

**REQUEST FOR APPROVAL AND DECLARATION OF COMPLIANCE**  
**FOR CONFLICT-OF-INTEREST CODE AMENDMENT/ADOPTION**

\_\_\_\_\_  
(Name of agency)

**TO: TULARE COUNTY BOARD OF SUPERVISORS, 2800 West Burrel Ave., Visalia, California.**

I, \_\_\_\_\_, hereby certify that this agency adopted the attached conflict-of-  
(Printed Name and Position)

interest code or amendment at a regular meeting held on \_\_\_\_\_,  
(Date)

and that this agency complied with the following procedures:

1. This agency posted a NOTICE OF INTENTION TO ADOPT/AMEND A CONFLICT-OF-INTEREST CODE at least 45 days in advance of the proposed action, and a copy was provided to all employees of the agency affected by the proposed code or amendment;
2. Copies of the proposed code or amendment were made available to interested persons, and written comments concerning the proposed action were accepted. These comments (if any) are attached to this declaration;
3. A public hearing was requested: ☐ yes ☐ no  
If so, a public hearing was held: ☐ yes ☐ no ☐ Inapplicable

If a hearing was held, please describe any areas of controversy and the manner of their resolution (attach additional pages if necessary):

4. A determination has been made regarding all positions within the agency involving the making or participation in the making of decisions which may foreseeably have a material effect on a financial interest of the person(s) occupying those positions, and those positions have been designated and incorporated in the agency's conflict-of-interest code as adopted or amended;
5. Appropriate *disclosure categories* have been assigned to each of those positions which identify specific types of investments, business positions, interests in real property, and sources of income of the person holding the position which may be affected materially by any decision made or participated in by persons by virtue of such positions, and those disclosure categories have been incorporated in the conflict-of-interest code as adopted or amended;
6. Attached is the most current organizational chart of the agency; and
7. Attached are job descriptions for all designated employees, or employees newly designated by an amendment.

**I HEREBY REQUEST APPROVAL** of the attached conflict-of-interest code or amendment thereof on behalf of this agency. I have used all reasonable diligence in the preparation of this document, and to the best of my knowledge it is true and complete. I declare under penalty of perjury that the foregoing is true and correct.

Dated \_\_\_\_\_

\_\_\_\_\_  
(Signature)