



MONTGOMERY COUNTY EXECUTIVE ORDER

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

Subject Employee Solicitation Waiver	Executive Order No. 065-23	Subject Suffix
Originating Department Offices of the County Executive	Department No.	Effective Date 4/12/23

SOLICITATION OF GIFTS MID-COUNTY AND SILVER SPRING REGIONAL SERVICES CENTERS

Pursuant to § 19A-16(b)(3) of the Montgomery County Public Ethics Law, the County Executive authorizes the Director of the Mid-County Regional Services Office and the Director of the Silver Spring Regional Services Office to designate employees assigned to those offices to solicit gifts for the benefit of programs and services administered by those offices, in accordance with the requirements established by this Executive Order.

Employees authorized to solicit gifts.

Any employee designated by the Director of the Mid-County Regional Services Office, or the Director of the Silver Spring Regional Services Office may contact potential donors directly.

Purpose of the Gifts.

The purpose of the gifts is to benefit the programs and services administered by the Mid-County Regional Services Office – Wheaton Arts & Entertainment and Urban Districts (WUD) and the Silver Spring Regional Services Office – Silver Spring Arts & Entertainment and Urban Districts (SSUD) for which no funds are available or to enhance existing programs and services.

Manner of Solicitation.

The Director of the Mid-County Regional Services Office or the Director of the Silver Spring Regional Services Office or their designees, 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 Mid-County Regional Services Office or the Silver Spring Regional Services Office or any other County agency with which the employee is affiliated.

Source of Gifts.

Designated 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.



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Types of Gifts.

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

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 Mid-County Regional Services Office or the Director of the Silver Spring Regional Services Office may publicly acknowledge each gift by placing a notice in the Montgomery County Register 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 Mid-County Regional Services Office or the Director of the Silver Spring Regional Services Office may publicly acknowledge gifts by publicizing sponsorships through social media and other avenues of communication.

The Director of the Mid-County Regional Services Office and the Director of the Silver Spring Regional Services Office must notify the Office of the County Executive of all gifts received. The Director of Mid-County Regional Services and the Director of Silver Spring Regional Services 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 December 7, 2026.

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:

Handwritten signature of Marc Elrich in cursive.

Marc Elrich County Executive

4/12/23

Date



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Approved as to Form and Legality

A handwritten signature in cursive script that reads "Edward B. Lattner".

Edward B. Lattner
February 28, 2023

