

**TITLE 131
PROCEDURAL RULES
WEST VIRGINIA BOARD OF DIRECTORS**

**SERIES 13
POLICY REGARDING COMMUNICATIONS REQUESTING
NEW SERVICES, LEGAL OPINIONS OR POLICY INTERPRETATIONS
FROM STATE OFFICERS AND OFFICES**

§131-13-1. General.

1.1. Scope. -- This rule establishes procedures for requesting new services, opinions and interpretations.

1.2. Authority. -- W. Va. Code §18-26

1.3. Filing Date. -- January 5, 1981

1.4. Effective Date. -- March 5, 1981

established institutional procedures for the use of its facilities, should they desire to hold such a meeting on campus.

§131-13-2. Policy.

2.1. RESOLVED, That all communications and contacts with state officers and offices, agencies, commissions or departments requesting new services, legal opinions, or policy rulings or interpretations associated with the state system of higher education or any state institution of higher education, shall be made by the Board of Directors unless approval is granted by the Board for an institution or institutional representative to initiate direct communication with such officers or offices. Institutional communications and contacts of a routine nature with state agencies regarding payrolls, requisitions, purchase orders and similar matters are not affected by this policy.

2.2. This policy is not to be interpreted as prohibiting employees of the Board of Directors or its institutions from meeting or communicating with elected or appointed officials in the employees' role as individual citizens, save only that in such contacts these employees are obligated to (1) identify their status with the Board/institution and indicate that they are not acting as official representatives or spokesmen for the Board/institution and (2) comply with any