



MONTGOMERY COUNTY EXECUTIVE ORDER

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Employee Solicitation Waiver	Executive Order No. 083-16	Subject Suffix
Department CEX / Office of Community Partnerships	Department No.	Effective Date 5/19/16

SOLICITATION OF GIFTS OFFICE OF COMMUNITY PARTNERSHIPS

Pursuant to § 19A-16(b)(3) of the Montgomery County Public Ethics Law, the County Executive authorizes the Director of the Office of Community Partnerships to designate employees assigned to that office to solicit gifts for the benefit of programs and services administered by that office, in accordance with the requirements established by this Executive Order.

Employees authorized to solicit gifts

Any employee designated by the Director of the Office of Community Partnerships may contact potential donors directly.

Purpose of the Gifts

The purpose of the gifts is to benefit the programs and services administered by the Office of Community Partnerships for which no public funds are available or to enhance existing programs and services.

Manner of Solicitation

The Director of the Office of Community Partnerships, or his designee, must authorize all solicitations. A public employee authorized to solicit a gift under this Order may participate in presentations, conduct general solicitations through mailings, participate in media activities, or meet personally with potential donors. An authorized public employee may solicit gifts during official work hours, while identifiable as a public employee, but must not solicit any individual or entity that has a contract with the Office of Community Partnerships, the Offices of the County Executive, or any other County agency with which the employee is affiliated.

An authorized public employee may solicit a gift to a nonprofit entity that is formally cooperating with the Office of Community Partnerships on programs or services, if the gift will be used exclusively to benefit programs or services administered by the Office of Community Partnerships. The nonprofit entity may charge the donor a reasonable and customary administrative fee to offset its cost of processing the gift. Any such fee must be negotiated between the County and the nonprofit entity. This authorization includes the solicitation of gifts for the Fund for Montgomery, the Community Foundation in Montgomery County, and the Community Foundation for the National Capital Region.



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Source of Gifts

Designated employees may solicit gifts from any individual or entity, including associations, businesses, corporations, foundations, service organizations, chamber of commerce, community groups, religious organizations, and other government agencies.

Types of Gifts

Gifts may include monetary contributions, goods and services, technical assistance, training space, furniture or equipment costs.

Manner of Acceptance of Gifts

Unless the donor makes a written request that there be no public acknowledgement of the gift, the Director of the Office of Community Partnerships must publicly acknowledge each gift of \$100 or more by placing a notice in the Montgomery County Register on a quarterly basis indicating the gift donated, the identity of the donor, the identity of the recipient of the gift, and the purpose for which the gift will be used. The Director of the Office of Community Partnerships may issue a press release, if desired.

The Director of the office of Community Partnerships must notify the Office of the County Executive of the funds collected. The Director of the Office of Community Partnerships may fulfill this requirement by submitting a request for placement of a notice in the Montgomery County Register as outlined above.

Term

This Executive Order expires on May 31, 2019

This Executive Order is issued under the Authority of § 19A-16(b)(3) of the Montgomery County Public Ethics Law and Ethics Commission waiver dated April 6, 1990.

Approved:

Isiah Leggett, County Executive

5/19/16

Date



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Recommended by:

May 11, 2016

Bruce Adams
Director, Office of Community Partnerships
Office of the County Executive

Date

Approved as to form and legality
Office of the County Attorney

Date: May 19, 2016