and surrogates, but does not endorse individual candidates for public office. In the case of requests to visit and impending visits by officials, staff, candidates, or surrogates, including those initiated by a student organization, the office of government and community relations and the department of university communications and marketing shall be notified.

(2) Public statements and expert testimony on behalf of the university. Subject to the exceptions as stated in this policy, only the president, or designee, shall address government officials or entities on behalf of the university. All requests to represent the university before a governmental body shall be submitted in writing to the office of government and community relations at least ten business days prior to the scheduled appearance or correspondence.

(3) Public statements and expert testimony on behalf of the individual or a separate organization. When a university employee chooses to address government officials or entities as a private citizen or as a member of an organization other than the university, such communication or testimony should clearly indicate that it is made on behalf of the individual in their personal capacity, or on behalf of the individual's separate organization. As a courtesy, the employee may provide a final copy of their testimony to the office of government and community relations.

(4) Compelled testimony. Testimony provided under subpoena is exempted from this policy.



(5) Disclosure of lobbying activities: The university is required by law to disclose federal lobbying activities as defined by 2 U.S.C. 1602, and state lobbying activities as defined by sections 101.72, 101.73, and 101.74 of the Revised Code. Additionally, local governmental entities maintain the right to require lobbying disclosures for their jurisdictions. The office of government and community relations is responsible for gathering information related to official university lobbying activities and submitting reports to governmental agencies. University employees are required to document and provide to the office of government and community relations information related to activities and interactions with covered governmental officials in accordance with the following schedules:

(a) On a quarterly basis at the federal level;

(b) Tri-annually at the state level; and

(c) At the discretion of local government level.

(6) Professional organization lobbying. Faculty and staff should notify the office of government relations prior to accepting an invitation to and/or attending a lobbying or advocacy meeting arranged by a professional organization.

(7) All other interactions not otherwise provided for in this rule shall be discussed with the office of the president prior to such interaction.