

Form 700 Filer Topics for the California Fruit Tree, Nut Tree and Grapevine-Improvement Advisory Board

Board Meeting: November 19th, 2024, UC Davis.

Requirements we would like to make you aware of when you become a member:

- You will be required to file Form 700s using CDFA's eDisclosure Filing System: (If you experience any difficulties accessing CDFA's eDisclosure System, while trying to file, please contact CDFA's Filing Officer at: CDFAForm700@cdfa.ca.gov.)
 - o **Assuming Office Form 700** within 30 days of your appointment date and must be completed prior to participation.
 - o If filer is still a member as of January 1, an **Annual Form 700** by April 1st.
 - o **Leaving Office Form 700** within 30 days of resigning from a position.

Filers who file after the deadline are liable for a late fine pursuant to Government Code Section 91013 and shall not exceed \$10 per day to a maximum of \$100.

Filers who do not file are referred to the FPPC for noncompliance and could be fined up to \$5,000.

- You will be required to read the Statement of Economic Interest-Form 700 Policy (this policy references relevant government codes).
- You will be required to complete two training courses:
 - **Sexual Harassment Prevention Training (SHP)** – within 6 months of your appointment date and every two years thereafter. (If appointment is less than 6 months, training must be completed within 30 days)
 - o If you have an unexpired SHP training certificate from your employer, you can submit it to see if it meets the criteria.
 - **Ethics Orientation for State Officials** – prior to filing the Assuming Office Form 700 and every two years thereafter. (If appointment is less than 6 months, training must be completed within 30 days)
 - o Ethics Orientation for State Officials (Ethics) training certificates, submitted by board/committee members and grant reviewers, **must reflect completion** of the following additional sections:
 - 4.30(a): Section 1090 as applied to Multi-member Bodies
 - 4.40: Special Code of Ethics
 - 5.24: Special Restrictions on Personal Loans
 - 5.25: Free Transportation from Transportation Companies
 - 6.8: Holding Incompatible Offices
 - 7.13: Part C: Open Meetings for State Boards and Commissions (Bagley-Keene Open Meeting Act) - for Boards and Commissions created in statute only