



<input type="checkbox"/>	Administrative Policy
<input type="checkbox"/>	Operational Policy

Clackamas County Policy

Name of Policy	Employees Prohibited from Serving on Advisory Boards and Commissions	Policy #	EPP 47
Policy Owner Name	Evelyn Minor-Lawrence	Effective Date	10/28/99
Policy Owner Position	Human Resources Director	Approved Date	3/12/2024
Approved By	BCC	Next Review Date	3/12/2026

I. PURPOSE AND SCOPE

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.

While County employees may make valuable contributions as members of advisory boards or commissions, due to the possibility of an actual or potential conflict of interest, or the appearance thereof, the Board adopts the following policy:

II. AUTHORITY

ORS 203.035 authorizes the Board of County Commissioners to promulgate policies for the management and operation of Clackamas County Government.

III. GENERAL POLICY

People employed by the County, either full-time, part-time, or temporarily, are not eligible for appointment to County advisory boards or commissions. If a member of a County advisory board or commission later becomes an employee, the board member shall resign from the respective board or commission.

A County employee may be appointed to a County advisory board or commission if a provision of federal or state law, County Code, or intragovernmental agreement or other such arrangement provides that such appointment is authorized or required.

IV. DEFINITIONS

N/A

V. POLICY GUIDELINES

1. All appointments of a County employee to an advisory board or commission shall be approved either by the Board or the County Administrator.
2. 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 a work plan approved by the County Administrator.
3. Subject to Department and County Administrator approval, employees may serve on informal or ad hoc work groups in order to provide subject matter expertise and specific assistance.
4. Exceptions to this policy may be recommended by the Department director and approved by the County Administrator.

VI. PROCESS AND PROCEDURES

N/A

VII. ACCESS TO POLICY

Access to this administrative policy shall be as follows:

- Filed in the County's policy management system.
- Posted in PowerDMS
- Posted to the County's internet.

VIII. ADDENDA

County Ordinance <https://powerdms.com/link/CCOR/document/?id=1997145>

Actions on this Policy:

Original Policy effective date:10/28/99

Amended Policy effective dates:03/03/04, 3/01/07