

OFFICE OF THE MAYOR TULSA, OKLAHOMA

EXECUTIVE ORDER NO. 2002-02

ESTABLISHING REQUIREMENTS FOR FEDERATIONS SEEKING TO SOLICIT CITY EMPLOYEES FOR PURPOSES OF CHARITABLE GIVING AND REQUIREMENTS FOR EMPLOYEES SEEKING TO PARTICIPATE IN CHARITABLE GIVING CAMPAIGNS IN THE CITY WORKPLACE.

By virtue of the power vested in me as Mayor of the City of Tulsa, Oklahoma, it is hereby ordered:

Section 1. PURPOSE. In order to define and describe viewpoint neutral conditions under which charitable federations may obtain approval to conduct and operate charitable giving campaigns with limited access to the nonpublic forum of the City's workplace for the purpose of soliciting contributions from employees of the City of Tulsa, and, to define and describe requirements for City employees seeking to participate in such charitable giving campaigns, this Order establishes said conditions and requirements.

Section 2. DEFINITIONS.

A. Federation. A federation is defined as a nonprofit umbrella organization representing a minimum of ten (10) health and human services organizations.

B. Health Federation. A health federation is defined as a nonprofit umbrella organization representing a minimum of ten (10) health research or service organizations.

Section 3. EMPLOYEE INTEREST.

Federations or health federations desiring to conduct an employee giving campaign must show a significant interest by City of Tulsa employees as evidenced by a petition signed by no less than five per cent of the current employees requesting the inclusion of the federation or health federation as an approved organization. Federations or health federations must maintain a minimum of ten per cent employee participation as evidenced by contributions from ten per cent of the City's current employees to continue charitable giving campaigns in the City's workplace from year to year. Federations or health federations that have previously qualified to conduct employee giving campaigns under previous executive orders are exempt from the petitioning requirement, provided that they maintain a minimum ten percent employee participation level.

Section 4. CONDITIONS.

A. Local Impact. Federations and their supported organizations must have a substantial local presence:

1. Ninety per cent of the federation's supported organizations must have a staffed facility or office located in the greater Tulsa metropolitan area.
2. Said facility or office must be open to the public at least fifteen hours per week.
3. The federation must have a Board of Directors comprised of volunteers from the greater Tulsa metropolitan area.

4. Ninety per cent of the monies raised by the federation in the Tulsa area must be used within the Tulsa area.

5. Health Federations maintaining staffed facilities within the State of Oklahoma are exempt from the requirements of this section.

B. Accountability and Fiscal Responsibility. Federations and health federations shall demonstrate accountability and fiscal responsibility:

1. The federation or health federation and its supported organizations must demonstrate accountability through an annual outside audit and review conducted by an independent auditor.

2. Overhead costs must be in accordance with industry standards as illustrated by the Combined Federal Campaign (CFC) standards.

3. Federations or health federations must provide proof of their nonprofit status evidenced by a copy of a current 501(c)(3) IRS letter.

4. The federation or health federation and its supported organizations must be willing to be reviewed and meet standards of philanthropic registries, such as the Better Business Bureau, National Charities Information Bureau, American Institute of Philanthropy, etc.

C. Board of Governance. The federation or health federation and its supported organizations must be governed by an active, local volunteer board of directors not comprised of staff of member organizations or of the federation or health federation as evidenced by written and approved meeting minutes of the board and its committees.

D. Assessment Process. The federation or health federation must have an annual volunteer coordinated and directed assessment process that reviews its member agencies for the efficiency and effectiveness of community services.

E. No Discrimination. Discrimination for and against any individual or group on account of race, color, religion, sex, national origin, age, disability, gender or political affiliation is prohibited in all aspects of the federation's or health federation's solicitations.

Section 5. APPLICATION.

Federations or health federations seeking to conduct employee solicitation campaigns of City of Tulsa employees shall submit to the Mayor of the City of Tulsa an application for approval prior to any solicitation or other related events/activities within the City workplace. The application shall consist of the petition indicated in Section 3 above and the requested items and documentation proving the conditions indicated in Section 4 above.

Section 6. RENEWAL OF APPROVAL.

Federations or health federations may seek renewal of approval for a subsequent year upon providing a written request detailing the activities of the previous year's campaign and certification that the documentation provided with its application remains accurate upon meeting the requirement of employee interest in Section 3 above.

Section 7. EMPLOYEE PARTICIPATION.

Employees of the City who desire to participate in a federation's or health federation's giving campaign shall do so only while using authorized leave, or, while using authorized personal time in a manner that assures no distractions or interruptions to conducting City business in the City's workplace. Employee participation shall be designed to assure that no public funds are expended on behalf of an approved federation or health federation.

Section 8. REPEALER

Executive Order No. 2001-02 is specifically withdrawn.

Section 9. EFFECTIVE DATE.

This Order shall take effect the 1st day of September, 2002.



Bill LaFortune

Bill LaFortune, Mayor

Michael P. K...

City Clerk

APPROVED:
Marta Rupp Carter

City Attorney