



# MONTGOMERY COUNTY EXECUTIVE ORDER

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

<b>Subject</b> Employee Solicitation Waiver	<b>Executive Order No.</b> 047-23	<b>Subject Suffix</b>
<b>Originating Agency</b> Housing Opportunities Commission of Montgomery County	<b>Department No.</b>	<b>Effective Date</b> 03-21-23

## SOLICITATION OF GIFTS HOUSING OPPORTUNITIES COMMUNITY PARTNERS

Pursuant to § 19A-16(b)(3) of the Montgomery County Public Ethics Law, the County Executive authorizes the Executive Director of the Housing Opportunities Commission of Montgomery County ("HOC") to designate public employees to solicit gifts for the benefit of the Housing Opportunities Community Partners ("HOCP"), a nonprofit entity formally cooperating with HOC to provide services that strengthen the housing stability and increase the self-sufficiency of low and moderate income families living in the County, in accordance with the requirements established by this Executive Order.

### Employees authorized to solicit gifts

Any and all HOC employees and Commissioners may contact any and all potential donors directly.

### Purpose of the Gifts

The purpose of the gifts is to support HOCP in its mission to provide services that strengthen the housing stability and increase the self-sufficiency of low and moderate income families living in the County.

### Manner of Solicitation

A public employee authorized to solicit a gift under this Order may participate in presentations; conduct general solicitations through mailings, e-mails, telephone, social media, or otherwise; 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.

### Source of Gifts

Authorized 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. An authorized employee must not solicit any individual or entity that has a contract with the HOC or any other County agency with which the employee is affiliated.

### Types of Gifts

Gifts may include monetary contributions, grants, sponsorships, goods and services, technical assistance,



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training space, furniture or equipment cost, and in-kind services/operational support.

### Manner of Acceptance of Gifts

Unless the donor makes a written request that there be no public acknowledgement of the gift, the Executive Director may authorize staff to publicly acknowledge each gift, including identifying of the donor and the purpose for which the gift will be used. The Executive Director may direct staff to issue a press release, if desired.

### Term

This Executive Order expires on January 1, 2027, and shall be automatically renewed on an annual basis unless and until a separate Executive Order states otherwise.

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:

  
\_\_\_\_\_  
Marc Elrich, County Executive

03/21/2023  
\_\_\_\_\_  
Date

APPROVED AS TO FORM AND LEGALITY

OFFICE OF THE COUNTY ATTORNEY

BY: 

DATE: 3/21/23