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# CBAC MEMBER ONBOARDING:

- GOVERNMENT ETHICS
- PUBLIC RECORDS
- PUBLIC MEETINGS
- POLITICAL ACTIVITY

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# OVERVIEW

- There are rules and personal responsibilities associated with government service
- These rules are generally intended to ensure transparency and accountability
- This is the starting point, not the ending point, of your learning about these topics → Resources provided at the end of this training

# GOVERNMENT ETHICS

- You are **public officials** for purposes of:
  - Oregon ethics laws (ORS 244)
  - County Code of Ethics (Personnel Rule 3-30)
- You **cannot** use your role as a public official to gain financial benefit or avoid financial harm.\*

*\*That may include a benefit or avoidance of harm for relatives, members of your household, or a business with which you or a relative or member of your household is associated*

## EXAMPLES

**Are you, your relatives, members of your household, or an associated business:**

- Being given something of value only because you are on the CBAC?
- Being given something of value by someone who has a unique economic interest in your decisions or in the County?
- Being asked to make a decision or recommendation on the CBAC that could financially benefit or financially harm you or the people/entities listed above?

 Do you have a monetary or investment interest in any matter before the CBAC?

# PUBLIC RECORDS

## WHAT IS A PUBLIC RECORD?

- Any writing, in any form
- Relating to the conduct of the County's business
- Prepared, owned, used or retained by a public body, **even if** on your personal device or in a personal email
- Examples: email, notes, calendar entries, text messages, video recording

## WHAT DOES THE LAW REQUIRE?



Inspection: Public has right to inspect public records, **except** exempt records



Retention: County (including CBAC members) must **retain** records in a retrievable manner for period of time

# PUBLIC MEETINGS

## RULE:

A quorum of the CBAC cannot meet in private to decide on or deliberate toward a decision.



**Could include conference calls, emails, text messages, social media, or any other way of communicating, including through an intermediary or serial communications**

# POLITICAL ACTIVITY

When acting in your **official capacity**, you may not promote or oppose, or direct a public employee to promote or oppose, any initiative, referral, referendum, recall petition, measure, candidate, or political committee.

## OFFICIAL CAPACITY

- At a CBAC meeting
- Working on a duty assigned by the CBAC, including official publications/websites
- Appearing at an event in an official capacity

## TIMING

- Initiative, referendum, recall: when prospective petition is filed (or being considered)
- Referral: when measure is certified to the ballot
- Candidate: when seeking appointment, nomination, or election to public office
- Political committee: whenever active

# RESOURCES

- County Attorney's Office via Staff Contact
- Oregon Government Ethics Commission for Governmet Ethics & Public Meetings:  
<https://www.oregon.gov/ogec/Pages/default.aspx>
  - Government Ethics Guide for Public Officials:  
<https://www.oregon.gov/ogec/Documents/2021%20PO%20Guide%20Final%20Adopted.pdf>
  - Public Meetings Trainings: <https://www.oregon.gov/ogec/training/Pages/Public-Meetings-Law-Training.aspx>
- Oregon Attorney General's Public Records and Meetings Manual 2019:  
<https://www.doj.state.or.us/oregon-department-of-justice/public-records/attorney-generals-public-records-and-meetings-manual/>
- Oregon Secretary of State *Restrictions on Campaigning by Public Employees* – ORS 260.432:  
<https://sos.oregon.gov/elections/Documents/restrictions.pdf>