




COUNTY CLERK - RECORDER

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To: County Agencies

From: Diane Severud 
Clerk to the Board of Supervisors

Date: July 12, 2012

Re: 2012 Biennial Notice for Conflict-of-Interest Codes
Deadline: October 1, 2012

The Political Reform Act requires every local government agency to review its conflict-of-interest code biennially. **No later than October 1, 2012**, each agency must submit to the County Board of Supervisors a notice indicating whether or not an amendment is necessary. The enclosed "2012 Local Agency Biennial Notice" form must be returned to the Board of Supervisors. **This document is not submitted to the Fair Political Practices Commission.**

Please review the enclosed fact sheets. If amendments to an agency's conflict-of-interest code are necessary, the amended code and the agency's resolution or official documentation must be forwarded to the Board of Supervisors for approval within 90 days of filing the biennial notice. For example, if your agency files its notice on October 1, 2012, indicating that an amendment is necessary, the amendment is due to the Board of Supervisors by December 30, 2012. An agency's amended code is not effective until it has been approved by the Board of Supervisors.

The FPPC offers free seminars on how to amend a conflict-of-interest code. To register for a seminar, email seminars@fppc.ca.gov. Information is also available on the FPPC's website at www.fppc.ca.gov.