

MULTI-COUNTY AGENCY CONFLICT OF INTEREST CODE AMENDMENT INTERNAL CHECKLIST

STEP 1. GATHER INFORMATION:

- Check with FPPC (advice@fppc.ca.gov) to confirm that you have the most recently approved code.
- Most recent organization chart
- Job duty statements for new positions
- Number of all agency employees _____
- Number of Form 700 filers _____
- Number of consultants filing Form 700, if any _____
- View training session [here](#)

STEP 2. REVIEW AND ANALYZE INFORMATION:

- Compare the current code to current organizational chart for changes.
- Positions:
 - Delete designated positions no longer in existence.
 - Add positions that were newly created since last code amendment.
 - Review current positions to determine if changes are needed.
- Write descriptions of changes. Review [Samples of Explanations and Changes](#).
- Review [Sample Disclosure Categories](#) and update disclosure categories as needed.
- Review committee minutes, if any. Designate those that make decisions. Do not designate solely advisory committees.
- Prepare a strikeout/underline draft of the code.
- Circulate to appropriate management staff for comments.
- Prepare draft proposal for submittal to FPPC. Do not circulate to employees yet.

STEP 3. SUBMIT TO: ADVICE@FPPC.CA.GOV

- Code in strike out / underline
- Current organization chart
- Written description of changes
- Provide FPPC the agency numbers identified in Step 1

STEP 4. FPPC INITIAL REVIEW:

- A consultant will be assigned to review the draft code and process the amendment. The consultant may follow up with email questions or meeting/teleconference requests. Justifications may be requested for certain positions and categories.

STEP 5. PUBLIC NOTICE:

- Notify all agency employees. This may be done by email or on the internet.
- Send an email to your FPPC consultant indicating how employees were notified.
- Provide the FPPC any comments that were received.
- During this time period, FPPC staff will forward the template for the CEO Declaration in Step 6.

STEP 6. FPPC FINAL APPROVAL:

- Send the CEO declaration to the FPPC.
- FPPC will send the approved code to you.
- Code is effective 30 days after the FPPC Executive Director's or his or her designee's approval.