



ADMINISTRATIVE PROCEDURES

TITLE: Memberships, Dues, and Subscriptions		PROCEDURE #: 902-A
DEPT: Board of Commissioners' Office		DIVISION: NA
EFFECTIVE DATE:	REVIEWED:	REVISED: 2/20

OBJECTIVE: To establish procedures for the approval of memberships, dues, and subscriptions to professional and business activities related to county operations.

REFERENCE: Policy #902

POLICY STATEMENT: Memberships and dues for professional and business organizations and associations, and subscriptions to periodicals and news information sources align with the professionalism of staff and operations. Marion County encourages public officials' participation in civic and service organizations to maintain a connection with the community.

APPLICABILITY: All Marion County departments and employees.

PROCEDURES:

1. Requests for memberships, dues, and subscriptions:
 - 1.1. Requests for new or continuing department memberships (i.e. local, state and national professional organizations), dues to professional and business organizations (i.e., chambers of commerce), and subscriptions (i.e., to periodicals, newsletters, newspapers, and on-line professional and document services) shall be included in department budgets. Requests shall be forwarded by department directors and elected officials to the budget officer as a part of the annual budget process.
 - 1.2. Employees must have prior written approval from their appointed department head, elected official, or the assigned designee for purchase of professional or business association memberships and dues, and/or purchase of subscriptions made with county funds.

2. State Ethics Law:

In cases where memberships, dues and/or subscriptions are offered to county staff by an outside entity, the department head or designee will review the request for compliance with ORS 244.010 – 244.042 (Oregon Ethics Laws).

3. Additional support for professional, business, civic, and service organizations:

In addition to covering the costs of membership for professional and business organizations, departments may support the organizations through allowing employee attendance at meetings and time for other participation as approved by the department head or designee. Meal costs associated with participation in the organizations are covered in Marion County Administrative Policy #908,

SUBJECT: MEMBERSHIPS, DUES, AND SUBSCRIPTIONS

Reimbursement of Miscellaneous Travel Expenses. Marion County encourages public officials' participation in civic and service organizations. This support is in the form of allowing employee time for meeting attendance and other participation as approved by the department head or designee.