

How to Deactivate a Conflict of Interest Code

When all positions in a local agency's conflict of interest code are designated to file their Statement of Economic Interests (Form 700) directly with the Fair Political Practices Commission (FPPC), and no longer file with the Clerk of the Board of Supervisors or Local Agency Clerk, the Conflict of Interest Code may be deactivated. Government Code Sections [87200](#) and [87500](#) specify the individuals that are legally required to file a Form 700 directly with the FPPC as their Filing Officer.

If you believe all positions required to file a Form 700 will do so directly with the FPPC, please undertake the following steps in order to deactivate the Conflict of Interest Code.

1. Utilizing the template provided on our website at venturacounty.gov/cob/coic/#create, draft a notice of deactivation. This should clearly indicate the entity name and all positions affected. Include the contact information of the person designated as Filing Official, so that we may follow-up as needed.
2. Seek formal official approval to issue the letter.
 - a. If the entity is a Board/Commission/Committee, the letter should be submitted for their formal approval and signed by the chair.
 - b. If the entity is a local governmental agency and does not need governing board approval, the letter may be signed by the agency executive officer.
3. Submit an approved copy of the letter to the Clerk of the Board of Supervisors at form700clerk@venturacounty.gov. If a Board/Commission/Committee, include a copy of their meeting minutes confirming the approval.
4. Subsequent to submission, the Clerk of the Board of Supervisors will batch requests from various entities and make a consolidated submission to the Board of Supervisors. The Board of Supervisors, who is designated as the "Code Reviewing Body", will take action to approve dissolution of the conflict of interest code.
5. Upon Board of Supervisors' approval, the Clerk of the Board will deactivate the conflict of interest code, along with any associated Form700 filings.
6. From that point forward, designated persons will file their Form 700 directly with the FPPC at fppc.ca.gov