

1 Amend 2 Cal. Code Regs. Section 18730 to read:

2 **§ 18730. Provisions of Conflict of Interest Codes.**

3 (a) Incorporation by reference of the terms of this regulation along with the designation of
4 employees and the formulation of disclosure categories in the Appendix referred to below
5 constitute the adoption and promulgation of a conflict of interest code within the meaning of
6 Section 87300 or the amendment of a conflict of interest code within the meaning of Section
7 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already
8 in effect. A code so amended or adopted and promulgated requires the reporting of reportable
9 items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the
10 Political Reform Act, Sections 81000, et seq. The requirements of a conflict of interest code are
11 in addition to other requirements of the Political Reform Act, such as the general prohibition
12 against conflicts of interest contained in Section 87100, and to other state or local laws pertaining
13 to conflicts of interest.

14 (b) The terms of a conflict of interest code amended or adopted and promulgated pursuant
15 to this regulation are as follows:

16 (1) Section 1. Definitions.

17 The definitions contained in the Political Reform Act of 1974, regulations of the Fair
18 Political Practices Commission (Regulations 18110, et seq.), and any amendments to the Act or
19 regulations, are incorporated by reference into this conflict of interest code.

20 (2) Section 2. Designated Employees.

21 The persons holding positions listed in the Appendix are designated employees. It has

1 been determined that these persons make or participate in the making of decisions which may
2 foreseeably have a material effect on economic interests.

3 (3) Section 3. Disclosure Categories.

4 This code does not establish any disclosure obligation for those designated employees
5 who are also specified in Section 87200 if they are designated in this code in that same capacity
6 or if the geographical jurisdiction of this agency is the same as or is wholly included within the
7 jurisdiction in which those persons must report their economic interests pursuant to article 2 of
8 chapter 7 of the Political Reform Act, Sections 87200, et seq. In addition, this code does not
9 establish any disclosure obligation for any designated employees who are designated in a conflict
10 of interest code for another agency, if all of the following apply:

11 (A) The geographical jurisdiction of this agency is the same as or is wholly included
12 within the jurisdiction of the other agency;

13 (B) The disclosure assigned in the code of the other agency is the same as that required
14 under article 2 of chapter 7 of the Political Reform Act, Section 87200; and

15 (C) The filing officer is the same for both agencies.†

16 Such persons are covered by this code for disqualification purposes only. With respect to
17 all other designated employees, the disclosure categories set forth in the Appendix specify which
18 kinds of economic interests are reportable. Such a designated employee shall disclose in his or
19 her statement of economic interests those economic interests he or she has which are of the kind
20 described in the disclosure categories to which he or she is assigned in the Appendix. It has been
21 determined that the economic interests set forth in a designated employee's disclosure categories

1 are the kinds of economic interests which he or she foreseeably can affect materially through the
2 conduct of his or her office.

3 (4) Section 4. Statements of Economic Interests: Place of Filing.

4 The code reviewing body shall instruct all designated employees within its code to file
5 statements of economic interests with the agency or with the code reviewing body, as provided
6 by the code reviewing body in the agency's conflict of interest code.²¹

7 (5) Section 5. Statements of Economic Interests: Time of Filing.

8 (A) Initial Statements. All designated employees employed by the agency on the effective
9 date of this code, as originally adopted, promulgated and approved by the code reviewing body,
10 shall file statements within 30 days after the effective date of this code. Thereafter, each person
11 already in a position when it is designated by an amendment to this code shall file an initial
12 statement within 30 days after the effective date of the amendment.

13 (B) Assuming Office Statements. All persons assuming designated positions after the
14 effective date of this code shall file statements within 30 days after assuming the designated
15 positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

16 (C) Annual Statements. All designated employees shall file statements no later than April
17 1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the
18 deadline for the annual statement of economic interests is 30 days following his or her return to
19 office, provided the person, or someone authorized to represent the person's interests, notifies the
20 filing officer in writing prior to the applicable filing deadline that he or she is subject to that
21 federal statute and is unable to meet the applicable deadline, and provides the filing officer

1 verification of his or her military status.

2 (D) Leaving Office Statements. All persons who leave designated positions shall file
3 statements within 30 days after leaving office.

4 (5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office. Any
5 person who resigns within 12 months of initial appointment, or within 30 days of the date of
6 notice provided by the filing officer to file an assuming office statement, is not deemed to have
7 assumed office or left office, provided he or she did not make or participate in the making of, or
8 use his or her position to influence any decision and did not receive or become entitled to receive
9 any form of payment as a result of his or her appointment. Such persons shall not file either an
10 assuming or leaving office statement.

11 (A) Any person who resigns a position within 30 days of the date of a notice from the
12 filing officer shall do both of the following:

13 (1) File a written resignation with the appointing power; and

14 (2) File a written statement with the filing officer declaring under penalty of perjury that
15 during the period between appointment and resignation he or she did not make, participate in the
16 making, or use the position to influence any decision of the agency or receive, or become entitled
17 to receive, any form of payment by virtue of being appointed to the position.

18 (6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

19 (A) Contents of Initial Statements.

20 Initial statements shall disclose any reportable investments, interests in real property and business
21 positions held on the effective date of the code and income received during the 12 months prior

1 to the effective date of the code.

2 (B) Contents of Assuming Office Statements.

3 Assuming office statements shall disclose any reportable investments, interests in real
4 property and business positions held on the date of assuming office or, if subject to State Senate
5 confirmation or appointment, on the date of nomination, and income received during the 12
6 months prior to the date of assuming office or the date of being appointed or nominated,
7 respectively.

8 (C) Contents of Annual Statements. Annual statements shall disclose any reportable
9 investments, interests in real property, income and business positions held or received during the
10 previous calendar year provided, however, that the period covered by an employee's first annual
11 statement shall begin on the effective date of the code or the date of assuming office whichever is
12 later, or for a board or commission member subject to Section 87302.6, the day after the closing
13 date of the most recent statement filed by the member pursuant to Regulation 18754.

14 (D) Contents of Leaving Office Statements.

15 Leaving office statements shall disclose reportable investments, interests in real property, income
16 and business positions held or received during the period between the closing date of the last
17 statement filed and the date of leaving office.

18 (7) Section 7. Manner of Reporting.

19 Statements of economic interests shall be made on forms prescribed by the Fair Political
20 Practices Commission and supplied by the agency, and shall contain the following information:

21 (A) Investment and Real Property Disclosure.

1 When an investment or an interest in real property³2 is required to be reported,⁴3 the statement
2 shall contain the following:

- 3 1. A statement of the nature of the investment or interest;
- 4 2. The name of the business entity in which each investment is held, and a general
5 description of the business activity in which the business entity is engaged;
- 6 3. The address or other precise location of the real property;
- 7 4. A statement whether the fair market value of the investment or interest in real property
8 equals or exceeds \$2,000, exceeds \$10,000, exceeds \$100,000, or exceeds \$1,000,000.

9 (B) Personal Income Disclosure. When personal income is required to be reported,⁵4 the
10 statement shall contain:

- 11 1. The name and address of each source of income aggregating \$500 or more in value, or
12 \$50 or more in value if the income was a gift, and a general description of the business activity, if
13 any, of each source;
- 14 2. A statement whether the aggregate value of income from each source, or in the case of
15 a loan, the highest amount owed to each source, was \$1,000 or less, greater than \$1,000, greater
16 than \$10,000, or greater than \$100,000;
- 17 3. A description of the consideration, if any, for which the income was received;
- 18 4. In the case of a gift, the name, address and business activity of the donor and any
19 intermediary through which the gift was made; a description of the gift; the amount or value of
20 the gift; and the date on which the gift was received;
- 21 5. In the case of a loan, the annual interest rate and the security, if any, given for the loan

1 and the term of the loan.

2 (C) Business Entity Income Disclosure. When income of a business entity, including
3 income of a sole proprietorship, is required to be reported,⁶⁵ the statement shall contain:

4 1. The name, address, and a general description of the business activity of the business
5 entity;

6 2. The name of every person from whom the business entity received payments if the
7 filer's pro rata share of gross receipts from such person was equal to or greater than \$10,000.

8 (D) Business Position Disclosure. When business positions are required to be reported, a
9 designated employee shall list the name and address of each business entity in which he or she is
10 a director, officer, partner, trustee, employee, or in which he or she holds any position of
11 management, a description of the business activity in which the business entity is engaged, and
12 the designated employee's position with the business entity.

13 (E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving
14 office statement, if an investment or an interest in real property was partially or wholly acquired
15 or disposed of during the period covered by the statement, the statement shall contain the date of
16 acquisition or disposal.

17 (8) Section 8. Prohibition on Receipt of Honoraria.

18 (A) No member of a state board or commission, and no designated employee of a state or
19 local government agency, shall accept any honorarium from any source, if the member or
20 employee would be required to report the receipt of income or gifts from that source on his or her
21 statement of economic interests.

1 (B) This section shall not apply to any part-time member of the governing board of any
2 public institution of higher education, unless the member is also an elected official.

3 (C) Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this
4 section.

5 (D) This section shall not limit or prohibit payments, advances, or reimbursements for
6 travel and related lodging and subsistence authorized by Section 89506.

7 (8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$500.

8 (A) No member of a state board or commission, and no designated employee of a state or
9 local government agency, shall accept gifts with a total value of more than \$500 in a calendar
10 year from any single source, if the member or employee would be required to report the receipt of
11 income or gifts from that source on his or her statement of economic interests.

12 (B) This section shall not apply to any part-time member of the governing board of any
13 public institution of higher education, unless the member is also an elected official.

14 (C) Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this
15 section.

16 (8.2) Section 8.2. Loans to Public Officials.

17 (A) No elected officer of a state or local government agency shall, from the date of his or
18 her election to office through the date that he or she vacates office, receive a personal loan from
19 any officer, employee, member, or consultant of the state or local government agency in which
20 the elected officer holds office or over which the elected officer's agency has direction and
21 control.

1 (B) No public official who is exempt from the state civil service system pursuant to
2 subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while
3 he or she holds office, receive a personal loan from any officer, employee, member, or consultant
4 of the state or local government agency in which the public official holds office or over which
5 the public official's agency has direction and control. This subdivision shall not apply to loans
6 made to a public official whose duties are solely secretarial, clerical, or manual.

7 (C) No elected officer of a state or local government agency shall, from the date of his or
8 her election to office through the date that he or she vacates office, receive a personal loan from
9 any person who has a contract with the state or local government agency to which that elected
10 officer has been elected or over which that elected officer's agency has direction and control. This
11 subdivision shall not apply to loans made by banks or other financial institutions or to any
12 indebtedness created as part of a retail installment or credit card transaction, if the loan is made
13 or the indebtedness created in the lender's regular course of business on terms available to
14 members of the public without regard to the elected officer's official status.

15 (D) No public official who is exempt from the state civil service system pursuant to
16 subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while
17 he or she holds office, receive a personal loan from any person who has a contract with the state
18 or local government agency to which that elected officer has been elected or over which that
19 elected officer's agency has direction and control. This subdivision shall not apply to loans made
20 by banks or other financial institutions or to any indebtedness created as part of a retail
21 installment or credit card transaction, if the loan is made or the indebtedness created in the

1 lender's regular course of business on terms available to members of the public without regard to
2 the elected officer's official status. This subdivision shall not apply to loans made to a public
3 official whose duties are solely secretarial, clerical, or manual.

4 (E) This section shall not apply to the following:

5 1. Loans made to the campaign committee of an elected officer or candidate for elective
6 office.

7 2. Loans made by a public official's spouse, child, parent, grandparent, grandchild,
8 brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first
9 cousin, or the spouse of any such persons, provided that the person making the loan is not acting
10 as an agent or intermediary for any person not otherwise exempted under this section.

11 3. Loans from a person which, in the aggregate, do not exceed \$500 at any given time.

12 4. Loans made, or offered in writing, before January 1, 1998.

13 (8.3) Section 8.3. Loan Terms.

14 (A) Except as set forth in subdivision (B), no elected officer of a state or local
15 government agency shall, from the date of his or her election to office through the date he or she
16 vacates office, receive a personal loan of \$500 or more, except when the loan is in writing and
17 clearly states the terms of the loan, including the parties to the loan agreement, date of the loan,
18 amount of the loan, term of the loan, date or dates when payments shall be due on the loan and
19 the amount of the payments, and the rate of interest paid on the loan.

20 (B) This section shall not apply to the following types of loans:

21 1. Loans made to the campaign committee of the elected officer.

1 2. Loans made to the elected officer by his or her spouse, child, parent, grandparent,
2 grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt,
3 uncle, or first cousin, or the spouse of any such person, provided that the person making the loan
4 is not acting as an agent or intermediary for any person not otherwise exempted under this
5 section.

6 3. Loans made, or offered in writing, before January 1, 1998.

7 (C) Nothing in this section shall exempt any person from any other provision of Title 9 of
8 the Government Code.

9 (8.4) Section 8.4. Personal Loans.

10 (A) Except as set forth in subdivision (B), a personal loan received by any designated
11 employee shall become a gift to the designated employee for the purposes of this section in the
12 following circumstances:

13 1. If the loan has a defined date or dates for repayment, when the statute of limitations for
14 filing an action for default has expired.

15 2. If the loan has no defined date or dates for repayment, when one year has elapsed from
16 the later of the following:

17 a. The date the loan was made.

18 b. The date the last payment of \$100 or more was made on the loan.

19 c. The date upon which the debtor has made payments on the loan aggregating to less
20 than \$250 during the previous 12 months.

21 (B) This section shall not apply to the following types of loans:

1 1. A loan made to the campaign committee of an elected officer or a candidate for
2 elective office.

3 2. A loan that would otherwise not be a gift as defined in this title.

4 3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which
5 the creditor has taken reasonable action to collect the balance due.

6 4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which
7 the creditor, based on reasonable business considerations, has not undertaken collection action.
8 Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this
9 paragraph has the burden of proving that the decision for not taking collection action was based
10 on reasonable business considerations.

11 5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately
12 discharged in bankruptcy.

13 (C) Nothing in this section shall exempt any person from any other provisions of Title 9
14 of the Government Code.

15 (9) Section 9. Disqualification. No designated employee shall make, participate in
16 making, or in any way attempt to use his or her official position to influence the making of any
17 governmental decision which he or she knows or has reason to know will have a reasonably
18 foreseeable material financial effect, distinguishable from its effect on the public generally, on
19 the official or a member of his or her immediate family or on:

20 (A) Any business entity in which the designated employee has a direct or indirect
21 investment worth \$2,000 or more;

1 (B) Any real property in which the designated employee has a direct or indirect interest
2 worth \$2,000 or more;

3 (C) Any source of income, other than gifts and other than loans by a commercial lending
4 institution in the regular course of business on terms available to the public without regard to
5 official status, aggregating \$500 or more in value provided to, received by or promised to the
6 designated employee within 12 months prior to the time when the decision is made;

7 (D) Any business entity in which the designated employee is a director, officer, partner,
8 trustee, employee, or holds any position of management; or

9 (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating
10 \$500 or more provided to, received by, or promised to the designated employee within 12 months
11 prior to the time when the decision is made.

12 (9.3) Section 9.3. Legally Required Participation. No designated employee shall be
13 prevented from making or participating in the making of any decision to the extent his or her
14 participation is legally required for the decision to be made. The fact that the vote of a designated
15 employee who is on a voting body is needed to break a tie does not make his or her participation
16 legally required for purposes of this section.

17 (9.5) Section 9.5. Disqualification of State Officers and Employees. In addition to the
18 general disqualification provisions of section 9, no state administrative official shall make,
19 participate in making, or use his or her official position to influence any governmental decision
20 directly relating to any contract where the state administrative official knows or has reason to
21 know that any party to the contract is a person with whom the state administrative official, or any

1 member of his or her immediate family has, within 12 months prior to the time when the official
2 action is to be taken:

3 (A) Engaged in a business transaction or transactions on terms not available to members
4 of the public, regarding any investment or interest in real property; or

5 (B) Engaged in a business transaction or transactions on terms not available to members
6 of the public regarding the rendering of goods or services totaling in value \$1,000 or more.

7 (10) Section 10. Disclosure of Disqualifying Interest. When a designated employee
8 determines that he or she should not make a governmental decision because he or she has a
9 disqualifying interest in it, the determination not to act may be accompanied by disclosure of the
10 disqualifying interest.

11 (11) Section 11. Assistance of the Commission and Counsel. Any designated employee
12 who is unsure of his or her duties under this code may request assistance from the Fair Political
13 Practices Commission pursuant to Section 83114 and Regulations 18329 and 18329.5 or from
14 the attorney for his or her agency, provided that nothing in this section requires the attorney for
15 the agency to issue any formal or informal opinion.

16 (12) Section 12. Violations.

17 This code has the force and effect of law. Designated employees violating any provision
18 of this code are subject to the administrative, criminal and civil sanctions provided in the
19 Political Reform Act, Sections 81000-91014. In addition, a decision in relation to which a
20 violation of the disqualification provisions of this code or of Section 87100 or 87450 has
21 occurred may be set aside as void pursuant to Section 91003.

- 1 Note: Authority cited: Section 83112, Government Code. Reference: Sections 82019 and 87200-
- 2 87210, Government Code.

¹ ~~Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Section 81004. 2 See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer. 3 For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.~~

² See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

⁶ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.