



# 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> 135-23	<b>Subject Suffix</b>
<b>Originating Department</b> Alcohol Beverage Services	<b>Department No.</b>	<b>Effective Date</b> 8/8/2023

## SOLICITATION OF GIFTS ALCOHOL BEVERAGE SERVICES

Pursuant to § 19A-16(b)(3) of Montgomery County Public Ethics Law, the County Executive authorizes the Director of Alcohol Beverage Services (ABS) to designate employees assigned to that department to solicit gifts for the benefit of the March of Dimes, in accordance with the requirements established by this executive order.

### Employees authorized to solicit gifts

Any employee designated by the Director of ABS may contact potential donors directly.

### Purpose of the gifts

The Purpose of the gifts is to benefit March of Dimes and its Labor for Healthy Moms and Babies mission and charitable giving campaign. March of Dimes is identified as a 501 (C)(3) by the Department of Treasury Internal Revenue Service with Tax ID# 13-1846366

### Manner of solicitation

The Director of ABS, or 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 ABS or other county agency with which the employee is affiliated. An authorized public employee must not solicit any individual or entity that is party to a complaint pending before ABS, or the Board of License Commissioners.

### 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.

### Types of Gifts

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



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### Manner of acceptance of gifts

Unless a donor makes a written request that there be no public knowledge of the gift, the Director of ABS 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 ABS may issue a press release, if desired.

The Director of ABS must notify the Office of the County Executive of all gifts received. The Director of ABS may fulfill this requirement by submitting a request for placement of notice in the Montgomery County Register as outlined above.

### Term

This Executive Order expires on December 31<sup>st</sup>, 2023

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

Approved as to form and legality  
Office of the County Attorney

*Megan Greene* 8/1/2023  
Megan Greene, Associate County Attorney

Approved :

*Marc Elrich*

Marc Elrich, County Executive

8/8/23

Date

Recommended By:

*John Utermohle*

John Utermohle, Acting Director of ABS

08/01/2023

Date