



ADMINISTRATIVE PROCEDURES

10.25 Serving in Appointed Unpaid Political Positions

Revised: August 16, 2018

1. GOVERNING REGULATIONS

This procedure is governed by System Policy [07.03](#) 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 (TFS) employee's actions 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 TFS employment position duties remain the first priority.

3. PROCEDURES

A TFS 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](#) form. The employee's supervisor will sign the form and send it to Employee Development (ED). If further approval is required, ED will obtain it.

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

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

- 3.5 The employee will attend meetings during off-duty hours. The employee must take personal leave to attend a meeting during duty hours and must obtain advance approval from the chain of command.
- 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 TFS.)

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