



## San Francisco Ethics Commission

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### SFEC SEI Designation Form

A Public Document

Department Heads may use this form to identify positions that will make or participate in making governmental decisions on behalf of the department but are not yet in Article III Chapter I of the Campaign & Governmental Conduct Code. An individual in a newly designated position must file a Statement of Economic Interests (Form 700) within 30 days of assuming office or submission of this form, whichever is later.

Prior to designating a new position, the Department must consult with the City Attorney's Office about meet and confer requirements.

Positions designated by submission of this form must be added to the Campaign & Governmental Conduct Code during the next Biennial Code Review.

#### Instructions:

**Part 1** – Enter the department name, the name and contact information of the individual that is completing the form.

**Part 2** – Identify the new position(s) and enter the disclosure category of the new position, as well as the starting date for the new position. Please consult with the Ethics Commission or City Attorney's Office if this is an existing position.

**Part 3** – Enter the name and title of the Department Head that is completing the form along with a signature and the date that the form was completed.

Please open a support ticket at the [Ethics SEI Form 700 Portal](#) for any questions related to this form.

1. Department Information		
Department Name		
Department Contact		
Email Address	Phone Number	
2. New Position Information		
Position Title	Disclosure Category	Assuming/Start Date
3. Verification		
<input type="checkbox"/> I verify that the department has consulted with the City Attorney's Office about the new designation(s) and fulfilled all meet and confer obligations related to them.		
Print Name	Title	
Signature	Date	
Comments:		