

## MEMORANDUM

To: Chair Ravel, Commissioners Garrett, Eskovitz, Montgomery and Rotunda

From: Lynda Cassady, Chief, Technical Assistance Division

Subject: Approval of Commission Form 806  
Agency Report of Public Official Appointments

Date: May 1, 2012

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Attached for Commission approval is Form 806-Agency Report of Public Official Appointments. At the Commission's March 2012 meeting, the Commission amended Regulation 18705.5. The proposed amendment creates a limited exception to allow public officials to vote on their appointment as representatives of the entity to other paid public boards. The regulation requires the agency to identify the appointments on a form prepared by the Commission.

Following the March meeting, staff immediately drafted a proposed form and circulated it for public comment. Following an initial set of suggestions, another draft Form 806 was circulated. Comments were received from city attorneys, city clerks and public interest groups. Staff has incorporated many of the suggestions.

Each agency will post one Form 806 which will include all the different appointments subject to this regulation. Staff will provide continuation sheets and an excel version of the form to assist agencies.

*Example:* In 2012, John Doe is reported on the Form 806 as John is the agency's representative to another public agency which provides pay. In 2013 a different official will assume the duty, the Form 806 is updated to remove John's name and replace with the current individual.

Compliance Cost: Use of the form may increase minimal costs to other state and local agencies.