



CALIFORNIA Fair Political Practices Commission

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How to Request Advice

If you have questions about your obligations under the Act you can request advice directly from FPPC staff

[Request Advice](#)

Local Government Agencies-Adopting & Amending Conflict of Interest Codes

A local agency's conflict of interest code must reflect the current structure of the organization and its officials and employees who should be filing Statements of Economic Interests ([Form 700s](#)). A code lists the financial interests that officials, governmental employees, and consultants must disclose on their 700s. It helps provide transparency in local government as required under the Political Reform Act.

Biennial Review of Conflict of Interest Codes

To ensure conflict of interest codes remain current and accurate, each local agency is required to review its code at least every even-numbered year. The agency should receive a Biennial Notice as a reminder of this requirement from its code reviewing body.

The County Board of Supervisors is the code reviewing body for county agencies and the code reviewing body for city agencies is the City Council.

When determining whether to amend, an agency should carefully review its current conflict of interest code and consider the following:

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the current code was adopted?
- Have any positions been eliminated or renamed since the current code was adopted?
- Have any new positions been added since the current code was adopted?
- Have there been any substantial changes in duties or responsibilities for any positions since the current code was adopted?
- If an agency answers "yes" to any of the above questions, most likely its conflict of interest code should be amended.

The resources below provide guidance to local agencies about amending codes. The information is based on the jurisdiction of the agency.

County Agencies

[Local Biennial Notice Instructions](#)

[Biennial Notice](#)

City Agencies

[Local Biennial Notice Instructions](#)

[Biennial Notice](#)

Additional Training and Outreach

The FPPC also offers workshops and webinars on conflict of interest codes for state or local government employees who are tasked with creating or amending their agency's code. The training explains how to review or amend a code. Topics include review of the current code, analysis of disclosure categories, how to assign categories to those positions, and how to assign categories to those positions. [Click here for additional training information](#). [an online video on how to amend a local agency's code.](#)

If you have further questions, [Ask the FPPC for Advice.](#)

Statutory Authority

Government Code Sections [87302](#), [87302.6](#), [87303](#), [87306](#), [87306.5](#), [87307](#), [87309](#), [87310](#), [87311](#),

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