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 regulations adopted by the Board of Governors. For many offices, the regulations require that before becoming a candidate for or occupying the office, the University employee must make certain disclosures and receive various approvals on a prescribed schedule, or risk an automatic loss of University employment.

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. 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.

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**

*For affected academic periods beginning:*  
*Completed petition to be received by:*

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 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](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 should do so on their own time, and this activity must be kept separate from their University employment and obligations.
C. First Amendment Rights

Each member of the University community has the right to freely express his/her 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 as long as they are sponsored or hosted by registered student organizations and all expenses related to the activity are paid for by the candidate, political organizations, or student organizations. University Policy 601.6, Scheduling University Facilities (https://legal.charlotte.edu/policies/up-601.6) 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.