

Notre Dame Suggested Protocol When Hosting National Political Candidates or Elected Officials

The following protocol has been developed for appearances on the Notre Dame campus by individuals seeking political office or those who are elected officials. It is based upon Internal Revenue Service guidelines for tax-exempt organizations, University historical precedent, and academic freedom.

- Generally speaking, elected officials, political candidates or their surrogates who speak on campus must be an invited guest of the President, or under the sponsorship of an officially recognized University organization or academic unit.
- In either case, the following policies apply:
 - There may be no fund-raising of any kind by political candidates, elected officials, or through surrogates affiliated with them in association with a University event, or on campus in or outside a re-election cycle. This prohibition applies to fundraising by student organizations recognized by the University as well.
 - In accord with IRS regulations that prohibit the endorsement or the appearance of an endorsement of a political candidate by a tax exempt organization, traditional political rallies are prohibited. Rather, events should be educational in nature.
 - Political candidates, elected officials or their surrogates will be introduced by a University representative (including student leaders of clubs and organizations) and the introduction and all communication concerning a candidate's appearance cannot include comments on their qualifications and must explicitly state that the University neither supports nor opposes the candidate.
 - No banners, placards or other signage typically found at a political rally are allowed in or around the venue.
 - Only invited elected officials, candidates or their sponsored surrogates may speak. Surrogates must be approved as participants in advance. No political leaders, endorsers or elected officials other than the invitee may participate.
 - Other politicians or celebrities who support candidates may attend and receive special seating, and be introduced, but they may not speak on behalf of a candidate.
 - If a candidate is invited to speak on campus, the University must provide equal opportunity to all candidates for that particular office to speak on campus in accord and consistent with University policies. The same parameters and provisions must apply for all.
- It has been the tradition of Notre Dame Presidents since 1952 to invite the leading contenders for the presidency to speak on campus during the general election campaign. An invitation also is appropriate during the Indiana primary, when it plays a significant role in the presidential nomination process.
 - An invitation from the University President is to the candidate, not to surrogates.
 - Should the candidate accept, it is expected that he or she will deliver a substantive address on one of the important issues of the campaign,

- Candidates may not deliver a stump speech, or engage in a political rally.
 - The candidate will be hosted on campus and introduced by the President of the University, absent an unavoidable scheduling conflict. In lieu of the President, a University official will host.
 - The above policies related to fund raising, neutrality, signage, attendance by other political figures and celebrities, and equal opportunity to all candidates apply in full to presidential campaigns.
 - Each invited candidate should be allowed to speak at events and venues of a similar nature in order to meet requirement that each candidate has been given an equal opportunity to participate.
- Should a political campaign seek to send a surrogate to campus to speak on behalf of a candidate, that appearance must be sponsored by an academic unit or officially recognized University organization.
 - The University will accommodate all reasonable requests, but it will be the responsibility of the sponsoring organization or unit to make all arrangements related to the event.
 - A sponsoring University academic unit or officially recognized organization is expected to comply with the above policies related to fund raising, neutrality, signage, attendance by other political figures and celebrities, and equal opportunity to all candidates.
- Communication protocol – It is University protocol for the Office of the President to extend the invitation to a presidential candidate or nominee. Sponsoring University academic units or officially recognized organizations must communicate their intent to invite an elected official, candidate or their surrogate and timeframe for the event to the Office of the President and the Office of Public Affairs and Communication to avoid duplication and/or scheduling conflicts. This also alerts the administration to the potential need for external communication and media inquiry that will ensue.
- All media outreach for Presidential invitees should be directed through the Office of News and Information which will manage and direct all press credentials and on-site coverage. Similarly, University academic units or officially recognized organizations sponsoring surrogate events must alert the Office of News and Information which will respond on behalf of the University to all inquiries.
- More information on Internal Revenue Service guidelines related to involvement by tax-exempt organization in political campaigns is available on-line at:
<http://www.irs.gov/newsroom/article/0,,id=154712,00.html>