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## Clackamas County Advisory Member Policy

Name of Policy	Advisory Member Code of Conduct Policy	Policy #	
Policy Owner Name	Tonia Holowetski	Effective Date Revised Date	12/18/18 10/26/21, 06/01/24
Policy Owner Position	PGA Interim Director		
Approved By	Board of County Commissioners	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 V 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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Actions on this Policy:

Original Policy effective date: 12/18/18

Revised Date: 10/26/21

Amended Policy effective dates: 06/01/24



## 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 is aware of [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](#). Signing indicates the applicant understands that these legal requirements, obligations, and expectations are personal to them as a volunteer public official (ie. advisory member).

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