

*Chapter 1: Conflicts of Interest*

*Board Rules § 1-13(e). Conduct Prohibited by City Charter § 2604(b)(2)*

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**Board Rules § 1-13. Conduct Prohibited by City Charter § 2604(b)(2).**

(e)

- (1) A public servant may be designated by their agency head to perform work on behalf of a not-for-profit corporation, association, or other such entity that operates on a not-for-profit basis, including serving as a board member or other position with fiduciary responsibilities, and may utilize City equipment, resources, personnel, supplies, and title, but not City letterhead, as part of that work if:
  - (a) there is a demonstrable nexus between the proposed activity, the public servant's City job, and the mission of the public servant's agency; and that such work furthers the agency's mission and is not undertaken primarily for the benefit or interests of the not-for-profit;
  - (b) the designated public servant takes no part in the entity's business dealings with the City at the entity or at his or her agency. For the purposes of this section, the sponsorship of discretionary funding by elected officials will not constitute participation in an entity's business dealings with the City; and
  - (c) the written designation is disclosed to the Conflicts of Interest Board and will be posted on its website.
- (2) A public servant designated in accordance with paragraph (1) of this subdivision may take part in such entity's business dealings with the City at the entity and/or at his or her agency if, after written approval, the Board determines that there is a demonstrable nexus between the proposed participation, the public servant's City job, and the mission of the public servant's agency; and that such participation furthers the agency's mission and is not undertaken primarily for the benefit or interests of the not-for-profit entity.
- (3) The designation made pursuant to paragraph (1) of this subdivision must be by the head of the agency served by the public servant, or by a deputy mayor if the public servant is an agency head. A public servant who is an elected official, including a district attorney, may provide these designations and approvals for themselves, members of their staff, and for the public servants who serve in the agencies they lead.