

Nevada County Charter Services Authority

A California Joint Powers Agency

Conflict of Interest

Section 1. General Statement

The Political Reform Act (Government Code section 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission (“FPPC”) has adopted a regulation (2 Cal. Code Regs. § 18730) which contains the terms of a standard conflict of interest code.

The terms of 2 Cal. Code Regs. § 18730, and any amendments to it duly adopted by the FPPC, are hereby incorporated by reference and constitute the Conflict of Interest Code of the Nevada County Charter Services Authority (“NCCSA”).

Section 2. Designated Positions

The positions listed below involve the making or participation in decisions that may foreseeably have a material effect on financial interests. Individuals serving in these positions shall file Statements of Economic Interests (Form, 700) in accordance with Section 4 of the standard regulations and the applicable disclosure categories set forth in this Code.

Designated Positions:

- Board Members
- Director of Special Education
- Business Director
- Consultants*

*Consultants are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category set forth in this Code, subject to the following limitations:

The Business Director may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of required disclosure. The determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Section 3. Disclosure Categories

Category 1: Real Property Interests

Individuals assigned to this category must disclose all interests in real property located in whole or in part:

1. Within the boundaries of NCCSA;
2. Within two miles of the boundaries of NCCSA; or
3. Within two miles of any property owned, leased, or used by NCCSA including any leasehold, beneficial, or ownership interest, or an option to acquire such an interest.

Category 2: Investments, Income, and Business Positions

Individuals assigned to this category must disclose all investments, income, and business positions in business entities or sources of income that:

1. Are contractors or subcontractors engaged in the performance of services or work of the type utilized by NCCSA; or
2. Manufacture or sell supplies, books, machinery, or equipment of the type used by NCCSA or its schools; or
3. Engage in the acquisition of real property within the jurisdiction.

Consultants, unless otherwise determined in writing as described above, are assigned to Category 1 and Category 2.

Section 4. Duty to Disclose

Designated employees have a duty to disclose any financial or personal interest that may conflict with the interests of NCCSA. Such disclosure must be made as soon as the individual becomes aware of the potential conflict. When a conflict of interest exists, the individual shall disclose the nature of the conflict, refrain from participating in any discussion, decision, or vote related to the matter, and comply with any other applicable provisions of the Political Reform Act and FPPC regulations. Failure to comply with this duty may result in disciplinary action and could have legal consequences under the Political Reform Act.

Section 5. Filing Officer and Filing Deadlines

Statements of Economic Interests (Form 700) shall be filed with the Nevada County Board of Supervisors, which is hereby designated as the filing officer. Filings shall occur at the times and in the manner set forth in Government Code section 87302.3 and FPPC regulations.

Section 6. Legal References

- Government Code §§ 81000–91014, 87100, 87200–87313
- Title 2, California Code of Regulations §§ 18700–18757
- FPPC Regulation § 18730

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Board Approved: November 19, 2025
Ayes 5 - Nays 0