



MONTGOMERY COUNTY EXECUTIVE ORDER

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

Subject Employee Solicitation Waiver	Executive Order No. 66-13	Subject Suffix
Originating Department Department of Economic Development	Department No.	Effective Date 3/14/13

SOLICITATION OF GIFTS DEPARTMENT OF ECONOMIC DEVELOPMENT

Pursuant to section 19A-16(b)(3) of the Montgomery County Public Ethics Law, the County Executive authorizes the Director of the Department of Economic Development (“the Department”) to designate Department employees to solicit gifts in accordance with the requirements established by this Executive Order for the Department’s Annual Business Awards Ceremony.

A. Employees authorized to solicit gifts

Any Department employee designated by the Director of the Department of Economic Development (“the Director”).

B. Purpose of the gifts

The purpose of the gifts is to provide support to the Department’s Annual Business Awards Ceremony. The Awards Ceremony brings the business community in the County together and recognizes those businesses that significantly impact and make positive contributions within the County. The Awards Ceremony also provides participants with networking opportunities and promotes the Department. Financial contributions will be used for operating costs; to purchase needed equipment or supplies; and for consulting or contractor services. No private contributions or gifts will be used for County personnel costs unless a donor specifically requests that funds be used for this purpose.

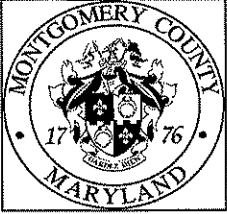
C. Manner of solicitation

The Director or Director’s designee must authorize all solicitations. A public employee authorized to solicit a gift under this Executive Order may participate in presentations and media activities, conduct general solicitations through mailings or telephone calls or may meet personally with potential donors to discuss Department needs and partnership opportunities.

A direct solicitation must not be made to any person or organization that has a contract with the County that is administered by the Department; to a subcontractor of such person or organization; or to a business that has received funding within the last five years from the Department-administered Economic Development Fund.

D. Source of gifts

Gifts may be solicited from businesses, corporations, chambers of commerce, associations, service organizations, community groups, religious organizations, foundations, not-for-profit organizations, other



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government agencies, or individuals.

E. Type of gifts

Gifts may include, but are not limited to, monetary contributions, goods and services, technical assistance, in-kind consulting services, free or reduced admission to events, sponsorship of events, advertising, meeting space, furniture or equipment.

F. Manner of acceptance of gifts

All gifts must be publicly acknowledged unless the donor requests in writing that no public acknowledgement is made. Public acknowledgement must be made by at least a placement of a notice in the Montgomery County Register. Such notice should include the donation(s) made, the source of the donation(s), the name of the department receiving the donation(s), and the purpose for which the donation(s) will be used. At the discretion of the Director, additional public acknowledgement may be provided, including the issuance of a press release.

The Office of the County Executive is to be notified of all gifts received. This requirement may be fulfilled by submission of the request for placement of a notice in the Montgomery County register as outlined above.

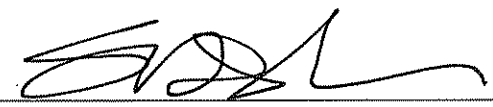
This Executive Order is issued under the Authority of section 19A-16(b)(3) of the Montgomery County Public Ethics Law and Ethics Commission waiver dated April 6, 1990.

Approved:


Isiah Leggett, County Executive

March 14, 2013
Date

Recommended by:


Steven A. Silverman, Director
Department of Economic Development

3/6/13
Date

APPROVED AS TO FORM AND LEGALITY
OFFICE OF THE COUNTY ATTORNEY

BY: 
DATE: 3/12/13