

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

Presentation Date: 10/26/21 **Approx. Start Time:** 2:00 p.m. **Approx. Length:** 30 mins.
Presentation Title: Approval of Revised Advisory Member Code of Conduct Policy
Department: Public and Government Affairs
Presenters: Chris Lyons
Other Invitees: Stephen Madkour, Martine Coblentz

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Public and Government Affairs (PGA) is seeking approval from the Board of County Commissioners (BCC) of a revised Advisory Member Code of Conduct Policy.

EXECUTIVE SUMMARY:

Clackamas County supports roughly 50 advisory boards and commissions (ABCs), which are comprised of community members appointed by the BCC to provide insight on specific county programs. The advisory members offer their lived experience and sometimes professional experience as their expertise to help guide the BCC and staff to ensure programs meet the community needs and reflect community values.

The county maintains a code of conduct policy that communicates the expectations for Clackamas County advisory members. Working in collaboration with staff from Administration, County Counsel, the Equity & Inclusion Office, and others, PGA has updated this existing policy with the following revisions:

- Update the formatting to align with the county's policy template;
- Rename the policy to better describe the purpose;
- Combine the goals of the original document to create a safe space for all volunteers and the BCC direction to create a conduct policy to ensure all ABC meetings are in alignment with all public meeting requirements and county expectations;
- Clearly define the roles of all ABC participants including staff;
- Clearly outline the expectations of all advisory members as volunteer agents of the county;
- Include the updated discipline and discharge process in the policy;
- Added definitions and edited document to use consistent terms; and
- Review through Policy Review Committee lens, EDI lens, and by community volunteers.

FINANCIAL IMPLICATIONS (current year and ongoing):

NA

STRATEGIC PLAN ALIGNMENT:

- This item aligns with the Public and Government Affairs Strategic Business Plan goals “to provide...coordination services to the people of Clackamas County, their Board of County Commissioners, and other countywide elected officials so they can equitably access services, influence public policy, build connection and trust with their government, and impact the future of their community.”
- This item aligns with the county's work on all five Performance Clackamas goals, which strive to reflect the values of county residents.

LEGAL/POLICY REQUIREMENTS:

The policy has been updated to include references to Oregon Government Ethics Law, restrictions on political campaigning, and mandatory child abuse reporting.

PUBLIC/GOVERNMENTAL PARTICIPATION:

The Committee for Community Involvement (CCI) and the Clackamas County Equity, Diversity, and Inclusion Council (EDIC) reviewed the draft policy and had no concerns with the proposed revisions.

OPTIONS:

1. Approve the Advisory Member Code of Conduct Policy as drafted
2. Amend the Advisory Member Code of Conduct Policy as drafted

RECOMMENDATION:

1. Approve the Advisory Member Code of Conduct Policy as drafted

ATTACHMENTS:

- Draft Advisory Member Code of Conduct Policy (pages 3-6 of this document)
- Current Advisory Body & Volunteer Code of Conduct Policy (pages 7-9 of this document)

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval s/Sue Hildick

County Administrator Approval _____

For information on this issue or copies of attachments, please contact Sue Hildick @ 503-742-5900



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

Clackamas County Policy

Name of Policy	Advisory Member Code of Conduct Policy	Policy #	
Policy Owner Name	Chris Lyons	Effective Date Revised Date	
Policy Owner Position	PGA Government Affairs Manager	Approved Date	
Approved By		Next Review Date	

I. PURPOSE AND SCOPE

To communicate the expectations for Clackamas County advisory members to demonstrate the highest standards of legal and ethical conduct in service to the county.

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

Advisory members strive toward upholding Clackamas County’s equity, diversity and inclusion standard where people thrive, have a sense of safety, connection, and belonging, so that everyone is honored and celebrated for the richness in diversity they bring.

Advisory members shall treat their colleagues with respect, dignity, and courtesy and avoid conflicts of interest, or the appearance of such conflicts.

Advisory members shall create a safe meeting environment in which all members and the public at-large feel heard and encouraged to fully participate.

Advisory members shall follow the County’s Core Values of Service, Professionalism, Integrity, Respect, Individual Accountability, and Trust.

IV. DEFINITIONS

Advisory Member: Any person appointed to an advisory board, committee, commission, council, or board by the Board of County Commissioners.

Advisory Body: The advisory committee, commission, council, or board the advisory member is appointed to serve on.

Staff Liaison: A staff person assigned to provide support to administer the business of the advisory board, committee, commission or council by a county department director.

V. CODE OF CONDUCT

This Code of Conduct requires that all Advisory Members:

- Serve the best interest of the advisory board, committee, commission, or council as a whole regardless of personal interests;
- Treat all persons with respect and dignity by providing an environment free from unlawful discrimination or harassment based on or because of a person's protected class status, which includes but is not limited to race, color, religion, sex (including pregnancy, sexual orientation, gender, gender identity, gender expression), ethnicity, nationality, citizenship status, age, mental or physical disability, and marital status.
- Perform duties without bias for or against any individual or group;
- Act within the boundaries of authority as advisory to the Board of County Commissioners;
- Comply with all other aspects of Oregon public records law, public meeting law, ethics law, and election laws; and serve as a mandated reporter of suspected child abuse;
- Report all concerns or alleged violations promptly to advisory body Chair or staff liaison or the department director.

The Advisory Body shall:

- Conduct open and well-publicized meetings;
- Provide opportunities for meaningful participation by all communities.

Staff Liaison shall:

- Model ethical behavior and foster a culture of transparency by listening and being receptive to volunteer and advisory member's concerns about observed or perceived issues;
- Monitor and ensure compliance with the Code of Conduct;
- Take corrective action to report or address issues and violations not consistent with the Code of Conduct;
- Prevent retaliation against any advisory member who reports or assists in an investigation into an issue or possible violation.

VI. REPORTING AND REMOVAL PROCESS

Each Advisory member has the responsibility to report behavior that is not consistent with the code of conduct in Section IV to their staff liaison. The

Department director shall designate a staff person to investigate the report and the director shall determine subsequent actions, up to and including recommending removal of the member to the Board of County Commissioners. The Board shall take final action.

Any Advisory member may be removed by a vote of the Board of County Commissioners (BCC). The BCC may remove an Advisory member if the BCC finds:

- The member in question has failed to follow the adopted bylaws of the advisory board, committee, commission or council; or,
- The member has failed to comply with the Code of Conduct.

VII. ACCESS TO POLICY

This policy is available on the county internet, intranet and PowerDMS

VIII. ADDENDA

Advisory Board Member Signature Page

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Advisory Applicant Signature Page*

Advisory Member Applicants must sign this document to acknowledge they understand the information provided in the document and the accompanying policies.

Signing acknowledges that the applicant has been provided with Oregon Government Ethics Law "A Guide for Public Officials" (Adopted October 2010), Restrictions on Political Campaigning by Public Employees – ORS 260.432 (Rev 1/2016); and Mandatory Child Abuse Reporting training on the county's website. Signing indicates the applicant understands that these legal requirements, obligations, and expectations are personal to them as a volunteer public official..

Signing indicates the applicant has read the Conflict of Interest disclosure requirements set forth in Oregon Government Ethics Law and agreement to comply fully with its terms and conditions at all times during my service as a Advisory member. If at any time following the submission of this form the applicant becomes aware of any actual or potential conflicts of interest, they will promptly notify the Chair, staff liaison or department director in writing.

Failure to meet these standards, and all other standards outlined in this policy may result in termination of Advisory member.

I acknowledge that my electronic signature on this document is legally equivalent to my hand-written signature.

Applicant Printed Name

Applicant Signature and Date

*This document will be retained in the applicant's file for this activity

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	TITLE: Advisory Body & Volunteer - Code of Conduct Policy

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I. PURPOSE/SCOPE

To communicate the expectations for Clackamas County advisory board/volunteers to demonstrate the highest standards of legal and ethical conduct in service to the county.

The Core Values of Clackamas County are *Service, Professionalism, Integrity, Respect, Individual Accountability and Trust*. The volunteer code of conduct is intended to clarify the importance of Our Core Values and to ensure that public participation at Clackamas County is safe and welcoming.

Clackamas County is committed to providing consistently high quality services and supports to clients and community at large consistent with our mission and goals. This includes maintaining a culture that promotes ethical behavior and a welcoming environment.

Clackamas County recognizes that its greatest strength lies in the talent of its employees, volunteers and governing/advisory boards, and expects its employees, volunteers and governing/advisory board members to treat their clients and colleagues with respect, dignity, and courtesy and to avoid conflicts of interest, or the appearance of such conflicts.

It is important for Clackamas County volunteers and governing/advisory board members be committed to:

- Immediately acknowledge any biased, discriminatory, or harassing behavior in a meeting environment.
- Creating a safe, comfortable meeting environment in which all members and the public at-large feel heard and encouraged to fully participate.

As such, Clackamas County volunteer and governing/advisory board members should be sensitive to the way in which their actions and communications may be received by others.

Although each individual is ultimately responsible for their own conduct, Clackamas County is committed to assisting its governing/advisory boards and volunteers in these efforts by maintaining an environment that promotes these standards and encourages volunteers and governing/advisory boards to demonstrate the highest ethical standards in performing their advisory or volunteer role.

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II. POLICY

- A. Clackamas County encourages volunteers and governing/advisory board members to demonstrate the highest ethical standards in performing their advisory or volunteer role.
- B. That Code of Conduct requires that all members of Clackamas County Governing/Advisory Boards or Volunteers:
 - (1) Serve the best interest of the advisory board or committee as a whole regardless of personal interests;
 - (2) Conduct open, fair and well-publicized meetings;
 - (3) Treat all staff, colleagues, and members of the public with respect and dignity (without regard to race, religion, creed, color, gender, economic status, sexual orientation, age, or any other characteristic);
 - (4) Embrace and adopt the County's - Our Core Values of Service, Professionalism, Integrity, Respect, Individual Accountability, and Trust.
 - (5) Provide opportunities for meaningful participation by all communities.
 - (6) Perform duties without bias for or against any individual or group;
 - (7) Act within the boundaries of authority as advisory to the Board of County Commissioners;
 - (8) Comply with all other aspects of Oregon public records law, public meeting law, ethics law, and election laws;
 - (9) Report all concerns or alleged violations promptly to advisory body Chair and staff liaison and/or their director;

Advisory body/volunteer liaison Responsibilities

- 1. Model ethical behavior and foster a culture of transparency by listening and being receptive to volunteer and governing /advisory board member's concerns about observed or perceived issues.
- 2. Monitor and ensure compliance with the Code of Conduct, County policies and standards, and federal, state and local laws and regulations.
- 3. Take corrective action to report or address issues and violations not consistent with the Volunteer Code of Conduct
- 4. Prevent retaliation against any governing/advisory body member or volunteer who reports or assists in an investigation into an issue or possible violation.

All county staff have the responsibility to report behavior not consistent with the volunteer code of conduct to a supervisor, manager or director. The report will be investigated and action will be taken to resolve the issue up to or requesting the Board of County Commissioners remove the volunteer in question.

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Removal Process:

Any member of a Clackamas County Advisory Board or Commission (ABC) may be removed by a vote of the Board of County Commissioners (BCC). The BCC may enter an order removing an ABC volunteer if the BCC finds any of the following:

- a) It's in the best interests of fellow ABC volunteers
- b) The volunteer in question has failed to regularly follow the Advisory Board or Commission's adopted bylaws; or
- c) That the volunteer has failed to comply with the code of conduct.