




MEMORANDUM

TO: Dr. Sharon L. Gaber, Chancellor
Dr. Jennifer Ames Stuart, Associate Vice Chancellor for University Communications
Dr. Richard Amon, Vice Chancellor for Business Affairs
Dr. Kevin Bailey, Vice Chancellor for Student Affairs
Ms. Kim Bradley, Chief of Staff
Dr. Michael Carlin, Vice Chancellor for OneIT and CIO
Ms. Beth Crigler, Vice Chancellor for University Advancement
Dr. John Daniels, Vice Chancellor for Research
Ms. Betty Doster, Special Assistant to the Chancellor for Constituent Relations
Ms. Shari Dunn, Senior Executive Assistant to the Chancellor
Ms. Deidra Harris-Lumpkins, Associate Vice Chancellor for Human Resources
Mr. Mike Hill, Director of Athletics
Dr. Jennifer Troyer, Provost and Vice Chancellor for Academic Affairs
Dr. Brandon Wolfe, Associate Vice Chancellor for Diversity and Inclusion and Chief Diversity Officer

FROM: Jesh Humphrey, Vice Chancellor for Institutional Integrity and General Counsel 

DATE: January 24, 2024

RE: Political Activities of University Employees

POLITICAL ACTIVITIES OF EMPLOYEES

I. RUNNING FOR OR HOLDING ELECTIVE OR APPOINTIVE OFFICES

A. Policy Overview

University employees who wish to run for or hold any elective or appointive public office are subject to state law and regulations adopted by the Board of Governors or the Office of State Human Resources (OSHR). Due to potential conflicts of interest or time, all EHRA employees (faculty and EHRA non-faculty) becoming candidates for or holding public offices must make certain disclosures and receive various approvals on a prescribed schedule or risk an automatic loss of University employment. For SHRA employees, activities related to public officeholding are governed by [policies adopted by OSHR](#) pursuant to its authority under Chapter 126 of the North Carolina General Statutes. In each instance, it is the responsibility of the employee to understand and comply with applicable policies and procedures.

You may obtain the full text of the Board of Governors' policies and regulations on this issue at <https://www.northcarolina.edu/offices-and-services/governance-legal-and-risk/policies-and-resources> or <https://legal.charlotte.edu/legal-topics/political-activities-employees> EHRA employees seeking information or interpretation of the regulations may contact the Office of Legal Affairs; SHRA employees should contact the Associate Vice Chancellor for Human Resources for similar advice and information.



Prior to assuming a “major public office” (as defined by the Board of Governors) or announcing their candidacy for election to a major public office, EHRA employees must submit a petition using the prescribed form and format. Completed petitions should be submitted to the Office of Legal Affairs according to the schedule provided below. The University’s policy on political activities of employees and the petition can be found online at <https://legal.charlotte.edu/policies/up-102.3>.

B. Schedule

<i>For affected academic periods beginning:</i>	<i>Completed petition to be received by:</i>
1. January (e.g., for a May primary contest)	October 15 of preceding year
2. May/June (e.g. for fall elections affecting summer employment)	March 15
3. August/September (e.g., for fall general election)	June 15
4. Other periods	90 days prior to beginning of affected academic period

II. GUIDELINES CONCERNING USE OF UNIVERSITY RESOURCES FOR POLITICAL CAMPAIGN ACTIVITIES

A. Guidelines Overview

The following guidelines apply only to the use of University resources in support of, or in opposition to, political campaigns. They are not intended to restrict discussion of political or campaign issues or candidates among faculty, administrators, and other State employees, or to limit debates at which candidates have equal time.

If you have a question concerning the use of University resources for a particular activity, please contact the Office of Legal Affairs at x5732 or through the online contact form available at <https://legal.charlotte.edu/contact>.

B. Using University Position, Equipment, Supplies, or Email for Political Purposes

North Carolina law and University policy prohibit University employees from managing a political campaign or engaging in political activity during work hours. These regulations also prohibit employees from using their position or State property to gain support for, or to oppose, any person or issue in any election.

North Carolina law also prohibits State employees from pressuring other State employees to support or contribute to a political candidate or party.

To comply with these State and University requirements, no Charlotte equipment or services (e.g., vehicles and other equipment, stationery, campus mail, computers and e-mail, postage, photocopiers, fax machines, etc.) may be used for political campaign activities or to disseminate campaign information. This rule applies to all University faculty, staff, and students, and to individuals not directly associated with the University.

Charlotte employees who engage in political campaign activities must do so on their own time, and this activity must be kept separate from their University employment and obligations.



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C. First Amendment Rights

Each member of the University community has the right to freely express their views on any subject, and this includes supporting or opposing candidates for public office. The First Amendment to the United States Constitution and the North Carolina Constitution protect this right. However, in exercising this personal right, individuals are not allowed to use the resources of the University.

D. Political Activities on Campus

Political campaign activities may be held on Charlotte's campus if all expenses related to the activity are paid for by the candidate, political organizations, or a sponsoring student organization. [University Policy 601.6, Scheduling University Facilities](#), allows University facilities to be rented for political events, but these events cannot be funded or supported by Charlotte.

III. LOBBYING ACTIVITIES

Charlotte must be made aware of all lobbying activities so as not to exceed Internal Revenue Service limits and to ensure its lobbying efforts are coordinated. Accordingly, no University college, department, unit, or employee may engage in lobbying activities without first contacting [Constituent Relations](#). Lobbying activities include engaging with public officials on legislation affecting the University, as well as any requests to testify, answer questions, or provide information to a State Board, Commission, the General Assembly or Congress.

Please distribute the memorandum as appropriate, and do not hesitate to contact me with any questions or concerns.

