

**Proposed Regulations to Sunshine Ordinance**  
**(proposed additions in *underlined bold italic* text,**  
**deletions in strikethrough text)**

**Regulation 67.33 - 1. Annual Sunshine Ordinance Declaration**

(a) All City Officials, Department Heads and employees who are required to file an annual Statement of Economic Interests with the Ethics Commission must annually:

- (1) Read the San Francisco Sunshine Ordinance;
- (2) Attend a training session on the Sunshine Ordinance; and
- (3) File a signed declaration with the Ethics Commission stating, under penalty of perjury, that they have read the San Francisco Sunshine Ordinance; and that they have attended or will attend when next offered, an annual training session on the Sunshine Ordinance.

(b) A declaration required by Administrative Code Section 67.33 shall be filed with the Ethics Commission by the following dates:

- ~~(1) Annual declarations shall be filed no later than April 1 of each year;~~
- ~~(1)~~ ***Each*** A City official, department head or employee ~~who assumes his or her position after April 1~~ shall file a declaration within 30 days of the date he or she is sworn in or assumes employment;
- (2) Each official, department head or employee shall file a declaration annually by April 1. An official, department head or employee who assumed office between October 1 and March 30 and timely filed a declaration under Subsection (b)(1) shall not be required to file a declaration on the April 1 immediately following assumption of office.***
- (3) If a filing deadline listed in this regulation falls on a Saturday, Sunday or official City holiday, the deadline shall be extended to the next regular business day.

(c) A declaration required by Administrative Code Section 67.33 must be filed on a form issued by the Ethics Commission. Forms are available at the Ethics Commission's office or on the Internet at [www.sfgov/ethics/](http://www.sfgov/ethics/).

(d) A City official, department head or employee may submit an original or facsimile copy of the ~~annual~~ declaration. The ~~annual~~ declaration shall be deemed to be timely filed if the original is postmarked by the filing deadline or the facsimile copy is received by the filing deadline.