

POLICY TITLE: ADVISORY BODY MEMBERS' ETHICS TRAINING REQUIREMENT

POLICY STATEMENT:

1. Government Code Section 53235 provides that if a local agency reimburses members of a legislative body for actual and necessary expenses incurred in the performance of official duties, then all legislative officials of that local agency must receive training in general ethics principles and ethics laws relevant to public service every two years. The term "legislative body" includes the governing body of the local agency and any commission, committee, board, or other body of a local agency created by charter, ordinance, resolution, or formal action of a legislative body.
2. Council Policy 5.13 authorizes reimbursement to advisory body members for actual expenses for official travel; therefore, all advisory body members must receive ethics training pursuant to Government Code Section 53235.
3. Options for receiving ethics training include attending City workshops when offered by the City Attorney, or completing an on-line, cost-free training program offered by the Fair Political Practices Commission, available at the Fair Political Practices Commission website. At the end of the training, the advisory board member must provide the City Clerk Administrator with the original signed (wet signature) certification of completion and obtain and keep in his or her records a copy.
4. Advisory body members shall complete required ethics training at the intervals prescribed by Government Code Section 53235. The City Clerk Administrator shall notify advisory body members when they are scheduled to complete the required ethics training. Any failure to complete training in accordance with the City Clerk Administrator's notice shall be reported to the City Council and the failure shall constitute grounds for removal from the member's advisory body.

AUTHORIZATION: Resolution NS-28,810 adopted 7/8/14