



MONTGOMERY COUNTY EXECUTIVE ORDER

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

Subject Employee Solicitation Waiver	Executive Order No. 202-12	Subject Suffix
Department Office of Human Rights	Department No.	Effective Date 9/12/2012

SOLICITATION OF GIFTS OFFICE OF HUMAN RIGHTS/COMMUNITY OUTREACH DIVISION

Pursuant to § 19A-16(b)(3) of the Montgomery County Public Ethics Law, the County Executive authorizes the Director of the Office of Human Rights 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 Office of Human Rights may contact potential donors directly.

Purpose of the Gifts

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

Manner of Solicitation

The Director of the Office of Human Rights, or 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 Office of Human Rights, the Offices of the County Executive, or any 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 the Office of Human Rights or the Human Rights Commission.

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.

Manner of Acceptance of Gifts

Unless the donor makes a written request that there be no public acknowledgement of the gift, the Director of Office of Human Rights may publicly acknowledge each gift by placing a notice in the Montgomery County



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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 Human Rights may issue a press release, if desired.

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

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

Sept 12, 2012
Date

Recommended by:


James L. Stowe
Director, Office of Human Rights

9-11-12
Date

APPROVED AS TO FORM AND LEGALITY.
OFFICE OF COUNTY ATTORNEY
BY 
DATE 9/11/12