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.6 Requirements

- **.6.2 Oath of Office**

A. Certain BCC's positions under the jurisdiction of the Board of Supervisors may require that a loyalty Oath of Office be taken and subscribed prior to undertaking their duties. The Clerk of the Board shall notify in writing those individuals that require such an oath. The oath of office shall be administered and filed by Clerk of the Board.

B. Special districts require that elected officials and County employees listed within Title 8 of the County Code must take and subscribe an oath specified in the California Constitution before undertaking their duties. This function is administered by the Glenn County Elections Department.

- **.6.4 Statement of Facts**

A. When a district or public authority is legally formed, it must file a Statement of Facts with the County Clerk and the Secretary of State within seventy (70) days after the date of commencement on a form prescribed by the Secretary of State per Government Code Section 53051. The Clerk of the Board and the Elections Department share this responsibility.

B. Existing public agencies are required to file a Statement of Facts within ten (10) days after any change in the facts listed in Government Code Section 53051. The Appointments Roster holds a collection of those statements. Whenever the Clerk of the Board and /or the Elections Department becomes aware of a change in the agency's facts, such as after an election or an appointment to fill a vacancy, it forwards a Statement of Facts form to the agency for completion.

- **.6.6 Statement of Economic Interest**

As required by Government Code Section 81000 et seq., and County Code Chapter 8, State, County and several local agencies require some candidates, office holders, and designated employees to file

Statements of Economic Interest (Fair Political Practices Form 700). The Elections Department administers form distribution, collection and statement review.

- **.6.8 Conflict of Interest**

A. Members of certain BCC?s, where applicable, must comply with the requirements of the Political Reform Act (Government Code Section 81000 et seq.), including disclosure of their personal financial interests.

B. State law provides statutory provisions against any officer or employee of a local agency from engaging in employment or any other activity which is in conflict with his/her public duties.

C. Upon review of appointment applications submitted to the Board of Supervisors for their consideration, where there is a known conflict and upon consultation with County Counsel, the Clerk of the Board shall notify the applicant in writing the denial of the application.

D. No later than July 1st on an even-numbered years the Clerk of the Board notices each agency within the County to review its conflict of interest code to determine its accuracy, or if it is in need of amendment. Upon determination, it is required to submit changes to the Board of Supervisors by October 1st, for their review and approval. Those agencies that are a multi-county agency are required to submit notice to the Fair Political Practices Commission.

- **.6.10 Compliance with Brown Act**

All BCC?s shall comply with the open meetings law, (Brown Act), for local public agencies per Government Code Section 54590 et seq., if and as required for that type of BCC under the Act.

- **.6.12 Adoption of Bylaws**

Each BCC shall adopt bylaws or other rules for its procedures which shall be approved by the Board of Supervisors. Newly formed BCC?s shall submit their bylaws to the Board of Supervisors within 90 days after the appointment of the initial members of the BCC.

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