

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. Members of City boards and commissions are required to submit this form each time they recuse themselves because of an actual or apparent conflict of interests.

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 must 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 interests. The Ethics Commission considers the following questions when analyzing the recusals:

1. Is the number of recusals significant?
2. Is the subject matter of the recusals significant to the City?
3. Is the impact of the recusals on the City or affected persons significant?
4. 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

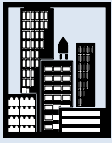
Once you identify that you may have a possible conflict (which may or may not relate to interests reported on your Form 700), you must contact the city attorney who advises your board or commission to discuss whether you must recuse yourself from acting on a matter. If you are disqualified from acting on the matter, you must complete a Form 51—**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 matter 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 offices of the Mayor and City Attorney:

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

Office of the City Attorney
Ethics, Elections, and Governance
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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Members of City boards and commissions must file this form each time they recuse themselves due to an actual or apparent conflict of interests. Please refer to the attached instructions for additional information.

Original filing Amended filing (original filed on ___/___/20___)

Name:
 (Last, First, Middle)

Board or commission:

Date of meeting at which recusal occurred or would have occurred: **Agenda item number:**

Brief description of agenda item:

All of the following information is required.

1. The interest that warranted recusal is (check all that apply): 2. Is this interest disclosed on your statement of economic interests (Form 700 or Form 60) ? 3. Is this a financial interest?

<input type="checkbox"/>	An investment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Real property	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	A source of income	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	A source of gifts	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	A business position	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	A client of mine or my employer's	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Membership on an organization's board	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Personal finances	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Please explain, with as much specificity as possible, the relationship between each interest identified above and the item from which you recused yourself:

5. Does this item concern the making of a contract?
 Yes No

Certification
I declare under penalty of perjury under the laws of the City of Los Angeles and the state of California that the information in this form is true and complete.

_____ _____
 Date Signature