

CONFLICT-OF-INTEREST CODE FOR THE
CALIFORNIA TRAVEL AND TOURISM COMMISSION

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) which contains the terms of a standard conflict-of-interest code which can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached **Appendices**, designating officials and employees and establishing disclosure categories, shall constitute the conflict-of-interest code of the **California Travel and Tourism Commission** (“**CTTC**”).

Individuals holding designated positions shall file their statements of economic interests with **CTTC**, which will make the statements available for public inspection and reproduction. (Gov. Code § 81008.) Upon receipt of the statements of the Commissioners, the President/Executive Director (CEO), the Vice Chair of Operations, and the Chief Financial Officer, **CTTC** shall make and retain copies and forward the originals to the **Fair Political Practices Commission**. All other statements will be retained by **CTTC**.

APPENDIX A

<u>List of Designated Positions</u>	<u>Assigned Disclosure Categories</u>
Commissioner - other than the Commissioners serving as Chief Financial Officer and Vice Chair of Operations	1, 2, 4
President/Executive Director (CEO)	1, 2, 4
Vice President of Operations	1, 2, 4
Director of Finance and Human Resources	1, 2, 4
Advertising Co-op Manager	3, 4
Communications Manager	3, 4
Director-other than Director of IT and the Director of Finance and Human Resources	3, 4
Director of IT	3
Events Coordinator	3
Manager of Domestic Media Relations	3, 4
Manager of Rural Tourism Development	3, 4
Manager of Travel Trade Development	3, 4
Manager-International Media Relations	3, 4
Vice President-other than Vice President of Operations	2, 4
Web Development Manager	3
Website and Publications Manager	3, 4
Writer/Editor	3, 4
Consultants*	1, 2, 4

Positions in the Travel and Tourism Division of CTTC are funded and supervised by the Business, Transportation and Housing Agency, and are thus included in the conflict-of-interest code for that agency.

**Consultants are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Executive Director may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code.

Public Officials Who Manage Public Investments

The following positions are not covered by the conflict-of-interest code because they must file a statement of economic interests pursuant to Government Code Section 87200 and, therefore, are listed for information purposes only:

Vice Chair of Operations
Chief Financial Officer

An individual holding the above listed position may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by section 87200.

APPENDIX B

DISCLOSURE CATEGORIES

- Category 1: Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.
- Category 2: Investments, business positions in, and sources of income, including gifts, loans and travel payments, from entities of the type which:
- (a) supply materials, commodities, supplies, books, machinery, vehicles or equipment utilized by the Commission;
 - (b) provide services utilized by the Commission, including but not limited to market research, public relations, or media services; or
 - (c) participate in programs administered by the Commission.
- Category 3: Investments, business positions in, and sources of income, including gifts, loans and travel payments, from entities of the type which
- (a) supply materials, commodities, supplies, books, machinery, vehicles or equipment utilized by the employee's department;
 - (b) provide services of the type used by the employee's department, including but not limited to market research, public relations, or media services; or
 - (c) participate in programs administered by the employee's department.
- Category 4: Investments, business positions in business entities, and sources of income, including gifts, loans and travel payments, from tourism related business, including but not limited to, airlines, amusement parks, travel agencies, rental car companies, hotels and motels.