



**Office of the Chancellor**

Chancellor's Memorandum  
CM-52 – Official Business Before Elected Officials

**To:** Vice Chancellors, Deans, Directors, and Department Heads.

**From:** LSU Health Sciences Center New Orleans Chancellor

February 16, 2004

I am very pleased about the newly created strategic plan for the Louisiana Health Sciences Center of New Orleans. Already established as Louisiana's health leader through our educational, patient care, research and service programs and as one of Louisiana's most powerful economic engines, LSUHSC-NO has charted a bold blueprint for advancement in this strategic plan. We hope to help achieve these goals with the support of our governing agencies in higher education and local, state, and federal government. In order to better coordinate efforts, I have created the following policy regarding faculty and staff interaction with governmental officials.

**Interaction with Elected Officials on official business**

During the past legislative session, there were several instances in which faculty members met with legislators without the knowledge of the Chancellor. While the University encourages employees to have good professional relationships with state elected officials and to be responsive to questions and requests for information, many contacts with elected officials may be considered by state law to be official "lobbying" on behalf of the University.

Louisiana law [R.S. 24:56(E)] prohibits lobbying by state employees. Therefore, to ensure that the University's messages are coordinated and consistent and to comply with the above statute, it is necessary for employees who are conducting business on behalf of the University with the President of the United States, federal cabinet officers, Members of Congress and their staffs, Louisiana State Legislators and their staff, the Governor of the State of Louisiana and staff, state cabinet officials and their staff, statewide and locally elected officials, members of the LSU Board of Supervisors, or the Board of Regents to discuss the matter with their dean or supervisor prior to the meeting or communication. The Office of External Relations should also be advised of any significant policy meeting.

In addition, it will be necessary to immediately inform the Office of External Relations of any requests for appointments, information, committee participation, testimony, or impending visits by elected officials to any of our units. Nothing here in course, is intended to interfere with your right to express your opinion on a personal basis not representing Louisiana State University Health Sciences Center - New Orleans.

**Budget Requests**

All faculty and staff must abide by the appropriate budget request policies and deadlines as articulated by the Vice-Chancellor for Administration and Finance. Budget requests to the Legislature which bypass this process is in violation of University policy and will not be considered as part of the official budget request of the University.

**Capital Outlay**

All faculty and staff must abide by the appropriate capital outlay request policies and deadlines as articulated by the Vice-Chancellor for Institutional Services. Capital Outlay requests to the Legislature which bypass this process are in violation of University policy and will not be considered as part of the official budget request of the University.

This policy is to become effective immediately. Your compliance with this request will enable us to effectively convey the interests of the University and your department. Please contact the office of External Relations at (504) 568-8976 to report these requests or for further information.