

## **MEMORANDUM**

TO: Deans, Directors, and Department Heads

FROM: W. Randolph Woodson, Chancellor

SUBJECT: Political Candidacy and Office-Holding Disclosures and Petitions

Date: August 21, 2013

University employees who are exempt from the State Personnel Act and who intend to run or hold any elective or appointive public office, whether part-time or full-time, are subject to policies adopted by the Board of Governors. For many types of office, the policies require that before becoming a candidate or holding political office, the university employee must make disclosures and receive approvals on a prescribed schedule. Prospective candidates or office holders for certain political offices must petition the Chancellor for approval months in advance of election day. Failure to follow these directives may result in a loss of university employment.

The University of North Carolina System policies along with interpretive materials are located in the Policy Manual of the University of North Carolina, in section 300.5, located at <http://www.northcarolina.edu/policy/index.php>. For a summary on political campaign activities in general pertaining to State employees, please see this link [http://www.ncsu.edu/general\\_counsel/legal\\_topics/PoliticalActivities.php](http://www.ncsu.edu/general_counsel/legal_topics/PoliticalActivities.php). Advice concerning the interpretation and application of the policies may be obtained by calling the Office of General Counsel at (919) 515-3071.

WRW/dgh