

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

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

Subject: BP 2.45 Conflict of Interest
Revision Date: 5/12; **xx**
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 shall adopt a Conflict of Interest Code and shall periodically review the list of designated employees required to complete financial disclosure forms. The 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 designated employee under the District's Conflict of Interest Code shall annually file a statement disclosing those interests in investments, real property, and income that are designated as reportable under the Conflict of Interest Code.
3. A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his/her 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 or her position to influence a governmental decision in which he or she knows or has reason to know that he or she has 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 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 or her 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 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.

Note: Policy is being updated to specify that employees as well as Board members are prohibited from having a financial interest in a contract made by them in their official capacity.