



Required Conflict of Interest Disclosures Chart¹

Type of Disclosure	Who Should Disclose	Required Form	Where & When to Disclose	Abstention	Maintained by College
Substantial interest in a business entity - Tex. Loc. Gov't Code § 171.002(a)-(b)	Trustees, as required by law. College President or Chancellor and others as required by TASB Policy DBD(LOCAL).	TASB Policy BBFA(EXHIBIT A)	File completed form with college's official record keeper before a decision or vote involving the business or real property.	The official must abstain from participating if action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public. Tex. Loc. Gov't Code § 171.004(a)(1)	Maintain in college records until five years after the official leaves office.
Substantial interest in real property - Tex. Loc. Gov't Code § 171.002(b)	Trustees, as required by law. College President or Chancellor and others as required by TASB Policy DBD(LOCAL).	TASB Policy BBFA(EXHIBIT A)	File completed form with college's official record keeper before a decision or vote involving the business or real property.	The official must abstain from participating if it is reasonably foreseeable that action on the matter will have a special economic effect on the property value distinguishable from its effect on the public. Tex. Loc. Gov't Code § 171.004(a)(2)	Maintain in college records until five years after the official leaves office.

¹ An electronic version of this document is available on TASB College eLaw at tasb.org/Services/Community-College-Services/Resources/TASB-College-eLaw/documents/required-conflicts-of-interest-disclosure-chart.pdf.

Type of Disclosure	Who Should Disclose	Required Form	Where & When to Disclose	Abstention	Maintained by College
Interest in real property to be acquired by college - Tex. Gov't Code § 553.002	Trustees, as required by law. College President or Chancellor and others as required by TASB Policy DBD(LOCAL).	TASB Policy BBFA(EXHIBIT B)	File completed form with county clerk in county where trustee resides and each county where property is located within 10 days before acquisition.	N/A	Maintain in college records until five years after the official leaves office.
Substantial interest in a business entity - Tex. Educ. Code § 51.923	Trustees as required by law.	N/A	Trustee must disclose their interest in a meeting held in compliance with the Texas Open Meetings Act.	Trustee must refrain from voting on the contract or transaction requiring board approval. Tex. Educ. Code § 51.923	N/A
Family relationship² - Tex. Loc. Gov't Code § 176.003	Trustees, College President or Chancellor, and other local government officers as required by law.	Form CIS	File completed form with college's records administrator within seven business days of knowledge of relationship.	N/A	Post on college's website and retain with college records.
Income over \$2,500 from vendor³ - Tex. Loc. Gov't Code § 176.003	Trustees, College President or Chancellor, and other local government officers as required by law.	Form CIS	File completed form with college's records administrator within seven business days of knowledge of relationship.	N/A	Post on college's website and retain with college records.
Gifts over \$100 from vendor - Tex. Loc. Gov't Code § 176.003	Trustees, College President or Chancellor, and other local government officers as required by law.	Form CIS	File completed form with college's records administrator within seven business days of knowledge of relationship.	N/A	Post on college's website and retain with college records.

² *Family relationship* as defined by the Texas Local Government Code means a relationship within the third degree of consanguinity or the second degree by affinity. Tex. Loc. Gov't. Code §176.001(2-a).

³ A *vendor* as defined by the Texas Local Government Code means a person, including an agent, who enters or seeks to enter into a contract with a local government entity. Tex. Loc. Gov't Code § 176.001(7).

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<p>Vendor that has given income or gifts to a trustee, president, or officer, or family relationship as described above - Tex. Loc. Gov't Code § 176.006.</p>	<p>College Vendors</p>	<p>Form CIQ</p>	<p>File completed form with district's records administrator within seven business days of knowledge of relationship.</p>	<p>N/A</p>	<p>Post on college's website and retain with college records.</p>

This document provides a general overview of required disclosures and should not be construed as legal advice. For a more complete explanation, see TASB Policies BBFA(LEGAL), CFE(LEGAL), and DBD(LEGAL). If you have questions about these or other legal issues, college representatives may contact TASB Community College Services at 800.580.1488 or colleges@tasb.org.

For more information on community college law topics, visit TASB Community College eLaw online at colleges.tasb.org/elaw.

This document is provided for educational purposes only and contains information to facilitate a general understanding of the law. It is neither an exhaustive treatment of the law on this subject nor is it intended to substitute for the advice of an attorney. It is important for the recipient to consult with the college's own attorney in order to apply these legal principles to specific fact situations.