**Office of Government Affairs Administrative Procedure**

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| **GA-1** | **Coordination with Elected Officials** |
| Responsible Division/Office: | Office of Government Affairs |
| Responsible Officer: | VP of Government Affairs |
| Revision History: | N/A |
| Effective Date: | May 12, 2025 |
| Next Review: | 2030 |

## Purpose

This policy establishes a coordinated and consistent approach to the university's communication with local, state, and federal elected officials, ensuring that the university maintains strong, strategic, and effective relationships in alignment with its mission and goals.

## Scope

This policy applies to all YSU faculty, staff, administrators, and representatives involved in external relations on behalf of the University

## Policy Statement

The office of government affairs serves as the central point of contact between the university and elected officials at the county, city, state, and federal levels. The value of this office lies in its expertise, established relationships, and ability to advocate on behalf of the university to advance institutional priorities.

To ensure clear, unified, and effective communication with public officials, **all official outreach concerning official university business on behalf of the university to elected officials at the county, state, and federal levels should be initiated through the office of government affairs**. This includes, but is not limited to:

- Invitations to university events
- Requests for attendance or speaking engagements at university sponsored events
- Requests for assistance on legislative, regulatory, or funding matters of importance to the university
- Scheduling university visits or meetings with elected officials

The office of government affairs maintains up-to-date contact information and cultivates relationships that can help individual departments, programs, and administrative units engage public officials in meaningful and productive ways. Partnering with the office of government affairs ensures that the university speaks with one voice and aligns advocacy efforts across the institution.

## Procedures

- University departments and personnel should **coordinate in advance** with the office of government affairs **before** reaching out to elected officials for any official university-related business or events.
- If an elected official is invited to campus or contacted outside of this coordination process, **the office of government affairs must be notified immediately** to ensure for appropriate follow-up and protocol.
- In **all instances**, if at all possible, a representative from the office of government affairs should be present during campus visits or meetings involving elected officials.

## Personal Communications

Nothing in this policy prohibits YSU employees from contacting elected officials in their individual capacity for personal reasons. However, **when doing so, employees must not use their university title, credentials, or make reference to their affiliation with the university** in order to avoid the appearance of representing the university or implying institutional endorsement.

## Contact

Questions about this policy or assistance in engaging elected officials should be directed to:

**Office of Government Affairs**
Youngstown State University
209 Tod Hall
330.941.2766
Governmentaffairs@ysu.edu