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**LEGISLATIVE AND LOBBYING ACTIVITY** **POLICY**

**Implementation Date:** 10/1/2018

**Definition** Legislative activity is defined as communications and actions between elected officials at the local (e.g. City, County), state (Assembly, Senate) and federal (U.S. House, Senate) level and the campus community. Lobbying activity is defined as contacts and efforts in support of such contacts, specially made to formulate, modify, or adopt legislation, agency rules or regulations, executive orders, or negotiation, awarding, or administering a federal contract. Legislative and lobbying activity is promoted, coordinated, and reported through the Office of Government Relations by delegation from the University President. This policy includes both incumbents and campaigns. Incumbents are defined as persons currently operating as an elected official and campaigns are defined as those seeking to be (re)elected into office. In some instances, a person can be both an incumbent and also seeking re-election or election to a different office.

The Office of Government Relations provides periodic updates to elected delegations on campus programs and funding priorities. It serves as the central point of contact between the campus and elected officials and their staff for the purposes of information sharing, effective partnering and mutual benefit. It is the responsibility of the Office of Government Relations to partner and collaborate with campus and CSU offices to advance the legislative goals of CSUSM and the CSU system; provide administration, operation, promotion and coordination for local, state and federal government relations activities; engage directly and foster relationships with local, state and federal legislators, elected and committee staff; and respond to all inquiries from elected offices.

Invitations for local, state and federal elected officials to visit campus from colleges, departments, ASI, etc. require advance notification and are to be coordinated in conjunction with the Office of Government Relations. Should a local, state or federal elected official (or their representative) rsvp for a campus-related event, notification must be made to the Office of Government Relations. Invitations to state executive office officials (Governor, Lieutenant Governor, Secretary of State, State Controller, State Treasurer, State Attorney General, State Insurance Commissioner, State Superintendent of Public Education) and federal executive office holders (White House and staff, Cabinet Secretaries, Assistant Secretaries) must seek approval from the University President (and through the President, approval by the CSU Chancellor) before such an invitation is issued.

The Federal Lobbying and Disclosure Act requires the CSU to disclose its lobbying efforts directed at Congress and the federal executive branch on a quarterly basis. Any lobbying activity, as defined above, by CSUSM employees must be reported to the Office of Government Relations.

Consult your department head for any related administrative protocols.

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**Implementation Date:** 10/1/2018

**Authority** California State University San Marcos President, Federal Lobbying Disclosure Act of 1995

**Scope** This policy applies to all Cal State San Marcos employees.

DocuSigned by:
Karen S. Haynes
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Karen S. Haynes, President

10/1/2018

Approval Date

Revised: 9/27/18
Revised: 5/16/00
Implemented initially: 3/1/99