




**MEMORANDUM**

**TO:** Deans, Directors, and Department Heads  
**FROM:** W. Randolph Woodson, Chancellor   
**SUBJECT:** Political Candidacy and Office-Holding Disclosures and Petitions  
**Date:** September 12, 2016

University employees who are exempt from the State Human Resources Act (EHRA) 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 offices, 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. These directives and deadlines are intended to ensure timely resolution of proposed activities. Failure to follow them may subject the employee to disciplinary action.

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](#). For more information on political activities as a university employee, please read the Howling Counsel Newsletter: [Primer on Political Activities](#).

Advice concerning the interpretation and application of the policies may be obtained by calling the Office of General Counsel at (919) 515-3071.