



## HOW TO AMEND A CONFLICT OF INTEREST CODE

Conflict of Interest Codes may be amended when change is necessitated by changed circumstances, including the creation of new positions which must be designated, or relevant changes in the duties assigned to existing positions, or the deletion of positions. In addition, Conflict of Interest Codes may also be amended to modify the Filing Officer designee. Amended Conflict of Interest Codes must be submitted to the Code Reviewing Body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code Section 87306)

An agency that is amending its Conflict of Interest Code must submit the original documents identified below to the Clerk of the Board's Office.

- Conflict of Interest Code Amendment Form
- Conflict of Interest Code – Signed/Approved by Authorized person - Red Line and Clean Version - if changed
- Exhibit A – List of positions – (some entities include Exhibit A and/or B information within the Conflict of Interest Code)
- Exhibit B – List of Categories – (some entities include Exhibit A and/or B information within the Conflict of Interest Code)

Red Line versions of each document that was changed must be submitted and must indicate each specific change. In addition, Clean Versions of the revised documents and Clean Versions of any unchanged documents must also be submitted. The compilation of these documents will represent your amended Conflict of Interest Code that will be submitted to the Code Reviewing Body for adoption.

For further information, please contact the Clerk of the Board's Office at (805) 654-2251 or email [form700clerk@ventura.org](mailto:form700clerk@ventura.org)