

# CONFLICT OF INTEREST CODE

## Madera Cemetery District

An Independent Special District  
MADERA COUNTY

The Political Reform Act, Government Code Section 81000, et seq. requires state and local government agencies to adopt and declare conflict of interest codes. The Fair Political Practices Commission has adopted a regulation which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached appendices in which members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of the Madera Cemetery District ("District").

Individuals holding designated positions shall file an annual statement of economic interests with the Madera Cemetery District who will make the statements available for public inspection and reproduction. (Gov. Code section 81008). Upon receipt of the statements from the Board of Trustees and the District Manager, the Madera Cemetery District shall make and retain a copy.

This code will be reviewed to determine if it is accurate or, alternatively, that the code needs to be amended on a biennial basis. The original signed statement shall be filed with the Madera County Clerk of the Board of Supervisors Office as the code reviewing body for Madera County using the electronic filing system. Copies of all conflict of interest forms will also be held at the Madera Cemetery District main office at Arbor Vitae Cemetery. The provisions of all conflict of interest codes and amendments thereto previously adopted by the District are hereby superseded.

## **APPENDIX A: Designated Positions**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
1. Trustees	A-1, A-2, B, C, D & E
2. District Manager	A-1, A-2, B, C, D & E
3. General Legal Counsel	A-1, A-2, B, C, D & E
4. Consultants*	A-1, A-2, B, C, D & E

In addition to each Trustee, the District Manager, General Legal Counsel, and Consultants, any person who occupies a designated position as listed in the table below, shall disclose in his or her Statement of Economic Interests (Form 700) those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the appendix.

\*Consultants shall be included in the list of designated positions and shall disclose pursuant to the disclosure requirements in this code subject to the following limitation.

The President of the Board of Trustees may determine in writing that a particular consultant, although a “designated position,” is hired to perform arrange of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s duties and based upon that description, a statement of the extent of disclosure requirements. The Board President’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

## APPENDIX B: Disclosure Categories

Category	General Type	Reportable	Not Reportable
<b>A-1</b>	Investments	Stocks, including those held in an IRA or 401K.  Each stock must be listed.	Insurance policies, government bonds, diversified mutual funds, funds similar to diversified mutual funds.
<b>A-2</b>	Business Entities and Trusts	Business entities, sole proprietorships, partnerships, LLCs, corporations and trusts.	Savings and checking accounts, and annuities.
<b>B</b>	Real Property	Rental property in filer's jurisdiction, or within two miles of the boundaries of the jurisdiction.	A residence used exclusively as a personal residence (such as a home or vacation property).
<b>C</b>	Income	Non-governmental salaries.  Note that filers are required to report only half of their spouse's or registered partner's salary.	Governmental salary (from school district, for example).
<b>D</b>	Gifts	Gifts from businesses, vendors, or other contractors (meals, tickets, etc.).	Gifts from family members.
<b>E</b>	Travel Payments	Travel payments from third parties (not including the District).	Travel paid by your governmental agency employer.

When a designated employee is required to disclose investments and sources of personal information, he/she need only disclose investments in business entities and sources of income which do business in the District, plan to do business in the District, or have done business in the District within the past two (2) years. In addition to other activities, a business entity is doing business within the District if it owns real property within the District. When a designated employee is required to disclose interests in real property, he/she need only disclose real property which is located in whole or in part within or not more than two (2) miles outside the boundaries of the District or within two (2) miles of any land owned or used by the District.