

**ADMINISTRATIVE PROCEDURES**

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| **10.25 Serving in Appointed Unpaid Political Positions** | **Revised: October 9, 2023** |

1. GOVERNING REGULATIONS

This procedure is governed by System Policy [07.03](http://policies.tamus.edu/07-03.pdf) *Conflicts of Interest, Dual Office Holding, and Political Activities*.

2. PURPOSE

2.1 Conflict of Interest: The purpose of this procedure is to ensure that a clear distinction is maintained between a Texas A&M Forest Service employee’s action as a private citizen and actions as an employee. The employee must be vigilant to avoid actions which constitute an actual conflict of interest, or which offer the appearance of a conflict of interest.

2.2 Applicable Positions: This procedure applies to a position on a Federal, State or local government board, commission, committee, etc., which makes or influences decisions of the governmental entity. These procedures do not apply to an officer position held in a professional organization, such as the Texas Forestry Association.

2.3 Priority of Time Commitment: In the event of a conflict in scheduling activities, the agency employment position duties remain the first priority.

1. PROCEDURES

An employee serving in an appointed unpaid political position must follow these procedures:

3.1 The employee must comply with the provisions of System Policy 07.03 *Conflicts of Interest, Dual Office Holding and Political Activities*.

3.2 The employee must complete the [Appointment to an Unpaid Political Position](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Appointment%20to%20Unpaid%20Political%20Position.docx) form. The employee’s supervisor will sign the form and route through chain of command to Employee Development (ED). If further approval is required, ED will obtain it. ED will retain the form in the employee’s personnel file.

3.3 The employee will clearly and consistently emphasize that activities of the position are performed as a private citizen and not as an agency employee.

3.4 The employee will never wear an agency uniform to meetings or other functions involving the position.

3.5 Any meetings related to the appointed unpaid political position will occur outside of normal work hours. Employees may not attend meetings related to the position during normal work hours unless the employee has requested and received advanced approval to use personal leave time for such purpose.

3.6 The employee will abstain from participation when an issue comes before the position which presents an opportunity for a real or apparent conflict of interest. (Example: evaluations, recommendations or decisions related to a grant from the agency.)

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