

(Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations.)

**§ 18313. Forms and Manuals.**

(a) The Commission shall maintain a list of persons interested in its forms and manuals.

(b) No later than 30 days prior to considering a new form or manual, or a revision or supplement to an existing form or manual, the Commission shall notify everyone on its interested persons lists and make the new or revised documents available for review. The changes shall be clearly noted. The Commission may make the form, manual, revision or supplement available for review by posting it on the Commission's website, or sending it by electronic mail or postal service mail to interested persons.

(c) The form, manual, revision or supplement shall appear on the next regular meeting agenda of the Commission for adoption.

(d) At that meeting, the Commission may, if three commissioners agree:

(1) Adopt the form, manual, revision or supplement with or without discussion.

(2) Make changes to the form, manual, revision or supplement and adopt it as modified.

(3) Reject the form, manual, revision or supplement.

(4) Schedule an interested persons meeting.

(e) For greater outreach and accessibility, certain of the Commission's most widely used forms or manuals may, at the discretion of the Commission, be translated into Spanish. In the event of an inconsistency between the English version and the translation, the English version shall control, and this will be stated on the translated forms or manuals.

Note: Authority cited: Section 83112, Government Code. Reference: Section 83113, Government Code.

## HISTORY

1. New section filed 10-28-96; operative 10-28-96 pursuant to Government Code section 11343.4(d) (Register 96, No. 44).
2. Amendment of subsection (b) and new subsection (e) filed 4-10-2003; operative 4-10-2003 pursuant to Government Code section 11343.4 (Register 2003, No. 15).