

AP 2710 Conflict of Interest

Reference: Government Code § 87105, 87200-87210; Title 2, § 18700 et seq. and as listed below.

1. **Incompatible Activities (Government Code § 1126, 1099).** 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. Pursuant to Government Code section 1099 and established precedent, a person may not simultaneously hold two public offices if there is any significant clash of duties or loyalties between the offices, if the dual office holding would be improper for reasons of public policy, or if either office exercises a supervisory, auditing, or removal power over the other. (Gov. Code, § 1099, subd. (a); see People ex rel. Chapman v. Rapsey, supra, 16 Cal.2d 636; 81 Ops.Cal.Atty.Gen., supra, at p. 345.)¹
 - a. A board member shall not simultaneously hold two public offices that are incompatible.
 - b. When two offices are incompatible, a board member shall be deemed to have forfeited the first office upon acceding to the second.
2. **Financial Interest (Government Code § 1090 et seq.).** Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as designated employees.
 - a. A board member shall not be considered to be financially interested in a contract if his or her interest meets the definitions contained in applicable law (Government Code § 1091.5).
 - b. A board member shall not be deemed to be financially interested in a contract if he or she has 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 § 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.
3. **No Employment Allowed (Education Code § 72103(b)).** An employee of the District may not be sworn in as an elected or appointed member of the governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office.

¹ Opinion No. 05-1113 of February 8, 2007 EDMUND G. BROWN JR. Attorney General; GREGORY L. GONOT Deputy Attorney General

This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code § 72103(b)).

4. Financial Interest in a Decision (Government Code § 87100 et seq.)

If a board member or designated employee determines that he or she has a financial interest in a decision, as described in Government Code § 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of a designated employee, this announcement shall be made in writing and submitted to the Board. A board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- a. Publicly identify the financial interest in detail sufficient to be understood by the public;
- b. Excuse him or herself from discussing and voting on the matter;
- c. 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.

5. Gifts (Government Code § 89503). 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.

- a. Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law (\$390.00)² if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.
- b. 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.
- c. Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code § 89506.

² Title 2 Section 18730.8.1 No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$390 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

- d. A gift of travel does not include travel provided by the District for board members and designated employees.
 - e. 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 (Government Code § 89501 and 89502).
 - f. 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 his or her statement of economic interests. The term “honorarium” does not include:
 - 1) 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.
 - 2) 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.
6. **Representation (Government Code § 87406.3).** Elected officials 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.
7. **Filing Statements.** Designated employees and officials shall file statements with the San Luis Obispo County Community College District (SLOCCCD) Superintendent who will appropriately record and file them, and make them available for public inspection. (Gov. Code § 81008) Employees and officials should contact the SLOCCCD/Cuesta College Superintendent/President’s office for assistance or information regarding disclosure statements. A list of designated positions and disclosure categories is contained in the District’s Conflict of Interest Code.

Approved/Adopted: 10/03/2007