

DEPAUL UNIVERSITY



Contacts with Public Officials

Category: Presidential

Responsible Department: Community & Government Relations

Responsible Officer: President

Effective Date: 7/25/2016

Policy Summary

All contacts with public officials for any purpose made on behalf of DePaul University must first be cleared and coordinated with the appropriate university department listed in Section VII. This applies to contacts with publicly elected officials and most administrative agencies at federal, state and local levels.

"Contacts" are defined as all invitations to attend or participate in DePaul-sponsored events (on or off campus), or requests for appointments or telephone calls or written correspondence with legislative or senior executive officials made on behalf of DePaul University regarding legislation, rules, funding, or policies.

Scope

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University Community.

Policy

All DePaul faculty, administrators, staff, and students must clear in advance all contacts made on behalf of DePaul University to federal, state, and local public officials, for example:

- The President of the United States
- Federal cabinet officers and staff
- Members of the U.S. Senate or House of Representatives and their staffs
- The Governor of the State of Illinois
- State of Illinois administrative agencies
- Illinois state legislators and their staffs
- The Mayor of Chicago
- City of Chicago Commissioners and members of the City Council

- Chief Executive Officer of Chicago Public Schools
- Chief Executive Officer of Chicago Park District

This includes all invitations to attend or participate in DePaul-sponsored events (on or off campus), requests for appointments or telephone calls or written correspondence with legislative or senior executive officials made on behalf of DePaul University regarding legislation, rules, funding, or policies.

At one level, this requirement assures university compliance with broad and complex "lobbying" regulations. At another level, it enables the university to be aware of, and prioritize, its requests to these officials.

This policy does not apply to faculty members who wish to invite public officials to address students in their courses or in a public presentation open to students from several different courses. In such instances, faculty members should make the President's office aware of these invitations, but clearance is not required. Nor is clearance required when faculty members contact public officials in connection with scholarly projects that they may be pursuing.

This policy does not apply to personal matters that are not related to an individual's employment or university responsibilities at DePaul. When contacting public officials as a private citizen, however, it is not appropriate to utilize DePaul letterhead, e-mail, computers, telephones, fax machines, photocopiers, or other DePaul supplies to prepare any such materials.

In the case of federal and state officials, DePaul is required by federal and state law to report all lobbying activities made on behalf of DePaul University. Broadly defined, lobbying includes all contact with elected and other government officials (federal, state, and local) for the purpose of influencing legislation or executive action.

*The State of Illinois Lobbyist Registration Act (25 ILCS - 170) requires the University to register the names of DePaul's lobbyists and staff reporting agents with the Illinois Secretary of State, and to report twice annually the names and circumstances of any and all contacts made between DePaul employees and Illinois State Government Officials for the purpose of influencing pending legislation and/or executive, administrative or regulatory actions. Illinois State Government Officials are defined by the Act and any amendments thereto. (For a list of these officials see Appendices).

In order to ensure that the University reports accurate statistics, DePaul faculty and staff are required to notify the designated University department of all contacts with Illinois State Government Officials. Any contacts with Illinois State Government Officials for which DePaul University funds are expended must be reported along with a description of the event's purpose and a detailed allocation of costs

Procedures

All university contacts with City of Chicago, federal, and state officials must be cleared through the Office of Community & Government Relations

Student organizations must first contact the Office of Student Involvement, who will then work the Office of Community & Government Relations as appropriate.

Divisional Collaborations

Office of the President
Office of the General Counsel
Office of Community & Government Relations
Office of Student Involvement

Contact Information

Office of Community & Government Relations

Peter Coffey, Associate Vice President
pcoffey2@depaul.edu
(312) 362-7144

Student organizations must first contact:

Office of Student Involvement
involvement@depaul.edu
(773) 325-7361

Appendices

[Illinois State Government Officials List](#)

History/Revisions

Origination Date: 10/01/2004
Last Amended Date: 07/25/2016
Next Review Date: N/A