

Conflict of Interest Code – Financial Disclosure Regulations (San Francisco Campaign and Governmental Conduct Code Section 3.100 et seq)

Last Changed March 18, 2020

Table of Contents

Regulation 3.1-102-1	2
Regulation 3.1-103-1	2
Regulation 3.1-103-2	2
Regulation 3.1-103-3	3
Regulation 3.1-105-1	3

Regulation 3.1-102-1

Effective January 1, 2021, all persons identified in Sections 3.1-103(d) or 3.1-108 of the Campaign and Governmental Conduct Code shall file assuming office, annual, and leaving office Form 700 Statements of Economic Interests in an electronic format prescribed by the Ethics Commission. The Ethics Commission is not the filing officer for such persons. The person's department head or the executive director of the person's agency is the filing officer for such persons.

Regulation 3.1-103-1

All persons listed in Section 3.1-103(a) and (b) of the Campaign and Governmental Conduct Code shall file assuming office, annual and leaving office Form 700 Statements of Economic Interests with the Ethics Commission in an electronic format prescribed by the Ethics Commission. The Ethics Commission is the filing officer for such persons.

Regulation 3.1-103-2

(a) Any person required to file the Form 700 Statement of Economic Interest in electronic format shall provide the following to that person's filing officer or that filing officer's designee:

1. A current and unique City, County, State of California, Federal, or other local government agency email address;
2. The name of the filer's agency, department, or a current business mailing address;
3. A current and active daytime telephone number, which may be a work number;
4. Any other information required by the Ethics Commission consistent with the purposes and provisions of Article III, Chapter 1 of the Campaign and Governmental Conduct Code.

(b) For any person identified in Sections 3.1-103(d) or 3.1-108 of the Campaign and Governmental Conduct Code, the person's filing officer must notify the person of the requirements of subsections (a) and (c) of this regulation within 5 calendar days of the person assuming office.

(c) Any person required to file the Form 700 in electronic format must provide the information required in subsection (a) of this regulation to the person's filing officer within 15 calendar days of the person assuming office. If an email address is not provided to the filer by the filer's government agency within 15 calendar days of assuming office, the filer shall provide the filing officer with a personal email address for the purposes of filing the Form 700 until the filer has been provided with an email address by the filer's government agency. A filer shall inform their filing officer within 15 calendar days whenever a change is made to the information required in subsection (a). For all persons identified in Sections 3.1-103(d) or 3.1-108 of the Campaign and

Governmental Conduct Code, the requirements of subsections (a)–(c) of this regulation become effective September 1, 2020. Any person identified in Sections 3.1-103(d) or 3.1-108 of the Campaign and Governmental Conduct Code who assumed office prior to September 1, 2020 shall provide the information required in subsection (a) of this regulation to the person’s filing officer upon request.

(d) Within 5 calendar days of the receipt of the information provided by a filer under subsection (a), a filing officer shall use the information to create an electronic filing account for the filer in the electronic filing system designated by the Ethics Commission and shall provide the filer with the information necessary to access the account. The requirements of this subsection (d) shall become effective January 1, 2021.

Regulation 3.1-103-3

A person required to file a Form 700 Statement of Economic Interests in electronic format may make a written request to the Executive Director of the Ethics Commission to seek permission to file an original paper copy instead of filing in electronic format. The person must submit the request at least 15 calendar days prior to the deadline for filing the Form 700 Statement of Economic Interests, and the request must provide the compelling reasons why the request should be granted. The Executive Director may grant or deny the request in his or her discretion.

Regulation 3.1-105-1

Whenever an appointing authority or official or secretary to a board or commission submits written notice to the Ethics Commission under section 3.1-105(a) or 3.1-105(b), the written notice shall contain the name of the appointee or department head who has assumed or left office; whether the appointee or department head assumed or left office; the name of the board, commission or department; the date on which the appointee or department head assumed or left office; and the email address, mailing address, and telephone number of the appointee or department head.