



AN OVERVIEW OF THE FPPC

Purpose

This document is intended to provide Commissioners with easily accessible informational material for reference on broad topics they will likely encounter on a regular basis during their terms. As information becomes outdated, or new information and resources become available, legal staff will update this document and provide Commissioners with updated copies, along with an explanation of the changes.

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Chapter 1. Agency Basics

The Commission has primary responsibility for the impartial, effective administration and implementation of the Political Reform Act (Government Code section 81000 *et seq.*).

The Political Reform Act generally governs:

- Campaign finance and advertising;
- Conflicts of interest; and
- State lobbying activities.

The Commission:

- Has five members appointed for staggered four year terms.
- The Chair and another member not from the same political party are appointed by the Governor.
- Other members are appointed by the State Controller, Secretary of State and the Attorney General.
- No more than three Commissioners may be from the same political party.
- Commissioners may not hold another public office or run for public office, serve as officers of partisan organizations, employ lobbyists or participate in or contribute to any election campaign.

The Commission Chair:

- Is the presiding officer of the Commission, and is the only salaried, full-time member of the Commission.
- Provides leadership and guidance to the Commission and staff regarding all aspects of FPPC policy.
- Acts on behalf of, and in the name of, the Commission between meetings of the Commission, including certifying actions taken by the Commission.
- Speaks for and represents the Commission in communications with the public, the press, and government institutions.
- Provides daily oversight of the management of the FPPC.

The Commission's duties include:

- Approving settlements and administrative decisions for violations of the Act, and potentially conducting administrative hearings under certain circumstances;
- Adopting, amending or rescinding rules and regulations to carry out the purposes of the Act;
- Issuing formal opinions interpreting the Act upon the request of concerned parties; and,
- Approving forms for required reports, statements, notices and other documents.

The FPPC's Structure

- The Commission is an independent executive branch agency that has approximately 80 staff members.
- Under the joint leadership of the Chair and the Executive Director, the FPPC staff is organized into four divisions: (1) Legal, (2) Enforcement, (3) Audits and Assistance, and (4) Administration and Technology.

Form 700 Statement of Economic Interests

- Within 30 days after assuming office as a member of the Fair Political Practices Commission, Commissioners must file a [Form 700 Statement of Economic Interests](#).
- FPPC Commissioners are required to file a statement of economic interests when they are first appointed, each year while they serve by March 1, and on leaving office.
- For questions about completing your statement of economic interest, please contact the General Counsel.

Contacts

Your general contacts for any questions are:

- | | |
|--------------------------------|--|
| • Commission Chair | Richard Miadich rmiadich@fppc.ca.gov |
| • Executive Director | Galena West gwest@fppc.ca.gov |
| • Commission Assistant | Sasha Linker slinker@fppc.ca.gov |
| • General Counsel | Dave Bainbridge dbainbridge@fppc.ca.gov |
| • Chief of Enforcement | Angela Brereton abrereton@fppc.ca.gov |
| • Chief of Audits & Assistance | Shrdha Shah sshah@fppc.ca.gov |

Chapter 2. Commission Meetings

Time and Frequency. The Commission usually meets once a month if there is sufficient business to call a meeting. The time and place are determined by the Chair, taking into consideration the needs of the public, other governmental agencies, individual Commissioners and the staff. Generally, the meetings take place the third Thursday of every month, beginning at 10:00 a.m. at the FPPC office in Sacramento. Regulation [18310](#) authorizes the Chair to call special meetings and to cancel or change the time and date of regular meetings. If the meeting is to be held at a different time during the day, Commissioners will be notified as soon as possible but no later than by the agenda posting deadline (10 days prior to the meeting).

Notice and Agenda. The notice and agenda for each meeting is posted and sent electronically to interested persons and Commissioners at least ten days prior to the date of the meeting. Commissioners and subscribers receive links to all materials, memoranda, stipulations, draft regulations, and other written information supporting items listed in the agenda. Regulations are adopted under a version of the Administrative Procedures Act providing for public notice and comment. All meetings must be noticed at least ten days in advance in accordance with the requirements of the Bagley-Keene Open Meeting Act. In accordance with Bagley-Keene, the Commission may only act after the public has been duly notified of the item. Commissioners review the agenda materials prior to the meeting.

Meeting Rules. The meetings generally follow Robert's Rules of Order, although certain items have their own special procedural rules. Additionally, in April 2020, the Commission adopted a new regulation specifying rules relating to public participation at Commission meetings. (See Regulation [18310.1](#).) Public comment is invited at each meeting and is particularly encouraged in respect to the consideration and adoption of regulations and opinions.

Closed Sessions. When necessary, the Commission meets in closed session to consider confidential personnel and litigation matters, as well as administrative adjudications, as permitted by Bagley-Keene. Minutes of closed session discussion are maintained separately from the minutes of public meetings.

Agenda Items. The Commission agenda contains all cases and items to be considered at the meeting and is posted on the FPPC's website ten days before the meeting, as required by the state open meetings law (i.e., the Bagley Keene Act).

The Agenda contains:

- Minutes from prior meeting
- Enforcement cases
- Regulations
- Legislative Report
- FPPC Division Reports

Before the Monthly Commission Meeting.

- **Tentative and Final Agendas.** Per the Commission's governance principles, with input from Commissioners and staff, the Chair submits a tentative Commission agenda to other Commissioners for their review and approval as to an item description or placement, but not as to the merits of any items, prioritizing and scheduling agenda items in conformance with Commission established policy. However, any item proposed for a Commission agenda by two or more Commissioners shall be placed on that agenda in the form requested.
- **Review Agenda.** Commissioners review the agenda materials prior to the meeting. The materials can be extensive and take several hours to review. Members of the public occasionally send in comment letters on agenda items in the days leading up to the Commission meeting. The comment letters are forwarded to the Commissioners by the Commission Assistant in order to review before the meeting.
- **Check for Conflicts.** If a Commissioner believes they may have a conflict of interest with an item on the agenda, the Commissioner should contact the General Counsel to discuss the potential conflict and whether recusal from the item is necessary.
- **Request for Additional Information.** In cases where a Commissioner reviews information on an agenda item and believes there is a need for additional information, they may make that request of the Executive Director in advance of the meeting. Requesting information in advance of the meeting provides staff with time to attempt to develop the requested information, and include it in their staff presentation, or be prepared to respond to questions from the Commission on that item.

At the Monthly Commission Meeting.

The Commission meetings generally follow the procedures set forth in Robert's Rules of Order. The following are the items that generally appear on the agenda and the order in which they are discussed.

1. Roll Call

The Commission Assistant takes roll and calls on Commissioners in alphabetical order by last name, ending with the Chair.

2. Welcome

The Chair opens the meeting by giving an update on various projects.

3. Public Comment

The Chair opens the floor for public comment on items **not** on the agenda.

4. Approval of Minutes

The Commission votes to approve the minutes from the prior meeting.

5. Consent Calendar

Enforcement cases as well as other general items unlikely to elicit significant discussion or opposition (e.g. updated forms and manuals) are placed on a consent calendar for a single vote.

- Pulling Items from Consent. Before items on the consent calendar are discussed, the Chair will ask if any Commissioner would like to pull an item from consent. A Commissioner may request to pull an item off the consent calendar if he or she: (1) has a conflict of interest or needs to be recused for any other reason; (2) intends to vote against approving the item or has questions about the item that may determine his or her vote; or (3) does not wish to vote on a particular item as part of consent for other reasons.
 - **Important Reminder:** A Commissioner may ask for clarification or make a comment about an item *without* pulling it off the consent calendar.
- Questions/Comments from the Commissioners. For those matters that remain on consent, the Chair will ask if the Commissioners have any questions or comments.
- Public Comment. After discussion by the Commissioners, the Chair asks if there is any public comment before a motion is made to approve the remaining items on consent.

- Motion & Vote. Upon a motion that is seconded, the Commission votes to approve the consent calendar, minus any cases that have been removed for a separate vote.
- Matters Removed from Consent Calendar. Next, the Commission considers the matters that have been removed from consent separately under the same procedure: questions/comments from Commissioners; public comment; a motion and vote.

6. *General Items*

- *Regulations (if any)* - The Commission considers any adoptions of or amendments to regulations. Regulations are typically presented to the Commission initially for comment and discussion, and then presented again at a subsequent meeting for adoption.
- *Legislative Report (if any)* - The Director of Legislative and External Affairs provides a summary of bills that would impact the PRA. The Commission may vote on positions to take on legislation.
- *Opinions and Advice Letters (if any)* – The Commission may consider an opinion request or discuss and take action on any previously-issued advice letters that have been placed on the agenda for consideration.

7. *FPPC Executive Staff Report*

The Executive Staff Report contains updates from the Legal, Enforcement, Administration, and Audits and Assistance Divisions at the direction of the Executive Director. Commissioners may ask questions regarding the reports.

8. *Adjourn*

A motion is made and seconded to conclude the meeting.

Public Records Act. All records and communications of the Commission are subject to the Public Records Act, which generally requires disclosure of agency records but allows some investigative and personnel information to be kept confidential.

Meeting Travel Arrangements. The FPPC pays for Commissioners' expenses to travel to the Commission meetings and the Commission Assistant is available to make the travel arrangements. Commissioners should contact the Commission Assistant to arrange travel **no later than ten (10) days prior to the Commission meeting** (i.e., the agenda posting deadline). A calendar of tentative Commission meeting dates is [available on the FPPC website](#).

Participation Via Teleconference. If a Commissioner plans to participate in a meeting via teleconference, rather than attend the meeting in person, the Commissioner must participate from a teleconference location that is compliant with the requirements of the Bagley-Keene Open Meeting Act. Compliance with Bagley-Keene includes ensuring that the teleconference location, like the primary meeting location, is open and accessible to the public, ADA compliant, and that the meeting is audible to the public and provides an opportunity for members of the public at the teleconference location to address the Commission directly.

Each teleconference location must be identified in the meeting notice and agenda. Accordingly, Commissioners must provide the Commission Assistant with the address of their Bagley-Keene compliant meeting location **no later than ten (10) days prior to the Commission meeting** (i.e., the agenda posting deadline). If a Commissioner has any question as to whether a potential teleconference location is compliant with Bagley-Keene, the Commissioner should contact the General Counsel for guidance.

Advisory Committees. The Commission's Governance Policies provide that the Commission may create two-person advisory committees to assist in the performance of the Commission's functions. Advisory committees are created and terminated through formal action of the Commission. These advisory committees consist of the Chair and one other Commissioner and operate to assist the Commission in evaluating and considering the adoption of key policies, goals, regulations and other action items related to the subject matter of the committee. These committees are not intended to direct the daily operations or management of the Commission.

Advisory committees meet at the call of the Committee Chair (chosen by the advisory committee) when necessary to transact business within the Committee's jurisdiction. Advisory committee actions are by consensus recommendation to the Commission and, if a consensus is not reached, each committee member may present an alternative recommendation to the Commission. Committee meetings shall be publicly noticed at least five business days before the meeting and shall be open to the public in the same manner as regular Commission meetings.

The Commission currently has three advisory committees: the Law and Policy Committee, the Budget and Staffing Committee, and the Public Outreach and Technology Committee. For additional information regarding advisory

committees, please review the Commission's Governance Policies included in the Commissioner Code of Conduct.

Chapter 3. Commission Staff and Division Functions

Under the joint leadership of the Chair and the Executive Director, the FPPC staff is organized into four major divisions: Legal, Enforcement, Administration and Information Technology and Audits and Assistance.

The Executive staff is composed of the Chair, Executive Director, Division Chiefs, Chief Information Officer, Communications Director, Senior FPPC Legislative Counsel, and Commission Assistant.

The Commission Assistant serves the members of the Commission, the Chair and the Executive Director. The Commission Assistant is responsible for meeting and travel arrangements, travel reimbursements, preparation of the Commission minutes, and providing agendas and informational materials for the Commission meetings, to the Commission and the public.

Legal Division

The Legal Division is comprised of the General Counsel, staff attorneys, Political Reform Consultants and support staff.

In addition to serving as Chief of the Legal Division, the General Counsel serves as the legal advisor for the Chair and other Commissioners on a range of policy matters. The General Counsel advises members of the Commission and the staff on the interpretation and analysis of laws, court decisions, and rules and regulations affecting the Commission. In addition, the General Counsel and legal staff coordinate litigation strategy, provide advice to requestors regarding compliance with the PRA, and coordinate the development of legislative proposals, regulations and Commission opinions. A summary of these main duties:

- **Representing the Commission in Court.** Unlike most state agencies, which are represented in court by the Attorney General, the Commission is specifically authorized to be represented by its own lawyers. This is only one of the many provisions of the Act designed to ensure the independence of the Commission. However, the Commission may be represented by the Attorney General's Office to obtain the advantage of their litigation expertise or due to staffing constraints and expense in complicated cases. In those cases, Commission staff attorneys work with the Attorney General's Office to provide knowledge of the Act and ensure that the representation conforms to Commission policy. The Act provides that, upon request, the Attorney General

must provide legal advice and representation without charge to the Commission.

- **Advice.** The Legal Division staff receives a large number of requests for advice from state and local officials, from candidates and campaign committees, and from lobbyists. Many of these questions concern conflicts of interests under the Act or Government Code Section [1090](#) -- officials asking whether they must disqualify themselves from certain decisions. In response to written requests, the legal staff gives written advice (known as “advice letters”). In addition, the political reform consultants and attorneys provide informal email advice as well..
- **Regulations.** Drafting regulations implementing the campaign, lobbyist, and conflict of interest provisions of the Act is an important part of the work of the Legal Division. The Division conducts interested persons meetings and follows notice and comment requirements of the rulemaking process when preparing regulations for Commission consideration.
- **Conflict of Interest Codes.** The Commission serves as code reviewing body for state agencies and multicounty agencies. The political reform consultants assist state and local agencies in creating and amending their codes. The consultants conduct seminars and webinars for state and local agencies on conflict of interest codes.
- **Legislation.** The Legal Division is involved in drafting Commission sponsored legislation and provides analysis on other bills that may have an impact on the PRA.
- **Education.** The Legal Division Political Reform Consultants provide assistance to officeholders and candidates for all elected state and local offices in California; campaign committee treasurers; lobbyists and employers of lobbyists; elected and appointed officials at the state and local levels of government; state and local filing and enforcement officials (e.g., Secretary of State, county clerks, city clerks, district attorneys); and the general public. The primary methods of providing assistance include: providing telephone advice; preparing and updating comprehensive information manuals, instructions, forms, handbooks, fact sheets; and conducting seminars and workshops throughout the State.
- **Political Reform Education Program (PREP).** The Legal Division also oversees administration of PREP, a program implemented by the Commission in 2022 with the goal of educating, in lieu of imposing monetary penalties,

certain Enforcement Division case respondents who have little or no experience with the Political Reform Act and have committed minor violations of the Act.

Enforcement Division

The Enforcement Division consists of attorneys, investigators, political reform consultants, and support staff. The Chief of Enforcement provides supervision over Enforcement's team of staff attorneys, investigators and auditors. The Chief reviews and approves referrals, complaints, and audit findings for investigation and prosecution. The Chief reviews and approves requests for settlement authority, stipulations, and warning letters and presents Enforcement cases at the Commission hearings. The responsibilities of the Enforcement Division include:

- **Investigations.** Investigating allegations of violations of the PRA by state and local candidates, public officials, lobbyists and others;
- **Prosecutions.** Prosecuting suspected violations of the PRA by civil lawsuit or administrative action;
- **Referrals.** Referring allegations of criminal misconduct to the appropriate criminal investigative and prosecuting agencies (i.e., Attorney General, District Attorney, FBI, IRS, U.S. Attorney);
- **Joint Cases.** Assisting District Attorneys and authorized City Attorneys in analyzing, investigating and prosecuting local violations of the Act.

The Commissioners review and vote on proposed stipulated settlements of enforcement cases during regularly scheduled public meetings of the Commission. Generally, the Enforcement Division Chief or attorney assigned to the case answers questions from the Commissioners, if any, regarding the proposed settlement. Nearly all enforcement cases are resolved between the Enforcement Division and the respondent by stipulated settlements.

Audits and Assistance Division

The Audits and Assistance Division is a recently created division of the Commission. Prior to December 2021, the Audits and Assistance team was a part of the Enforcement Division. The team is comprised of five auditors, a Supervising Management Auditor, and a Division Chief who reports directly to the Executive Director. The responsibilities of the Audits and Assistance Division include:

- **Mandatory Audits.** Conducting statutorily mandated audits of candidates for State Controller, Board of Equalization, and their controlled committees;
- **Discretionary Audits.** The Act also permits the Commission to perform audits with respect to any reports or statements required under the Act;
- **Selection of Local Candidates, Committees, and Jurisdiction for Audit.** The Audits and Assistance Division also selects, through a process outlined in Regulation 18991, local candidates, controlled committees, and jurisdictions for audit by the Franchise Tax Board during a two-year cycle.

Administration & Technology Division

The Administration & Technology Division is responsible for personnel, budgeting, accounting, business services, employee-employer relations, information technology services and handling statements of economic interests filed with the agency.

- **Personnel** functions include recruitment and hiring, position classification and reclassification, attendance and payroll, training, grievances and punitive action. Administration also handles equal employment opportunity, labor relations and reasonable accommodation and ergonomic issues.
- **Budgeting** functions include developing, presenting, managing and revising the Commission's budget. Administration is also responsible for the accounting of all funds expended by the Commission.
- **Business services** include building and space management, communications, contracts and procurement, equipment and supplies, maintenance, and travel.
- **Information technology** services include maintaining the network, network security, and the FPPC website and providing PC hardware and software for agency employees.
- **Statements of Economic Interests (SEI or Form 700)** - The SEI Unit within the Administration Division manages the electronic filing of approximately 25,000 statements of economic interests received by the Commission each year. It also acts as both the filing officer and filing official for employees of the Senate and Assembly.

Chapter 4. Compensation and Reimbursement for Fees and Expenses

Compensation

Background

At the December 2020 Commission meeting, the Commission unanimously approved a motion to delegate to the Chair the power to revise the Commissioner Compensation policy after soliciting public comment from interested persons, including former commissioners and governmental ethics experts. On November 9, 2021 the Chair announced the following policy for Commissioner compensation.

With the exception of the Chair, Commissioners are eligible to receive a flat rate payment of \$100.00 each for attending a regular or special meeting of the Commission, a meeting of a committee on which they serve, meetings of Commission-approved task forces on which they serve, or a hearing conducted by the Commission. Commissioners are also eligible to receive a flat rate payment of \$100.00 for time spent preparing for each of the above meetings.

Travel

1. The Commission Assistant is available to make your travel arrangements, and all flight reservations must be made through the assistant. If you obtain lodging reservations on your own, be sure to advise the reservation clerks that you are traveling on official state business for the Fair Political Practices Commission and request a “state rate.” Not all hotels have “state rates.” Reservations must be made per the state contract in order to be reimbursed.
2. Some travel expenses are prepaid by the state and some are prepaid by employees. The state reimburses the employee for those expenses, providing they meet state travel rules.
3. The FPPC utilizes the Concur system to make airline, train, or car rental reservations. Reservations for airline or train travel made through Concur are paid directly by the state, requiring no out-of-pocket payments.
4. Ground Transportation - Commissioners may use taxicabs, Uber or Lyft for transportation on official state business. You may pay carfare out-of-pocket,

but be sure to get a receipt from the driver so that reimbursement can be requested. Additionally, Commissioners may be reimbursed at the IRS-approved rate for using their personal vehicle to travel to the Commission meeting.

5. Hotels - Hotel expenses are paid by the employee and reimbursed by the state, providing those expenses meet state travel expense rules. Reservations should be made as far in advance as possible in order to get the "state rate." Commissioners are entitled up to a maximum of \$95 plus tax per day for lodging reimbursement within Sacramento County. Charges over that amount can be reimbursed under special circumstances. Check with the Commission Assistant for more information about the excess lodging rate approvals. Submit the hotel receipt (showing a zero balance due) for reimbursement.
6. Rental Cars: The State has contracted with seven agencies to provide rental car service: Alamo Rent-A-Car, Inc., Avis Rent-A-Car, Bay Area Rentals, Budget Rent-A-Car Corporation, Dollar Rent-A-Car, Enterprise Rent-A-Car, National Car Rental System, or Thrifty Rent-A-Car System, Inc. If you choose to make rental car arrangements other than those provided for in the State contract, you may be liable for the cost of the rental car. Submit rental car receipts in order to be reimbursed.

Expense Reimbursement

1. Reimbursement may be requested for expenses incurred while engaged in official FPPC business. Submit receipts for the expense for reimbursement *within 30 days after travel*.
2. In addition to the travel expenses discussed above, other expenses may include:
 - (a) Taxi/carfare/parking: Receipts for taxis, car services, or parking must be submitted in order to be reimbursed. Parking expenses must be accompanied by a receipt for reimbursement.
 - (b) Personal car: The current automobile mileage reimbursement rate is 54 cents per mile. No receipts are required, but you must report the mileage on the "Monthly Travel Information" form.
 - (c) Meals: Employees may also be reimbursed for breakfast (\$7.00), lunch (\$11.00) and/or dinner (\$23.00), if the trip exceeds 24 hours in length.

Breakfast and dinner may also be reimbursed under other circumstances. Meals can only be reimbursed for reasonable time spent traveling for official duties. Additionally, \$5.00 is reimbursed for incidental expenses for every full 24-hour period.

Forms

The following forms are attached (double-click icon) and are used to coordinate travel and request expense reimbursement:

1. New Commissioner Travel Information Sheet



2. Monthly Travel Information

This form must be completed each month and is used by the Commission Assistant to prepare the "Travel Expense Claim" form. The Commission Assistant will provide it to each Commissioner at the monthly Commission meeting. The form must be completed and returned along with all receipts.



3. Excess Lodging Rate Request/Approval

When requesting reimbursement for lodging exceeding the rate of \$95.00 per night, the Commission Assistant will complete this form, and return it to the Commissioner for signature.

4. Commissioner Compensation Form

This form must be completed each month and is used by the Commission Assistant to ensure Commissioners are properly compensated for their work and preparation. The Commission Assistant will provide it to each Commissioner at the monthly Commission meeting.



Chapter 5. Commissioner's Leaving Office Checklist

The following is a summary of legal obligations, requirements, and helpful tips that FPPC Commissioners may want to keep in mind when leaving public office. A Commissioner is considered to have “left state office” when they are no longer authorized to perform the duties of the office and have stopped performing duties of the office. (Section [87204](#); Regulation [18722](#).)

Be Mindful of the Revolving Door Restrictions

Commissioners are “state administrative officials” subject to certain restrictions under the Political Reform Act when they leave their position with the state. (See Section [87400\(b\)](#).)

- 1. One-Year Ban:** Commissioners are restricted for one year after leaving state service, from being paid to communicate with the FPPC in an attempt to influence any administrative, legislative, or other specified action (including contracts). (Section [87406](#); Regulation [18746.1](#); see also Section [82002](#).)
- 2. Permanent Ban:** Commissioners are prohibited from being paid to appear in a proceeding involving specific parties (e.g., a lawsuit, administrative law judge hearing, or a contract) in which the Commissioner previously participated. (Sections [87400\(c\)](#), [87401-87402](#).)
- 3. Ban on Influencing Prospective Employers:** Commissioners are prohibited from making, participating in making, or influencing a governmental decision that directly relates to a prospective employer while still serving as a Commissioner.

No Post-Government Employment Restrictions on Political Activities

There are no restrictions on a Commissioner's political activities upon leaving the Commission, except insofar as they are restricted by the bans set forth above. The restrictions for political activities during a Commissioner's tenure generally do not apply once a Commissioner has left state service. However, Section [83105](#)'s prohibition on a Commissioner seeking election to any other public office applies during a Commissioner's “term of appointment,” and not merely during the Commissioner's “tenure.” Thus, a Commissioner may not run for elective office until after the Commissioner's term of appointment has expired.

File the Leaving Office Statement of Economic Interest (Form 700)

1. Within thirty days of leaving office, Commissioners must file a “Leaving Office” statement of economic interest, Form 700, disclosing the official’s investments, interests in real property, and income during the period since the previous statement was filed. The statement must include any investments and interests in real property held at any time during the period covered by the statement, whether or not they are still held at the time of filing.
2. A Commissioner who leaves office between January 1st and March 1st may file a combined annual/leaving office Form 700. The period covered by the statement will be January 1 of the prior year through the date of leaving office.

Complete Ethics Training

As discussed in the Commissioner Code of Conduct, all state agencies are required to conduct ethics training that certain state employees and officials, including Commissioners, must attend every two years. (Sections [11146-11146.3](#).) Commissioners who are leaving office are required to be current on their ethics course. A Commissioner who has not attended ethics training during the required two-year period must complete this requirement prior to leaving office. Commissioners can take an interactive Internet course at <https://oag.ca.gov/ethics/course> to satisfy this requirement.

Exit Process Reminders

Commissioners should also be mindful of the following housekeeping items when departing.

1. **Travel Reimbursements, other expenses:** Submit any outstanding travel reimbursement or other expense requests.
2. **Password Access:** If provided, password access to Commission email, databases, or external systems will be deactivated.
3. **Return of any Commission property:** including keys, lobby door fobs, any non-public work documents or files, business cards etc.