

EMPLOYEES SERVING ON ADVISORY BOARDS AND COMMISSIONS

Background

Within the county government there are a number of advisory boards and commissions that provide guidance to county departments and perform valuable functions for the county as a whole. Among other things, advisory boards and commissions provide citizens with an opportunity for effective participation in local government and provide Commissioners with the citizen perspective on issues.

County employees, contractors, or subcontractors may make valuable contributions as members of advisory boards or commissions. However, there also exists the possibility of the appearance of or actual conflict of interest when an employee serves as a member of an advisory board or commission that advises the department for which the employee works. To provide the benefit of employees serving on county boards and commissions, while avoiding actual or potential conflicts of interest, the Board adopts the following policy.

Policy

People employed by or under contract with the County may be eligible for appointment to county advisory boards or commissions. However, in no event shall a county employee or contractor serve on a county advisory board or commission where the scope of the board's or commission's work or duties is directly related to the employee's or contractor's job responsibilities or duties except as directed by the Department head. And, in no instance shall a county employee serve on an advisory board or commission that directly advises the department for which the employee is employed. This policy also applies to subcontractors. If a member of a county advisory board or commission later becomes an employee, contractor, or subcontractor with the department being advised by the board or commission, the board member shall resign from the respective board or commission.

The Following Procedures Are To Be Followed

1. Employees or contractors who elect to serve on boards or commissions in other Departments shall do so on their own time and without compensation unless they have been asked by their Department director to serve in an official capacity. In cases where Department representation is requested, the Department director (or designee) shall determine which employee will be appointed and time associated with membership will become part of an approved work plan.
2. Employees or contractors who choose to serve on other Departments boards or commissions as private citizens shall identify themselves as representing their own personal views, not those of their Department of employment.
3. Subject to Department approval, employees or contractors may serve on informal or ad hoc work groups within the same Department in order to provide subject specific assistance.
4. Exceptions to this policy may be recommended by the Department director and approved by the County Administrator.

INTERNET LINKS

County Ordinance (<http://www.clackamas.us/code/documents/title2.pdf>)