

**ANNOTATED LOCAL GOVERNMENT OFFICER  
CONFLICTS DISCLOSURE STATEMENT**

The following numbers correspond to the numbered boxes on the Conflicts Disclosure Statement:

1. **Name of Local Government Officer.** Insert your name.
2. **Office Held.** Insert the name of the office you hold. (ex. Director of \_\_\_\_\_, Member of the City Council of \_\_\_\_\_, Executive Director of \_\_\_\_\_, etc.)
3. **Name of Person Described by Sections 176.002(a) and 176.003(a), Local Government Code.** Insert the name of (i) a person<sup>1</sup> who contracts with or seeks to contract with your governmental entity for the sale or purchase of property, goods or services or (ii) an agent of the person who contracts or seeks to contract with your local governmental entity in the person's business with the governmental entity (collectively, the "Contractor") if (a) the Contractor has an employment or other relationship with you or a family member<sup>2</sup> that results in you or a family member receiving taxable income, or (b) the Contractor has given you or a family member one or more gifts, other than gifts of food, lodging, transportation or entertainment accepted as a guest, that have an aggregate value of more than \$250 in the 12-month period preceding the date you became aware that (x) a contract with the Contractor has been executed or (y) your governmental entity is considering doing business with the Contractor.

*Note: A disclosure statement is not necessary if the person seeking to contract with your governmental entity is a state, political subdivision of a state, the federal government or a foreign government or an employee of such an entity acting in the employee's official capacity.*

*See TEX. LOC. GOV'T CODE ANN. §§ 176.002(a) and 176.003(a) (Vernon 2005).*

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<sup>1</sup> The term "person" is not defined in Chapter 176. The Code Construction Act defines person to include a: "corporation, organization, government or governmental subdivision or agency, business trust, estate, trust, partnership, association, and any other legal entity." See TEX. GOV'T CODE ANN. § 311.005 (2)(Vernon 2005). However, Chapter 176 excepts certain governmental entities. See TEX. LOC. GOV'T CODE ANN. § 176.002(b)(Vernon 2005).

<sup>2</sup> "Family member" means a parent, spouse, child, stepchildren, father-in-law, mother-in-law, son-in-law or daughter-in-law. See Op. Tex. Att'y Gen. No. JC-63 (1999)(describing relatives within the first degree of consanguinity or affinity).

4. **Description of the Nature and Extent of Employment or Business Relationship With the Person Named in Item Three.** Insert a description of the employment or business relationship you or a family member has with a person described in Section 3 above.<sup>3</sup> Note that Chapter 176 of the Local Government Code is cumulative of other laws. If you have a relationship that you must disclose under Chapter 176, consider whether you have a substantial interest in a business entity or real property that must be disclosed under Chapter 171 of the Local Government Code.
5. **List Gifts if Aggregate Value of the Gifts Received From the Person Named in Item Three Exceed \$250.** If you or a family member has received gifts from a Contractor with an aggregate value of more than \$250 (other than gifts of food, lodging, transportation or entertainment accepted as a guest) in the 12-month period described in Section 3 above, list the date you received the gift and a description of the gift. Gifts of food, lodging, transportation or entertainment accepted as a guest are excepted from the calculation of the aggregate value of the gifts.
6. **Affidavit.** You must sign the Conflicts Disclosure Statement before a notary, acknowledging that the Conflicts Disclosure Statement applies to you and your family members and that the statement covers the 12-month period described in Section 3 above.

*Note: You must file the Conflicts Disclosure Statement by 5:00 p.m. on the 7th business day after you become aware of the facts that require the filing of the Conflicts Disclosure Statement as described in Section 3 above.*

*The disclosure statement will be made available on the local governmental entity's website, if any, and is public information.*

*It is an offense if you knowingly violate the disclosure requirement in Section 176.003 of the Texas Local Government Code. An offense is a Class C misdemeanor. Further, a false statement on the Conflicts Disclosure Statement could subject you to a perjury charge.*

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<sup>3</sup> A relatively generic description of a relationship that results in taxable income to the local government officer or a family member may be acceptable, but you should provided as much detail as you deem necessary to describe the relationship. The following is an example of a possible disclosure under section 4: "I or my family member has an employment or other business relationship with \_\_\_\_\_, a person described in section 3 above, that results in taxable income to me or my family member."