

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.45 (BP 2710)**

**BOARD POLICY
San Mateo County Community College District**

Subject: Conflict of Interest
Revision Date: 5/12; 1/17; 4/22
Policy References: Government Code Sections 1090 et seq., 1126, 87200 et seq.; Title 2 Sections 18730 et seq.

1. In compliance with law, the Board of Trustees shall adopt a Conflict of Interest Code and shall periodically review the same. The District Chancellor shall designate a filing officer for conflict of interest matters and that person shall perform related duties as required by law.
2. Each Board member and each employee designated under the District's Conflict of Interest Code shall annually file a statement of economic interest with the filing officer designated by the District Chancellor. The statement of economic interest shall disclose financial interests, including investments, real property, and income that are designated as reportable under the Conflict of Interest Code.

Each Board member and each employee designated under the District's Conflict of Interest Code is prohibited from accepting gifts, as that term is defined by the Political Reform Act (Gov. Code, §§ 81000 et. seq.), of any value from any source if the Board member or employee would be required to report the receipt of income or gifts from that source on his/her/their statement of economic interests. This prohibition shall not apply to gifts received as part of an event hosted by the District or by an organization of which the District is a member, such gifts may otherwise be subject to reporting and limited under the Political Reform Act.

3. A Board member and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his/her/their duties as an officer of the District.
4. No Board member nor any employee of the District shall make, participate in making or, in any way, attempt to use his/her/their position to influence a governmental decision in which he/she/they know(s) or has reason to know that he/she/they has/have a financial interest.
5. Board members and employees shall not be financially interested in any contract made by them in their official capacity or in any body or board of which they are members. A Board member shall not be considered to be financially interested in a contract if his/her/their interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.
6. A Board member who has a remote interest in any contract considered by the Board shall disclose his/her/their interest during a Board meeting and have the disclosure noted in the official board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.
7. In compliance with law and regulation, the District Chancellor shall establish administrative procedures to provide for disclosure of assets or income of Board members who may be affected by

their official actions and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.

8. The District Chancellor shall establish administrative procedures requiring training for any District employees required to file a statement of economic interest under the District's Conflict of Interest Code.
9. Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

Also see BP 2200 Board Duties and Responsibilities, AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Code, BP/AP 2715 Code of Ethics/Standards of Practice, BP/AP 2716 Board Political Activity, and BP 2717 Personal Use of Public Resources – Board, BP/AP 3050 Institutional Code of Ethics, and BP/AP 3300 Public Records.