

**CONFLICT OF INTEREST CODE
SAN MATEO COUNTY LIBRARY JOINT POWERS AUTHORITY**

The purposes of this Conflict of Interest Code are to provide for the disclosure of investments, real property, income and business positions of Library Governing Board members and designated Library officials and employees who may be materially affected by their official actions and to provide for the disqualification of designated officials and employees from participation in Governing Board decisions in which they may have a financial interest.

Background

The Political Reform Act of 1974 (Government Code Sections 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code. This regulation and any amendments thereto may be incorporated by reference by local agencies and, together with the designation of employees and disclosure categories, meets the requirements of the Political Reform Act.

Adoption of Conflict of Interest Code

The terms of Title 2 California Code of Regulations Section 18730 are hereby incorporated by reference and, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the San Mateo County Library Joint Powers Authority.

Pursuant to the Political Reform Act and its regulations, all designated employees shall file statements of economic interests with the Library, which shall retain a copy and forward the originals to the San Mateo County Assessor - County Clerk - Recorder, which shall be the filing officer. The San Mateo County Board of Supervisors shall be the code reviewing body and shall be officially responsible for receiving and retaining statements of economic interests filed with San Mateo County.

Subsequent amendments to Title 2 California Code of Regulations Section 18730 duly adopted by the Fair Political Practices Commission, after public notice and hearings, are also incorporated by reference unless the Library JPA Governing Board, within 90 days after the date on which an amendment to Section 18730 becomes effective, adopts a resolution providing that the amendment is not to be incorporated into this Code.

San Mateo County Library Joint Powers Authority
Conflict of Interest Code
List of Designated Employees and
Description of Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Positions</u>	<u>Disclosure Category</u>
Governing Board Member	1, 2, 3, 4
Consultants*	1, 2, 3, 4

*The Library Director and Attorney for the Library JPA shall review the duties and authority of all consultants retained by the Governing Board. Those consultants who, within the meaning of 2 Ca. Code of Regulations 18700 (a) (2) are required to file statements of economic interests, shall do so. During each calendar year, the Library shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

The Director of Library Services, Assistant Director of Library Services, and Library Administrative Services Manager are County employees and as such, file disclosure statements with San Mateo County. If at some time they become Library JPA employees, they will file statements with the Library under this Code.

Disclosure Categories

Category 1. A designated official or employee assigned to Category 1 is required to disclose direct or indirect investments in any business entity that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 2. A designated official or employee assigned to Category 2 is required to disclose interests in any real property that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 3. A designated official or employee assigned to Category 3 is required to disclose any source of income that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 4. A designated official or employee assigned to Category 4 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, trustee, employee or holds any position of management that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.