

MUSKEGON COUNTY BOARD OF COMMISSIONERS
POLICY AND PROCEDURE
SOLICITATION/DISTRIBUTION OF PRINTED MATERIAL

POLICY #: 2008-98

APPROVAL DATE: FEBRUARY 26, 2008

POLICY

Solicitation of employees, general public, and visitors and/or distribution of literature for solicitation purposes is prohibited unless approved and conducted in accordance with the requirements of this policy. The County reserves the right to withhold approval for any solicitation activities on county-owned property and to regulate the time, place, manner and duration of approved solicitation.

All picketing, distribution of literature, solicitation, displays of placards, demonstrations or orations not in the usual course of business of the courts are prohibited inside the Michael E. Kobza Hall of Justice.

PURPOSE

This policy is adopted to permit or prohibit sales and solicitation activities on county property and protect the county from sales and solicitation activities that are intrusive or incompatible with normal operations.

SCOPE

This policy applies to all solicitation activities, whether in the form of product sales or printed materials, conducted on the grounds or within buildings owned by the County of Muskegon, including solicitation via electronic mail (e-mail). This policy does not apply to locations that are traditional public forums.

PROCEDURE

- A. No department or employee, shall permit or encourage solicitation by outside vendors, general public or visitors for goods and services on any county-owned property.
- B. No department or employee, shall permit or encourage distribution or posting of any printed material by any outside vendors, general public or visitors on any county-owned property.

Policy & Procedure #
Solicitation/Distribution of Printed Material

- C. Any outside vendor, club, organization, etc., wishing to distribute printed material on any county-owned property, must first obtain the written approval of the County Administrator prior to distribution. If the County Administrator grants written permission, the Administrator shall also grant permission to an outside vendor, club, organization with a differing viewpoint on the same topic.
- D. Any outside vendor, club, organization, etc., given permission to post printed material shall also be responsible for removing and properly disposing of all materials at the end of the solicitation time period authorized.

NOTIFICATION/ENFORCEMENT

- A. All County-owned facilities will be properly posted with this policy.
- B. Any person, group, etc., violating this policy will be asked to cease solicitation and/or distribution and to leave the property.

CERTIFICATION:

Motion by Commissioner Aley, second by Commissioner Snider, to adopt the foregoing policy at a regular meeting of the Muskegon County Board of Commissioners held February 26, 2008 at 3:30 PM.

AYES: Mahoney, Engle, Derezinski, McMurray, Scolnik, Buzzell, Aley, Snider, Collins, Wade

NAYS: None

I, Karen Buie, Clerk of Muskegon County, State of Michigan, do hereby certify that the above is a true and correct copy of a policy adopted by the Muskegon County Board of Commissioners at the February 26, 2008, regular meeting, in testimony whereof, I have hereunto set my hand and affixed the seal of my office this _____ day of _____.

Karen Buie, County Clerk