



MONTGOMERY COUNTY EXECUTIVE ORDER

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

Subject Employee Solicitation Waiver	Executive Order No. 139-24	Subject Suffix
Department Office of Animal Services	Department No.	Effective Date August 28, 2024

SOLICITATION OF GIFTS OFFICE OF ANIMAL SERVICES

Pursuant to § 19A-16(b)(3) of the Montgomery County Public Ethics Law, the County Executive Authorizes the Executive Director of the Office of Animal Services (OAS) to designate employees assigned to that Department to solicit gifts for the benefit of programs and services administered by OAS, which includes the acceptance of online donations via a county portal in accordance with the requirements established by this Executive Order.

A. Employees Authorized to Solicit Gifts

Any employee designated by the Executive Director of the Office of Animal Services may contact potential donors directly.

B. Purpose of the Gifts

The purpose of the gifts is to enhance programs and services offered through the Office of Animal Service as well as integration efforts to expand the performance of its responsibilities.

C. Manner of Solicitation

The Director of the Office of Animal Services, or his/her designee, must authorize all solicitations. A public employee authorized to solicit a gift under this Order may direct donors to a county portal which accepts online donations, 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 Animal Services, or any other agency with which the employee is affiliated. In no event may an authorized employee



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solicit gifts from an individual or entity that is engaged in litigation or an adversarial proceeding against the County.

An authorized public employee may solicit a gift to a nonprofit entity that is formally cooperating with the Office of Animal Services on programs or services, if the gift will be used exclusively to benefit programs or services administered by the Office of Animal Services.

D. Source of Gifts

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

E. Types of Gifts

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

F. Manner of Acceptance of Gifts

The Executive Director of the Office of Animal Services may issue a press release, if desired.



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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:

A handwritten signature in black ink, appearing to read "Marc Elrich", written over a horizontal line.

Marc Elrich, County Executive

Date: August 28, 2024

Approved as to form and legality:
Office of County Attorney

By: Benjamin Legum

Date: 8/23/24