



TEXAS A&M UNIVERSITY

OFFICE OF THE PRESIDENT

September 1, 2020

MEMORANDUM

TO: Deans
Vice Presidents

SUBJECT: Communication and Engagement with Government Officials

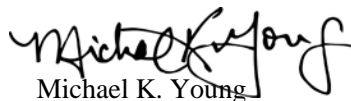
Given our role as a leading research university and the impact our work has across the country, many of our faculty, staff, and students interact with government officials in various capacities. The Office of Government Relations (GR) is Texas A&M's interface with the Texas Legislature, Congress, and senior state and federal executive branch officials. The office helps faculty, staff and students with state and federal questions or matters, and in navigating compliance relating to lobbying disclosure requirements.

For the foreseeable future, many of the typical activities such as fly-in days, advocacy days, congressional or agency visits, etc. will be performed remotely. If conducting official business via Zoom, WebEx, etc., we still may be required to report such activity under The Honest Leadership and Open Government Act of 2007 (HLOGA). Therefore, we continue to ask for your assistance in communicating those meetings with the government relations team to ensure compliance.

- Prior to trips or virtual engagement in Washington, DC, please complete a brief online form ([tx.ag/DCengagement](https://www.tamu.edu/DCengagement)) that will capture the applicable information, and allow GR to schedule a time (if relevant) to visit with faculty, staff, and students. Additional details related to interaction with our local, state, and federal government officials can be found on the GR website ([tx.ag/AggieGR](https://www.tamu.edu/AggieGR)).
- If engaging with the federal government and using university resources (airfare, hotel, meals, vehicle, mileage, video-conference) please contact GR (gr@tamu.edu) as we may be required to disclose under the HLOGA. To protect our employees and the university, compliance is encouraged since both the institution and the individual are subject to civil penalties of up to \$200,000 per violation, and the individual can be subject to imprisonment of up to five years.

In addition to lobbying disclosure requirements, the GR team can help make trips and virtual engagements more effective if you visit with them in advance. Further, they can ensure all parties are well-briefed on pertinent university issues and that interactions follow legal and ethical requirements. I encourage you to share this information with members of your college or division that engage in relevant GR-related activities. I have asked GR to follow-up regarding implementation and respond to any questions.

Thank you for continued efforts regarding this important process.


Michael K. Young

cc: C.J Woods
Michael O'Quinn