



City Ethics Commission
200 N Spring Street
City Hall — 24th Floor
Los Angeles, CA 90012
Mail Stop 129
(213) 978-1960

Recusal Notification CEC Form 51

Background

City and state laws require public officials to recuse themselves from matters in which they have a direct or indirect financial interest or when participating in the matter would not be in the public interest. Some interests not only require the recusal of a particular official but can also disqualify the entire board or commission from acting. Los Angeles Municipal Code § 49.5.6(J) requires members of City boards and commissions to submit this form each time they recuse themselves in relation to an actual or apparent conflict of interest under any applicable law.

Charter § 707

Los Angeles City Charter § 707 requires the Ethics Commission to review a board or commission member's recusals whenever that member is disqualified during any 365-day period from acting on the following:

1. Three or more agenda matters due to the same investment in a business entity, the same interest in real property, or the same source of income; OR
2. One percent or more of the matters pending before the board or commission due to any investments in business entities, any interests in real property, or any sources of income.

When a review is required, the Ethics Commission will examine the nature and extent of a board or commission member's conflicts and determine whether the member has a "significant and continuing" conflict of interest. The Ethics Commission considers the following questions when analyzing the recusals:

- a. Is the number of recusals significant?
- b. Is the subject matter of the recusals significant to the City?
- c. Is the impact of the recusals on the City or affected persons significant?
- d. Does the conflict prevent the member from effectively discharging board or commission duties?

When a conflict is determined to be significant and continuing, the Ethics Commission is required to order divestment of the conflicting investment, interest, or source of income.

Instructions

Once you identify that you may have a possible conflict (which may or may not relate to interests reported on your Form 700), contact the city attorney who advises your board or commission to discuss whether you must recuse yourself from acting on a matter. If you are disqualified from acting on the matter, you must complete page 2 of this form—even if you will not be present at the meeting at which the matter will be addressed. Once the form is completed, you must do the following:

1. Submit a *copy* of the form to the executive secretary (or the person acting in that capacity) for your board or commission as soon as possible after the posting of the agenda that contains the item from which you are recusing yourself ; AND
2. Submit the *original* form, along with a copy of the meeting *agenda*, to the Ethics Commission (at the address above) within 15 calendar days after the date of the meeting; AND
3. Submit a *copy* of the form to the Office of the Mayor and the Office of the City Attorney:

Office of the Mayor
200 North Spring Street, Room 303
Los Angeles CA 90012
Mail Stop #370

Office of the City Attorney
Public Integrity Division
200 North Main Street, 8th Floor
Los Angeles CA 90012
Mail Stop #140

If you have questions about completing this form, please call the Ethics Commission at (213) 978-1960.



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Name of board or commission member:

Name of board or commission:

Date of meeting at which recusal occurred or would have occurred:

Agenda item number:

Brief description of the agenda item:

Please provide the following information:

1. The interest that warrants recusal is (check all that apply):

- An investment
- Real property
- A source of income or gift(s) of \$390 or more
- A business position
- A client of mine or my employer's
- Membership on a organization's board
- Personal finances
- Other: _____

2. Is each interest checked above disclosed on your statement of economic interests (California Form 700)?

- Yes No, these interests are not disclosed:

3. Please provide further detail about your relationship to the item from which you recused yourself. Please be as specific as possible:

4. Does this item concern the making of a contract?

- Yes No

5. Have you been disqualified from participating in this or another item in the last 365 days?

- Yes, _____ times in the past 365 days No

Date: _____ Signature: _____