



SUBJECT: Political and Campaign Activities	Effective Date: 3-19-08	Policy Number: 2-600
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	Responsible Authority: Vice President for University Relations	

#### APPLICABILITY/ACCOUNTABILITY:

This policy applies to all employees and, in limited situations as noted, students of the university. It is consistent with federal, state, and other laws that pertain to political and campaign activities.

#### BACKGROUND INFORMATION:

As a state university, it is imperative that UCF maintain its integrity and credibility in the public forum. This is particularly true of the political process and the manner in which university employees affect or are affected by activities such as lobbying, holding public office, or engaging in other political activities.

#### DEFINITIONS:

Government entity. Any state, federal, or local governing or advisory body composed of elected or governmentally appointed officials, or any quasi-public body that holds recognized authority.

#### POLICY STATEMENT:

Current state laws and regulations prohibit state employees from using state resources to participate in political campaigns or activities including lobbying and political solicitation of any kind. As individuals, UCF employees are encouraged to support candidates or issues of their choice and participate in the democratic process as a privilege of citizenship, but they must not in any way associate these activities as formal representation or endorsement by the university.

Student organizations or activity groups associated with various academic programs cannot participate in campaign activities even if participation is in-kind or reimbursed for actual expenses.

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For example, it is not appropriate for a UCF music group to display the UCF name while performing at a campaign rally.

Political candidates and their staff or supporters and political organizations are always welcome on campus for tours, briefings, or other related activities, but UCF will neither host nor sponsor a rally or fundraiser. Registered student organizations may invite candidates or sponsor such activities provided they follow prescribed procedure for use of university space including the Student Union building, activity rooms, free assembly areas, or other public university property. The Division of University Relations is always willing to assist, as appropriate, depending upon scheduling and availability of staff and facilities, but under no circumstances is the university responsible for generating press coverage or soliciting attendance at such events.

#### PROCEDURES:

The UCF Board of Trustees has designated the president of the university as its principal spokesperson and representative on all government relations matters with all levels of government. The president may delegate this authority as appropriate. In no case shall an employee of the university formally represent the president or the Board of Trustees without prior approval and delegation by the president. If an individual employee of the university who is not the president's designee is invited by any government entity to address an issue before it, the employee shall publicly clarify that his or her response and participation is not necessarily the formal position of the president or the Board of Trustees. No state resources may be used to support these activities unless approved by the president or his or her designee in advance of the event.

University employees may run for public office or participate in appointed public service, but it is incumbent on the individual to demonstrate to his or her university supervisor that no conflict of interest or conflict of commitment exists. If the elected or appointed public position adversely affects the duties and responsibilities of the individual relative to the university, appropriate adjustment in compensation, length of contract, or prescribed duties shall be agreed to in writing and approved by the president or his or her designee. The individual's immediate supervisor shall be responsible for any required written forms or approvals.

#### RELATED DOCUMENTS:

Florida Statute 11.062

Policy 4-504 *Conflict of Interest or Conflict of Commitment* <http://policies.ucf.edu/>

Policy 4-002 *Authorized Use of Information Technologies and Resources* <http://policies.ucf.edu/>

INITIATING AUTHORITY: Vice President for University Relations

POLICY APPROVAL	
(For use by the Office of the President)	
Policy Number: 2-600	
Initiating Authority: <u>Daniel C. Olsen</u>	Date: <u>4/13/08</u>
Policies and Procedures Review Committee Chair: <u>Keith Barnes</u>	Date: <u>4/10/08</u>
President or Designee: <u>[Signature]</u>	Date: <u>4/21/08</u>