

Title: Relations with Government Officials
Author: University Counsel
Effective: February 14, 2020
Purpose: To clarify relations with government officials and members of the Legislature
Reviewer: University Counsel
Review Date: Every 5 years, beginning in January 2025

Operating Details:

1. This policy is in compliance with IHL Board Policy #1002.01 Appearances in Legislature
2. The President is the only MUW official authorized to represent the university before state officials and members of the Legislature. The legislative liaison or other university official may be designated by the President to represent the university.
3. Official communication must originate in the office of the President over his/her signature. Suggested drafts of such communications may appropriately be originated in any office by any official. Suggested drafts must be approved through channels, i.e., from Dean or Director to supervising Cabinet member to President, etc.
4. Formal communications over the President's signature must be addressed to the Board of Trustees of State Institutions of Higher Learning requesting approval and transmittal to the appropriate commissions, legislative committees or elected officials.