

A. Requirement

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 must submit this form each time they recuse themselves because of an actual or apparent conflict of interests under any applicable law.

B. Instructions

Please contact the city attorney who advises your board or commission to discuss whether you must recuse yourself from acting on a matter. Disqualification may or may not be related to interests reported on your Form 700 or Form 60. If you are disqualified from acting on a matter, you must complete this form each time the matter appears on an agenda for your board or commission—even if you are not present at the meetings at which the matter is addressed.

1. Submit the original form, along with a copy of the meeting agenda, to the Ethics Commission within 15 days of the meeting date;
2. Submit a copy of the form to the executive secretary 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
3. Submit a copy of the form to the offices of the Mayor and the City Attorney:

Office of the Mayor
200 N. Spring St., Room 303
Los Angeles, CA 20012
Mail Stop #370

Office of the City Attorney
Public Integrity Division
200 N. Main St., 8th Floor
Los Angeles, CA 20012
Mail Stop #140

C. Recusal Review

The Ethics Commission is required 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 member submits three or more recusal forms, the Ethics Commission will examine the nature and extent of the recusals and determine whether the member has a "significant and continuing" conflict of interests. 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.

Recusal Notification

☐ Original Filing ☐ Amendment: Date of Signed Original _____, Date of Last Amendment _____

Filer's name

Filer's City title

Name of board or commission, if applicable

Date of recusal or date of public meeting

Agenda item number, if applicable

City reference numbers (council file, contract, etc.)

Brief description of matter or agenda item causing the recusal

1. Check all interests that warrant this recusal:

- | | | |
|--|--|---|
| <input type="checkbox"/> Investment | <input type="checkbox"/> Personal finances | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Real property | <input type="checkbox"/> Business position | _____ |
| <input type="checkbox"/> Source of income or gifts | <input type="checkbox"/> Membership on an organization's board | <input type="checkbox"/> Appearance of conflict
(if no other interest applies) |
| <input type="checkbox"/> Client of mine or my employer's | <input type="checkbox"/> Campaign contribution | |

2. Is each interest checked above disclosed on your statement of economic interests (CA Form 700 and, if required, City Form 60)?

- ☐ Yes
- ☐ No. The following interests are not disclosed:

3. Provide further detail about your relationship to the matter or item from which you recused yourself. Be as specific as possible:

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

- ☐ Yes ☐ No

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

- ☐ Yes, _____ times in the past 365 days ☐ No

Signature

Date