Steps for Adoption of Updated Conflict of Interest Code

- ✓ Review the current list of Designated Positions, referring to the "How to Review a Conflict-of-Interest Code" enclosure. Determine if all positions having authority to make financial decisions are included and have the appropriate Disclosure Category.

- ✓ Write a resolution using the template provided. Include the following three items as attachments to the resolution.

  - Conflict of Interest Code (inserting information specific to your District) using the sample provided.

  - Appendix A – Designated Positions (inserting information specific to your District) using the sample provided.

  - Appendix B – Disclosure Categories.

- ✓ Agendize adoption of the resolution for your board meeting.

- ✓ The resolution should specify how each director voted by **listing their name** in the "Ayes, Noes, Absent or Abstain" portion of the resolution.

- ✓ Complete and sign the 2022 Local Agency/Special District Biennial Notice.

- ✓ Upon adoption, forward a copy of the resolution, including all attachments, and the 2022 Local Agency Biennial Notice to the Clerk of the Board of Supervisors.

- ✓ Once the Board of Supervisors has approved the 2022 Biennial Update, the new Conflict of Interest Code for your District will become effective in 30 days.