



**ELECTED OFFICIAL  
AND CANDIDATE PROTOCOL  
REFERENCE GUIDE**

August 2022

**University of Missouri-Kansas City  
External Relations & Constituent Engagement**

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## UM System Government Relations

The UM System Office of Government Relations is responsible for strategic communications, government relations, and external affairs at the national, state and local levels. The Office is committed to ensuring the citizens of Missouri and the elected officials who represent them understand, appreciate, and support the unique role and value of the four-campus system in advancing Missouri's future.

The Office leads a statewide-integrated marketing and communications effort, including internal and external constituent outreach, media relations, executive communications, web development, advertorials and a variety of social media initiatives. The Office is also responsible for fostering relations between the local, state and federal government and the UM System and developing legislative priorities and action agendas.

## UMKC External Relations & Constituent Engagement

UMKC External Relations and Constituent Engagement (ERCE) is responsible for, government relations, and external affairs at the city, county, state, and federal levels for UMKC. The team also coordinates advocacy efforts with internal and external constituents and is responsible for promoting the legislative priorities of UMKC.

## Importance of Protocols & Processes

The University forges relationships with many stakeholders. Those meaningful connections enable the University to make a broader impact.

ERCE developed this document to serve as a resource for protocols related to various types of events, speaker requests, and campus visits for elected government officials and campaign candidates. It is crucial the University abides by these protocols, because not doing so could put the University at risk. These protocols are in place to safeguard not only the University but also students, faculty and staff. This reference guide provides answers to most questions or issues. However, not every scenario can be addressed in the guide, so please contact ERCE if you have any questions or need clarification regarding a protocol.

## UM System Workplace Policy

The University of Missouri System has strict policies related to engagement in Political Activity. **Refer to the UM System Collected Rules and Regulations 330.05 Political Activities. Website: Workplace (HR-500) <http://umsystem.edu/ums/rules/hrm/hr500> Policy: HR 509 Political Activity**

- A. Regulations
  - 1. Activity in Political Party Organizations.
- B. Election to or Holding Public Office

For more information, please see page 10 of this document. If you have any additional questions, contact the UMKC Human Resource Department.

## Free Speech Zone

Senate Bill 93, which became law in 2015, known as the “Campus Free Expression Act” protects free expression on the campuses of public institutions of higher education.

This act designates the outdoors areas of campuses of public institutions of higher education to be traditional public forums. Public institutions of higher education may maintain and enforce reasonable time, place and manner restrictions in service of a significant institutional interest **ONLY** when such restriction employs clear, published, content and viewpoint-neutral criteria and provide for ample alternative means of expression.

Any such person may freely engage in noncommercial expressive activity so long as the person’s conduct is not unlawful and does not materially and substantially disrupt the institution’s functioning.

## “Clean Missouri” – Engaging State Elected Officials

### Missouri Ethics Laws Amendment 1, “Clean Missouri”

The amendment creates a \$0 limit on gifts that state legislators and their employees can accept from paid lobbyists or the lobbyists’ clients. The University System does employ lobbyists, so this applies to UMKC. This also prohibits political fundraising by candidates for state legislature on State property.

## Engaging in the Political Process

Faculty and staff are always free to engage with elected officials or participate in the political process as a private citizen. When doing so it is crucial to signify that distinction. Any engagement with an elected official or political process outside of official University business must be done outside of your work time and on your own personal devices. Use of University letterhead, email, phone, social media accounts, or any other University resources is strictly prohibited. This policy also applies to retirees or emeriti faculty who maintain access to University resources - electronic or otherwise.

There may also be times that you engage with elected officials or engage in political processes as part of your role at the University. **Any time you engage with elected officials in your University capacity, please notify ERCE in advance.**

The following protocols explain in more detail the necessary approval processes, notification requirements, etc. This is by no means an exhaustive list and could not address the myriad of ways that we may engage in the political process. The following will outline the most common examples. If there is no guidance provide on a particular question or issue, please contact ERCE so we can discuss the specific situation.

### **For more information contact:**

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## ENGAGING WITH ELECTED OFFICIALS

### 1. Requesting an appearance of an elected official to speak on campus.

- **Recognized Student Organizations:** Recognized student organizations can request an appearance of an elected official on campus in a speaking capacity. You must contact the Office of Student Involvement (OSI) to authorize any event related to elected officials and candidates. OSI will notify UMKC ERCE.
- **Faculty Members:** can request an appearance of an elected official on campus in a speaking capacity as it relates to academic endeavors. Please contact ERCE so we can discuss any related issues or the timeliness of the speaker you are requesting for your event.
- **University-affiliated 501(c)3 organizations:** are able to request an appearance of elected officials. You must contact ERCE. Your request will be considered to determine the appropriateness and timeliness of the speaker you are requesting for your event.
- **All other requests** must receive approval through ERCE. Staff will forward the request to the appropriate parties to obtain approval.
- **Note:** The University cannot invite a candidate engaged in a campaign to speak or provide free space on campus. This gives the appearance of partisanship and that we are favoring one candidate over another. However, hosting all of the candidates involved in the same campaign may be possible. In this case, contact ERCE.

### 2. Inviting an elected official to a campus event as an attendee (no speaking role).

- In a scenario where there is no speaking role for the elected official, you can request an appearance to a campus event. However, if the elected is engaged in a campaign, you must also extend an invitation to the other candidates in the same election to the event.
- **If you are a recognized student organization,** you must contact the Office of Student Involvement (OSI) to authorize any event related to elected officials and candidates. OSI will notify UMKC ERCE.
- **For other campus groups, including constituent groups, faculty and staff,** please contact UMKC ERCE **prior** to the invitation to inform them of those who are attending and details of the event.

- **Please note, that due to Missouri Ethics Laws, the University cannot provide state officials with free tickets to an event with a cost associated.**

### **3. Responding to a request from an elected official to visit campus or a request to use space on campus.**

- When you receive a call, email or communication requesting an elected official visit students or your department, notify ERCE. We will assist you in the appropriate direction depending on the specific nature of their visit and ensure the appropriate protocols are followed. A team member with ERCE will make every effort to be in attendance when an elected official is on campus depending on the specific event.
- If the elected official is currently engaged in a campaign, the office of the elected official must contact Jody Jeffries, Director, Division of Student Affairs at [JeffriesJD@umkc.edu](mailto:JeffriesJD@umkc.edu) or 816-235-1086. SAEM will contact ERCE and inform them of the event.
- If a student group is sponsoring the request, the office of the elected official must contact Todd Wells Director of the Office of Student Involvement at [wellsta@umkc.edu](mailto:wellsta@umkc.edu) or 816-235-1047. The sponsoring student group will need to make the official request. OSI will contact ERCE and inform them of the event.
- For all other entities sponsoring the event, the office of the elected official must contact Jody Jeffries, Director, Division of Student Affairs at [JeffriesJD@umkc.edu](mailto:JeffriesJD@umkc.edu) or at 816-235-1086.

### **4. Hosting a legislative event on campus.**

- Events intended to explore any issues, campaigns or ballot initiatives must ensure all perspectives are represented in the discussion/discourse.
- Recognized constituent groups, with approval from your group's leadership, can host a legislative event on campus. Contact ERCE with the details of your event.
- Student organizations are eligible to hold a legislative event on campus and are encouraged to use University facilities for the facilities' intended purpose. Events will be student-centered, student-driven and student-led and participation is voluntary. Control by any outside entity, public or private, or non-student of the University shall not be permitted. Student organization activities and events are not University activities or events; activities and events held by student organizations are not sponsored by the University. Organizations should assess the risks and liabilities of their activities and should determine if they should procure insurance through the agency of their choosing. (Student groups must contact Student Involvement office for further information).

- A faculty member can hold forums, lectures, debates, panel discussions, etc. as it relates to academic endeavors. Please contact ERCE prior to the event.
- Staff should contact ERCE. Opportunities are considered on a case-by-case basis.

## PARTICIPATING IN CIVIC/POLITICAL ACTIVITIES

### 1. Endorsing candidates for office or ballot issues.

- **Student organizations** may endorse candidates for office or ballot issues. It is incumbent on the student group to make sure any letters or marketing collateral developed for the campaign clearly communicates that the support is strictly an initiative of the student group and not the University. Any endorsement or support must NOT be issued on University documents such as letterheads, websites, social media, fliers, ads with University logos, newsletters, etc.
- **Recognized constituent groups, academic centers, and faculty/staff** are PROHIBITED from endorsing any candidates in their organizational capacity. The University is a public institution. Any personal endorsement or support must NOT be issued on your University email address or on University documents such as letterheads, websites, social media, fliers, ads w/University logos, newsletters, etc. As a voter, you personally have the right to endorse a candidate or a ballot issue. Such activity, like any other personal, nonofficial undertaking, must be done on your own time and should not interfere with University duties.
- In addition, under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Individuals of a 501(c)(3) organization as a voter, personally have the right to endorse a candidate or a ballot issue.
- If your department or academic unit would like to endorse a ballot issue, this may be allowed if it is related to the University. However, approval must be obtained from the Chancellor and the UM System. Contact UMKC ERCE to seek approval.

### 2. Getting involved with a political campaign for an elected official/candidate.

- Student organizations may participate in a political campaign for an elected official/candidate. Student groups must inform the Student Involvement office of their intention to support a political campaign.



- Recognized constituent groups, the academic center and faculty or staff are **PROHIBITED** from participating in any political campaigns in their organizational capacity. The University is a public institution. Any PERSONAL endorsement or support must NOT be issued from University email or on University documents such as letterheads, websites, social media, fliers, ads w/University logos, newsletters, etc. As a voter, you personally have the right to endorse a candidate or a ballot issue. Such activity, like any other personal, nonofficial undertaking, must be done on your own time and should not interfere with University duties.

### **3. Attending a fundraising event for an elected official/candidate.**

- You are allowed to attend the fundraising event and may also contribute personal funds on behalf of any candidate you choose. Such activity, like any other personal, nonofficial undertaking, must be done on the individual's own time and should not interfere with University duties.

### **4. Conducting a voter registration activity on campus.**

- Faculty and staff can participate in voter registration events on campus so long as it is done on the employee's own time and does not interfere with University duties. This is consistent with Collected Rules and Regulations CRR 330.050.
- A department or academic unit cannot extend special support or endorsement for activities by a particular political candidate or party. Collected Rules and Regulations CRR 170.040 prohibits promotional use of the University without Presidential approval.
- Outside groups wanting to do voter registration on campus may have access to campus facilities on the same terms as other outside organizations under the campus policies concerning reservations and use of facilities. If a candidate or party wants to reserve space on campus in the same way and on the same terms as a non-political outside organization may reserve space, they can do so.
- Student organizations can host voter registration on campus at any time.

### **5. Running for public office while employed at the University.**

The following refers to the UM System Collected Rules and Regulations 330.05 Political Activities. Website: Workplace (HR-500) <http://umsystem.edu/ums/rules/hrm/hr500> Policy: HR 509 Political Activity

- A. Regulations -- The following are the regulations concerning political activity and holding of public office by University employees:
1. Activity in Political Party Organizations:
    - a. Employees may engage in lawful political activities:
      - (1) Of organizations of political parties qualified to place candidates on the ballot in accordance with Missouri Statutes or of political parties seeking such qualification.
      - (2) Of nonparties or bipartisan groups seeking the election of candidates to public office or the approval or disapproval of issues which are or may be submitted to the voters for approval, or
      - (3) On behalf of individual candidates for public office, including candidates for membership of any political committee established pursuant to Chapter 115 or 130, R.S.Mo.
    - b. Such activity, like any other personal, non-official undertaking, must be done on the individual's own time and should not interfere with University duties.
    - c. Employees may contribute funds to the above parties, groups or candidates or expend funds on behalf of the above parties, groups, candidates or issues, subject only to State and Federal laws which regulate political contributions.
  2. Election to or Holding Public Office -- Any employee before he or she announces officially as a candidate for or accepts any public office must inform his or her superior officer of such intention and such officer must make the fact known to the President of the University through appropriate channels. If the regulations permit, the President will offer no objection to the candidacy provided it does not require time or attention that should be given to University duties.
    - a. Subject to the requirements of Notice to the President, an employee may, without permission of the President become a candidate for and hold a part time position of public office, provided that such activity must be conducted on the individual's own time and shall not interfere with University duties. In case of doubt, the President shall decide if the candidacy is permissible under these regulations.
    - b. Any University employee seeking election to any full time public office in local, county, state or the federal government or exploring whether to seek such an office must resign or be granted a leave of absence as of the earliest of the following dates: the date of registration of an exploratory committee with the appropriate local, state or federal campaign finance authority; the date of registration of a candidate committee with the appropriate local, state or federal campaign finance authority; or the date of filing in the primary. Before accepting such an office, a person is required to resign from the University as of the first day in public office if the person has not already done so. The holding of such public office is forbidden while the person is employed by the University.

### **Further HR Policy Provisions**

Additional HR-509 policy provisions below in accordance with CRR 330.050:

1. The eligible employee must provide notice of the intent to seek public office regardless of whether the employee considers the office to be full-time or part-time.

- Employees shall provide notice to their supervisor. Supervisors are responsible for notifying the Chancellor, who will then notify the President.
  - The determination on an office being full-time or part-time will be made by the president.
  - Some offices, for example the Missouri General Assembly, should be considered full-time although not in session for the entire year.
2. An employee on a leave of absence who is seeking office will be placed on an unpaid personal leave of absence, except in an instance when paid leave is required by law.

If you have questions, contact the UMKC Human Resource Department.

## Addressing Elected Officials

Most elected officials are addressed using the title, “**The Honorable**” and/or title. Whether it is written in a letter, on a nametag, a place card or in person, UMKC ERCE can assist you with the proper title.

### Names, Titles and Forms of Address

Refer to *Honor & Respect: The Official Guide to Names, Titles, and Forms of Address* by Robert Hickey for details on all official titles, names and forms of address.

<http://www.formsofaddress.info>

## Who represents UMKC?

### Kansas City Elected Officials Representing Campus Include:

Mayor Quinton Lucas

4<sup>th</sup> District At-Large Councilwoman Katheryn Shields

4<sup>th</sup> District Councilman Eric Bunch

Note: After the 2023 city elections, the Volker campus will become part of the 6<sup>th</sup> Council District due to redistricting.

### Jackson County Elected Officials:

County Executive Frank White

2<sup>nd</sup> District At-Large Legislator Crystal Williams

1<sup>st</sup> District Legislator Scott Burnett

### State Level in Jefferson City:

Governor Mike Parson

Lt. Governor Mike Kehoe

Attorney General Eric Schmitt

Secretary of State John Ashcroft  
State Auditor Nicole Galloway  
State Treasurer Scott Fitzpatrick  
District 7 State Senator Greg Razer  
District 26 State Representative Ashley Bland Manlove (Volker campus)  
District 24 State Representative Emily Weber (Hospital Hill)

**On the Federal level in Washington DC**

United States Senator Roy Blunt  
United States Senator Josh Hawley  
Congressman Emanuel Cleaver in the House of Representatives

Please contact UMKC ERCE if you would like to reach out to any of these elected officials in your University capacity.

**This handbook is to assist you when engaging with an elected official. It will not address all of your questions, but it will give you a better understanding of the protocols to follow when elected officials are at the University.**

**For more information contact:**

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*External Relations and Constituent Engagement*

*Making connections with UMKC experiential, enduring and extraordinary.*