

1 [Campaign and Governmental Conduct Code - Failure to File Form 700s, Sunshine Ordinance  
2 Declarations, and Certificates of Ethics Training]

3 **Ordinance amending the Campaign and Governmental Conduct Code to disqualify**  
4 **members of City boards and commissions who have not filed their Form 700s**  
5 **(Statements of Economic Interests), Sunshine Ordinance Declarations, and Certificates**  
6 **of Ethics Training from participating in or voting on matters before their boards and**  
7 **commissions, and to modify the Ethics Commission’s reporting requirements**  
8 **regarding the filing of Form 700s.**

9 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.  
10 **Additions to Codes** are in *single-underline italics Times New Roman font*.  
11 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.  
12 **Board amendment additions** are in double-underlined Arial font.  
13 **Board amendment deletions** are in ~~strikethrough Arial font~~.  
14 **Asterisks (\* \* \* \*)** indicate the omission of unchanged Code  
15 subsections or parts of tables.

16 Be it ordained by the People of the City and County of San Francisco:

17 Section 1. Findings.

18 (a) The City, through its Board of Supervisors, had adopted a Conflict of Interest Code  
19 that designates the City officials required to file the Fair Political Practices Commission’s Form  
20 700 (also known as a Statement of Economic Interests). On these Form 700s, City officials  
21 must disclose, subject to the appropriate disclosure category, their financial interests in  
22 entities, individuals, or persons that may come before them in the course of carrying out their  
23 official duties.

24 (b) The Form 700 offers City officials with an opportunity to catalog potential conflicts  
25 of interests that may arise from their governmental decisions and duties. The Form 700 is  
also a public document, which allows members of the public at large to monitor potential

1 conflicts of interest of City officials. Likewise, the Form 700 permits the Ethics Commission,  
2 and other relevant agencies, to monitor potential conflicts of interest.

3 (c) If a City official who must file a Form 700 fails to do so, they are subject to potential  
4 late fees and penalties for failing to file. Such failure to file may also result in discipline. The  
5 City finds that disqualifying members of City boards and commissions who fail to file their  
6 Form 700s will strengthen the public confidence in the integrity of government. Until such City  
7 officials have filed their Form 700s, it would be difficult for the public and other government  
8 agencies to assess whether these officials are violating conflict of interest laws. Because the  
9 failure to file a Form 700 frustrates such oversight, it is appropriate to disqualify such City  
10 officials who have failed to file from any substantive City decisions.

11 (d) Likewise, the failure of a City official to complete required trainings on the Sunshine  
12 Ordinance and conflict of interest and ethics laws decreases public confidence that City  
13 boards and commissions will abide by applicable open meeting, public records, and ethics  
14 laws, and appropriately disqualifies such officials from participation in business before their  
15 boards and commissions until such training has been completed.

16 Section 2. The Campaign and Governmental Conduct Code is hereby amended by  
17 revising Sections 3.1-102.5, ~~and 3.1-104,~~ and 3.1-105, to read as follows:

18 **SEC. 3.1-102.5. FAILURE TO FILE.**

19 (a) ***Potential Discipline.*** Subject to the removal and Civil Service provisions of the  
20 Charter as well as any applicable Civil Service Rules, any officer or employee of the City and  
21 County of San Francisco who fails to file any statement required by Sections 3.1-101 and 3.1-  
22 102 of *this Chapter* ~~the Campaign and Governmental Conduct Code~~ within 30 days after receiving  
23 notice from the Ethics Commission of a failure to file may be subject to disciplinary action by  
24 his or her appointing authority, including removal from office or termination of employment.

1 (b) **Warning Letter.** The Ethics Commission may issue a letter to an appointing  
2 authority recommending suspension or removal of any City officer or termination of any City  
3 employee who has failed to file a statement required by Sections 3.1-101 and 3.1-102 of *this*  
4 *Chapter the Campaign and Governmental Conduct Code* if the City officer or employee has not  
5 filed the required statement within 30 days of receiving notice from the Ethics Commission of  
6 his or her failure to file.

7 (c) **Required Disqualification by Members of Boards and Commissions.** *Members of City*  
8 *boards or commissions who have failed to file statements required by Sections 3.1-101, 3.1-102, and*  
9 *3.1-103 of the Campaign and Governmental Conduct Code (Form 700 Statements of Economic*  
10 *Interests, Sunshine Ordinance Declarations, and Certificates of Ethics Training) by the applicable*  
11 *filing deadline shall be disqualified from all participation in and voting on matters listed on their*  
12 *boards' and commissions' meeting agendas.*

13 (1) **Waiver.** A member of a City board or commission may seek a waiver for  
14 cause from the Ethics Commission's Executive Director excusing his or her failure to file the  
15 statements required by Sections 3.1-101, 3.1-102, and 3.1-103 of the Campaign and  
16 Governmental Conduct Code. If the Executive Director grants such a waiver, the member of  
17 a board or commission will not be disqualified under this subsection (c); provided that after a  
18 member of board or commission has sought a waiver and while the waiver is pending before  
19 the Executive Director, the member shall continue to be disqualified.

20 (2) **Subsequent Filing of Required Statements.** After a member of City board  
21 or commission files any delinquent statement required by Sections 3.1-101, 3.1-102, and 3.1-  
22 103 of the Campaign and Governmental Conduct Code, the member shall no longer be  
23 disqualified under this subsection (c).

24 (d) **Public Announcement.** *If a member of a City board or commission has failed to file a*  
25 *required statement (Form 700 Statement of Economic Interests, Sunshine Ordinance Declaration or*

1 Certificate of Ethics Training), at the beginning of each meeting of the board or commission that  
2 occurs after the applicable deadline for the required statement and before the member of the board or  
3 commission files the required statement, the Commission Secretary, or any City staff who fulfills that  
4 role, shall announce that the member of the board or commission has failed to file a statement required  
5 by Sections 3.1-101, 3.1-102, and 3.1-103 of this Chapter and that the member will be disqualified from  
6 all participation in and voting on matters coming before the board or commission.

7 **SEC. 3.1-104. FILING OFFICER REPORTS.**

8 (a) On or before April 10th of each year, every filing officer shall submit a written report  
9 to the Ethics Commission setting forth the names of those persons who are required to file ~~an~~  
10 ~~annual statement~~ a Form 700 Statement of Economic Interests with that filing officer under this  
11 Chapter but have failed to do so, or a report stating that all such persons have filed.

12 (b) ~~On or before April 10th of each year, the Ethics Commission shall prepare a report setting~~  
13 ~~forth the names of those persons who are required to file an annual statement with the Ethics~~  
14 ~~Commission under this Chapter but have failed to do so, or a report stating that all such persons have~~  
15 ~~filed. On or before May 10th of each year, the Ethics Commission shall prepare a supplemental report~~  
16 ~~setting forth the names of any persons who are required to file an annual statement with the Ethics~~  
17 ~~Commission under this Chapter but have failed to do so by May 1st, or a report stating that all such~~  
18 ~~persons have filed. The Ethics Commission shall make these reports publicly available, including by~~  
19 ~~posting the reports on its website. The Ethics Commission shall maintain on its website, a database of~~  
20 ~~the names, departments, and positions of persons who are required to file a Form 700 Statement of~~  
21 ~~Economic Interests with the Ethics Commission~~ any statement required by Sections 3.1-101,  
22 3.1-102, and 3.1-103 of the Campaign and Governmental Conduct Code (Form 700  
23 Statements of Economic Interests, Sunshine Ordinance Declarations, and Certificates of  
24 Ethics Training) but have failed to file on a timely basis. The list shall be updated no later than ten  
25 days after the submittal of a statement. On or before April 10th of each year, the Ethics

1 Commission shall notify each Commission Secretary, or any City staff who fulfills that role for  
2 each City board or commission, of the location of the current version of this list.

3 **SEC. 3.1-105. NOTICE OF APPOINTMENT AND RESIGNATION.**

4 (a) Every appointing authority whose appointees file statements required by Sections  
5 3.1-101 and 3.1-102 of the Campaign and Governmental Conduct Code with the Ethics  
6 Commission shall provide written notice to the Ethics Commission of the name of any  
7 appointee who has assumed or left office or employment. Such notice shall be provided  
8 within 15 days of the City officer or employee assuming or leaving office or employment.  
9 Failure to provide such notice may constitute official misconduct.

10 (b) If the Ethics Commission has been notified of the appointment of a member of a  
11 City board or commission pursuant to subsection (a), the Ethics Commission shall notify the  
12 appointed officer's Commission secretary, or any City staff who fulfills that role, if the  
13 appointed officer has failed to timely file his or her initial Form 700 Statement of Economic  
14 Interests, Sunshine Ordinance Declaration, and Certificate of Ethics Training.

15 (c) (b) Whenever the Mayor or a board or commission appoints a department head, or  
16 receives the resignation or retirement notice of a department head, the official or the secretary  
17 to the board or commission who makes the appointment or receives the resignation or  
18 retirement notice, shall inform the department head of the necessity to file within 30 days of  
19 assuming office or leaving office a statement of economic interests. The official or the  
20 secretary of the board or commission who makes the appointment or receives the resignation  
21 or retirement notice shall also inform the Ethics Commission of the appointment, resignation  
22 or retirement within 15 days of the department head's assumption of or departure from office.  
23 Such written notice shall include the name of the department head, and the date on which the  
24 department was appointed, resigned or retired. Upon receiving notice of the appointment, or  
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1 the resignation or retirement, of the department head, the Ethics Commission shall perform  
2 the required duties of the filing officer and obtain the required statement of economic interests.

3 Section 2. Effective Date. This ordinance shall become effective 30 days after  
4 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
5 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
6 of Supervisors overrides the Mayor’s veto of the ordinance.

7 Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors  
8 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,  
9 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal  
10 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment  
11 additions, and Board amendment deletions in accordance with the “Note” that appears under  
12 the official title of the ordinance.

13 APPROVED AS TO FORM:  
14 DENNIS J. HERRERA, City Attorney

15 By: \_\_\_\_\_  
16 ANDREW SHEN  
17 DEPUTY CITY ATTORNEY

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