



ADMINISTRATIVE PROCEDURES

TITLE: Memberships, Dues, and Subscriptions		PROCEDURE #: 902-A
DEPT: Board of Commissioners' Office		DIVISION: NA
EFFECTIVE DATE:	REVIEWED:	REVISED: 6/13

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

REFERENCE: Policy #902

POLICY STATEMENT: Department heads, elected officials or their assigned designees shall authorize professional association and organization memberships, dues, and periodical subscriptions based on the function of the department and the need to fulfill official duties.

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, Reimbursement of Miscellaneous Travel Expenses. Other expenses are not allowed. 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.

4. Reporting:

The Finance Department will provide a report form to elected officials and department heads for an annual report. The information to be included is: the purchase categories of memberships, dues, and/or subscriptions; the name of the organizations, associations, and/or businesses; the number of staff impacted, if appropriate; and, the amount expended under each purchase category. The report shall be submitted to the Finance Department annually by December 31st of each year.

5. Annual Review:

The Finance Department will compile information from the departmental reports and provide an annual report to the Marion County Budget Committee on expenditures by department for memberships, dues, and subscriptions. The report, presented at the first Marion County Budget Committee meeting of the calendar year, will be a listing of subscriptions, dues, and memberships by actual costs. The report will cover the full previous budget year and the current budget year.