

## CONFLICT OF INTEREST

### I. INCOMPATIBLE ACTIVITIES

Board members shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A board member shall not simultaneously hold two public elected offices that are incompatible. When two offices are incompatible, a board member shall be deemed to have forfeited the first office upon acceding to the second.

### II. FINANCIAL INTEREST

Board members shall not be financially interested in any purchase or contract made by the Board or in any purchase or contract they make in their capacity as members of the Board.

Board members shall not be considered to be financially interested in a contract if their interest meets the definitions contained in applicable law.

Board members shall not be deemed to be financially interested in a contract if they have only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Sections 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

### III. NO EMPLOYMENT ALLOWED

Employees of the District may not be sworn in as an elected or appointed member of the governing board unless and until they resign as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office.

### IV. FINANCIAL INTEREST IN A DECISION

If Board members determine that they have a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. Board members, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse themselves from discussing and voting on the matter;

- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time the general public speaks on the issue.

V. GIFTS

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for Board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering.

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on their statement of economic interests. The term “honorarium” does not include:

- Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
- Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

VI. REPRESENTATION

Elected officials and the Chancellor shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

VII. STATEMENT OF ECONOMIC INTERESTS (FORM 700)

Board members shall file a Statement of Economic Interest form within 30 days of “assuming” or “leaving” office.

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Board members shall also file an “annual” Statement of Economic Interest form.

Statement of Economic Interest forms shall be filed using the electronic filing system supported by the Orange County Board of Supervisors and monitored by the Vice Chancellor of Business Services’ office. The filing officer will retain a copy of each form and will forward the original to the Clerk of the Orange County Board of Supervisors for only those individuals not required to file electronically. Failure to timely comply can result in certain criminal and civil penalties including, but not limited to, late fines.

**VIII. CONTRACTS SUPPORTED BY FEDERAL FUNDS**

No Board member, employee, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent conflict of interest. Such a conflict would arise when the Board member, employee, or agent, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The Board members, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary values from contractors or parties to subcontracts. Disciplinary action will be taken for violations of such standards by Board members, employees, or agents of the District.

**IX. DISPOSITION OF DISTRICT PROPERTY**

Board members may not buy property declared surplus.

*Reference:*

*Government Code Sections 1126, 1090 et seq., 1091.5, 1099, 87406.3, 87105, 87200-87210, 87100 et seq., 89501, 89502, 89503*

*Title 2, Section 18700 et seq.*

*Education Code Section 72103(b)*

*2 Code of Federal Regulations Part 200-318 (c)(1)*

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