D.2.4.2.F (Form) Conflict of Interest Affidavits
Responsible Department: Legal
Based on Board Policy: D.2.4 - Nepotism, Conflicts of Interest
Approved: 4-28-09
Last Amended: 2-13-14
Reviewed: 2-13-14

See the following pages for the forms to be used by employees for disclosing potential conflicts of interest:

Exhibit A: Affidavit Disclosing Substantial Interest in a Business Entity or in Real Property, as defined in Texas Local Government Code 171.002 - 2 pages

Exhibit B: Affidavit Disclosing Interest in Property, under Texas Government Code Chapter 553, Subchapter A - 2 pages

ADDITIONAL DISCLOSURE: The «G» and any other employees identified by Board policy as being required to file the conflicts disclosure statement, in accordance with Local Government Code 176.003–.004, may access that form on the Texas Ethics Commission Web site at http://www.ethics.state.tx.us
EXHIBIT A
AFFIDAVIT DISCLOSING SUBSTANTIAL INTEREST
IN A BUSINESS ENTITY OR IN REAL PROPERTY

STATE OF TEXAS
COUNTY OF ___________________

I, ________________________, as an employee of the ________ College District, make
this affidavit and hereby on oath state the following: I have a substantial interest in:

☐ a business entity, as those terms are defined in Local Government Code Sections
171.001–171.002, that would experience a special economic effect distinguishable
from its effect on the public by an action of the Board or the College District.
or

☐ real property for which it is reasonably foreseeable that an action of the Board or
College District will have a special economic effect on the value of the property
distinguishable from its effect on the public.

The business entity or real property is (name/address of business or description of
property):

________________________________________________________________________

I ________________________ have a substantial interest in this business entity or real
property as follows: (check all that apply)

☐ Ownership of ten percent or more of the voting stock or shares of the business
entity.

☐ Ownership of ten percent or more of the fair market value of the business entity.

☐ Ownership of $15,000 or more of the fair market value of the business entity.

☐ Funds received from the business entity exceed ten percent of my gross income for
the previous year.

☐ Real property is involved and I have an equitable or legal ownership with a fair
market value of at least $2,500.

The statements contained herein are based on my personal knowledge and are true and
correct.

Signed this _______ day of __________________________ (month), _______ (year).

_________________________________  ____________________________
Signature of employee                     Title
ACKNOWLEDGEMENT

STATE OF TEXAS

COUNTY OF _____________________

Sworn to and subscribed before me on this _____ day of _________ (month), ______ (year).

____________________________________
Notary Public in and for the state of Texas

NOTE:  This affidavit should be filed with the «G», Board Chairperson, or a designee before the Board takes action concerning the business entity or real property.
EXHIBIT B

AFFIDAVIT DISCLOSING INTEREST IN PROPERTY

STATE OF TEXAS
COUNTY OF _____________________

I, ______________________________ (name), as «G» of the ______________ College District, make this affidavit and hereby on oath state the following:

I have a legal or equitable interest in property to be acquired with public funds, either by purchase or condemnation.

The property is described as follows:

______________________________________________________________________.

The nature, type, and amount of interest, including but not limited to percentage of ownership, I have in the property is:

______________________________________________________________________.

The interest was acquired on __________________________ (date).

I swear that the information in this affidavit is personally known by me to be correct and contains the information required by Section 553.002, Government Code.

Signed this ________ day of _____________________ (month), _______ (year).

____________________________________
Signature
ACKNOWLEDGEMENT

STATE OF TEXAS
COUNTY OF ________________________________

BEFORE ME, ___________________ (here insert the name and character of the officer administering the oath) on this day personally appeared _______________________________ (affiant) known to me (or proved to me on the oath of _______________________________ or through ________________________) (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this ______ day of _________________ (month), _______________ (year).

_____________________________________
Notary Public in and for the state of Texas

NOTE: This affidavit should be filed with the county clerk(s) within ten days before the date on which the property is to be acquired, as provided by Government Code 553.002.