

## 1 VIRGINIA ACTS OF ASSEMBLY — CHAPTER

2 *An Act to amend and reenact §§ 2.2-3115, 24.2-502, and 30-356 of the Code of Virginia, relating to State*  
 3 *and Local Government Conflict of Interests Act; electronic disclosure by local government officers and*  
 4 *employees.*

5 [S 530]

6 Approved

7 **Be it enacted by the General Assembly of Virginia:**8 **1. That §§ 2.2-3115, 24.2-502, and 30-356 of the Code of Virginia are amended and reenacted as**  
 9 **follows:**10 **§ 2.2-3115. Disclosure by local government officers and employees.**

11 A. In accordance with the requirements set forth in § 2.2-3118.2, the members of every governing body  
 12 and school board of each county and city and of towns with populations in excess of 3,500 and the executive  
 13 director and members of each industrial development authority and economic development authority, as  
 14 created by the Industrial Development and Revenue Bond Act (§ 15.2-4900 et seq.), shall file *with the*  
 15 *Council*, as a condition to assuming office or employment, a disclosure statement of their personal interests  
 16 and other information as is required on the form prescribed by the Council pursuant to § 2.2-3117 and  
 17 thereafter shall file such a statement annually on or before February 1.

18 In accordance with the requirements set forth in § 2.2-3118.2, the members of the governing body of any  
 19 authority established in any county or city, or part or combination thereof, and having the power to issue  
 20 bonds or expend funds in excess of \$10,000 in any fiscal year, other than the executive director and members  
 21 of each industrial development authority and economic development authority, as created by the Industrial  
 22 Development and Revenue Bond Act (§ 15.2-4900 et seq.), shall file *with the Council*, as a condition to  
 23 assuming office, a disclosure statement of their personal interests and other information as is required on the  
 24 form prescribed by the Council pursuant to § 2.2-3118 and thereafter shall file such a statement annually on  
 25 or before February 1, unless the governing body of the jurisdiction that appoints the members requires that  
 26 the members file the form set forth in § 2.2-3117.

27 In accordance with the requirements set forth in § 2.2-3118.2, the members of the Northern Virginia  
 28 Transportation Authority and the Northern Virginia Transportation Commission shall file *with the Council*, as  
 29 a condition to assuming office, a disclosure of their personal interests and other information as is required on  
 30 the form prescribed by the Council pursuant to § 2.2-3118 and thereafter shall file such a statement annually  
 31 on or before February 1.

32 In accordance with the requirements set forth in § 2.2-3118.2, persons occupying such positions of trust  
 33 appointed by governing bodies and persons occupying such positions of employment with governing bodies  
 34 as may be designated to file by ordinance of the governing body shall file *with the Council*, as a condition to  
 35 assuming office or employment, a disclosure statement of their personal interests and other information as is  
 36 required on the form prescribed by the Council pursuant to § 2.2-3117 and thereafter shall file such a  
 37 statement annually on or before February 1.

38 In accordance with the requirements set forth in § 2.2-3118.2, persons occupying such positions of trust  
 39 appointed by school boards and persons occupying such positions of employment with school boards as may  
 40 be designated to file by an adopted policy of the school board shall file *with the Council*, as a condition to  
 41 assuming office or employment, a disclosure statement of their personal interests and other information as is  
 42 required on the form prescribed by the Council pursuant to § 2.2-3117 and thereafter shall file such a  
 43 statement annually on or before February 1.

44 B. In accordance with the requirements set forth in § 2.2-3118.2, nonsalaried citizen members of local  
 45 boards, commissions and councils as may be designated by the governing body shall file *with the Council*, as  
 46 a condition to assuming office, a disclosure form of their personal interests and such other information as is  
 47 required on the form prescribed by the Council pursuant to § 2.2-3118 and thereafter shall file such form  
 48 annually on or before February 1.

49 C. No person shall be mandated to file any disclosure not otherwise required by this article.

50 D. The disclosure forms required by subsections A and B shall be made available by the Virginia Conflict  
 51 of Interest and Ethics Advisory Council at least 30 days prior to the filing deadline, and the clerks of the  
 52 governing body and school board shall ~~distribute the forms to be responsible for coordinating the electronic~~  
 53 ~~filing by designated individuals at least 20 days prior to the filing deadline. Forms shall be filed and~~  
 54 ~~maintained as public records for five years in the office of the clerk of the respective governing body or~~  
 55 ~~school board. Forms filed by members of governing bodies of authorities shall be filed and maintained as~~  
 56 ~~public records for five years in the office of the clerk of the governing body of the county or city. All forms~~

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57 *shall be maintained as public records for five years in the office of the Council.* Such forms shall be made  
58 public no later than six weeks after the filing deadline.

59 E. Candidates for membership in the governing body or school board of any county, city or town with a  
60 population of more than 3,500 persons shall file a disclosure statement of their personal interests as required  
61 by § 24.2-502.

62 F. Any officer or employee of local government who has a personal interest in any transaction before the  
63 governmental or advisory agency of which he is an officer or employee and who is disqualified from  
64 participating in that transaction pursuant to subsection A of § 2.2-3112 or otherwise elects to disqualify  
65 himself, shall forthwith make disclosure of the existence of his interest, including the full name and address  
66 of the business and the address or parcel number for the real estate if the interest involves a business or real  
67 estate, and his disclosure shall be reflected in the public records of the agency for five years in the office of  
68 the administrative head of the officer's or employee's governmental or advisory agency.

69 G. In addition to any disclosure required by subsections A and B, in each county and city and in towns  
70 with populations in excess of 3,500, members of planning commissions, boards of zoning appeals, real estate  
71 assessors, and all county, city and town managers or executive officers shall make annual disclosures of all  
72 their interests in real estate located in the county, city or town in which they are elected, appointed, or  
73 employed. Such disclosure shall include any business in which such persons own an interest, or from which  
74 income is received, if the primary purpose of the business is to own, develop or derive compensation through  
75 the sale, exchange or development of real estate in the county, city or town. In accordance with the  
76 requirements set forth in § 2.2-3118.2, such disclosure shall be filed as a condition to assuming office or  
77 employment, and thereafter shall be filed annually ~~with the clerk of the governing body of such county, city,~~  
78 ~~or town~~ on or before February 1. Such disclosures shall be filed *electronically with the Council in accordance*  
79 *with the standards approved by it pursuant to § 30-356* and maintained as public records for five years. Such  
80 forms shall be made public no later than six weeks after the filing deadline. Forms for the filing of such  
81 reports shall be made available by the Virginia Conflict of Interest and Ethics Advisory Council ~~to the clerk~~  
82 ~~of each governing body.~~

83 H. An officer or employee of local government who is required to declare his interest pursuant to  
84 subdivision B 1 of § 2.2-3112 shall declare his interest by stating (i) the transaction involved, (ii) the nature  
85 of the officer's or employee's personal interest affected by the transaction, (iii) that he is a member of a  
86 business, profession, occupation, or group the members of which are affected by the transaction, and (iv) that  
87 he is able to participate in the transaction fairly, objectively, and in the public interest. The officer or  
88 employee shall either make his declaration orally to be recorded in written minutes for his agency or file a  
89 signed written declaration with the clerk or administrative head of his governmental or advisory agency, as  
90 appropriate, who shall, in either case, retain and make available for public inspection such declaration for a  
91 period of five years from the date of recording or receipt. If reasonable time is not available to comply with  
92 the provisions of this subsection prior to participation in the transaction, the officer or employee shall prepare  
93 and file the required declaration by the end of the next business day. The officer or employee shall also orally  
94 disclose the existence of the interest during each meeting of the governmental or advisory agency at which  
95 the transaction is discussed and such disclosure shall be recorded in the minutes of the meeting.

96 I. An officer or employee of local government who is required to declare his interest pursuant to  
97 subdivision B 2 of § 2.2-3112, shall declare his interest by stating (i) the transaction involved, (ii) that a party  
98 to the transaction is a client of his firm, (iii) that he does not personally represent or provide services to the  
99 client, and (iv) that he is able to participate in the transaction fairly, objectively, and in the public interest.  
100 The officer or employee shall either make his declaration orally to be recorded in written minutes for his  
101 agency or file a signed written declaration with the clerk or administrative head of his governmental or  
102 advisory agency, as appropriate, who shall, in either case, retain and make available for public inspection  
103 such declaration for a period of five years from the date of recording or receipt. If reasonable time is not  
104 available to comply with the provisions of this subsection prior to participation in the transaction, the officer  
105 or employee shall prepare and file the required declaration by the end of the next business day.

106 J. The clerk of the governing body or school board that releases any form to the public pursuant to this  
107 section shall redact from the form any residential address, personal telephone number, email address, or  
108 signature contained on such form; however, any form filed pursuant to subsection G shall not have any  
109 residential addresses redacted.

110 **§ 24.2-502. Statement of economic interests as requirement of candidacy.**

111 It shall be a requirement of candidacy that a written statement of economic interests shall be filed by (i) a  
112 candidate for Governor, Lieutenant Governor, or Attorney General ~~and~~; a candidate for the Senate or House  
113 of Delegates ~~with the State Board~~; (ii); a candidate for a constitutional office ~~with the general registrar for the~~  
114 ~~county or city~~; and (iii) a candidate for member of the governing body or elected school board of any county,  
115 city, or town with a population in excess of 3,500 persons with the ~~general registrar for the county or city~~  
116 *Virginia Conflict of Interest and Ethics Advisory Council.* The statement of economic interests shall be that  
117 specified in § 30-111 for candidates for the General Assembly and in § 2.2-3117 for all other candidates. *All*  
118 *completed forms shall be filed electronically with the Council in accordance with the standards approved by*

119 *it pursuant to § 30-356. The Department shall be responsible for coordinating the electronic filing by*  
 120 *candidates for Governor, Lieutenant Governor, Attorney General, the Senate, or the House of Delegates, and*  
 121 *the general registrars shall be responsible for coordinating the electronic filing by candidates for*  
 122 *constitutional offices, local governing bodies, and elected school boards.*

123 The foregoing requirement set forth in this section shall not apply to a candidate for reelection to the same  
 124 office who has met the requirement of annually filing a statement pursuant to § 2.2-3114, 2.2-3115, 2.2-3116,  
 125 or 30-110.

126 The general registrar, the clerk of the local governing body, or the clerk of the school board, as  
 127 appropriate, shall transmit to the local electoral board, immediately after the filing deadline, a list of the  
 128 candidates who have filed initial or annual statements of economic interests.

129 **§ 30-356. Powers and duties of the Council.**

130 The Council shall:

131 1. Prescribe the forms required for complying with the disclosure requirements of Article 3 and the Acts.  
 132 These forms shall be the only forms used to comply with the provisions of Article 3 or the Acts. The Council  
 133 shall make available the disclosure forms and shall provide guidance and other instructions to assist in the  
 134 completion of the forms;

135 2. Review all disclosure forms filed by lobbyists pursuant to Article 3 and by state government officers  
 136 and employees and legislators pursuant to the Acts. The Council may review disclosure forms for  
 137 completeness, including reviewing the information contained on the face of the form to determine if the  
 138 disclosure form has been fully completed and comparing the disclosures contained in any disclosure form  
 139 filed by a lobbyist pursuant to § 2.2-426 with other disclosure forms filed with the Council, and requesting  
 140 any amendments to ensure the completeness of and correction of errors in the forms, if necessary. If a  
 141 disclosure form is found to have not been filed or to have been incomplete as filed, the Council shall notify  
 142 the filer in writing and direct the filer to file a completed disclosure form within a prescribed period of time,  
 143 and such notification shall be confidential and is excluded from the provisions of the Virginia Freedom of  
 144 Information Act (§ 2.2-3700 et seq.);

145 3. Require all disclosure forms and lobbyist registration statements that are required to be filed with the  
 146 Council to be filed electronically in accordance with the standards approved by the Council. The Council  
 147 shall provide software or electronic access for filing the required disclosure forms and registration statements  
 148 without charge to all individuals required to file with the Council. The Council shall prescribe the method of  
 149 execution and certification of electronically filed forms, including the use of an electronic signature as  
 150 authorized by the Uniform Electronic Transactions Act (§ 59.1-479 et seq.). The Council may grant  
 151 extensions as provided in § 30-356.2 and may authorize a designee to grant such extensions;

152 4. Accept and review any statement received from a filer disputing the receipt by such filer of a gift that  
 153 has been disclosed on the form filed by a lobbyist pursuant to Article 3;

154 5. Beginning July 1, 2016, establish and maintain a searchable electronic database comprising those  
 155 disclosure forms that are filed with the Council pursuant to §§ 2.2-426, 2.2-3117, 2.2-3118, and 30-111. Such  
 156 database shall be available to the public through the Council's official website;

157 6. Furnish, upon request, formal advisory opinions or guidelines and other appropriate information,  
 158 including informal advice, regarding ethics, conflicts issues arising under Article 3 or the Acts, or a person's  
 159 duties under Article 3 or the Acts to any person covered by Article 3 or the Acts or to any agency of state or  
 160 local government, in an expeditious manner. The Council may authorize a designee to furnish formal  
 161 opinions or informal advice. Formal advisory opinions are public record and shall be published on the  
 162 Council's website; however, no formal advisory opinion furnished by a designee of the Council shall be  
 163 available to the public or published until such opinion has been approved by the Council. Published formal  
 164 advisory opinions may have such deletions and changes as may be necessary to protect the identity of the  
 165 person involved or other persons supplying information. Informal advice given by the Council or the  
 166 Council's designee is confidential and is excluded from the mandatory disclosure provisions of the Virginia  
 167 Freedom of Information Act (§ 2.2-3700 et seq.); however, if the recipient invokes the immunity provisions  
 168 of § 2.2-3121 or 30-124, the record of the request and the informal advice given shall be deemed to be a  
 169 public record and shall be released upon request. Other records relating to formal advisory opinions or  
 170 informal advice, including records of requests, notes, correspondence, and draft versions of such opinions or  
 171 advice, shall also be confidential and excluded from the mandatory disclosure provisions of the Virginia  
 172 Freedom of Information Act;

173 7. Conduct training seminars and educational programs for lobbyists, state and local government officers  
 174 and employees, legislators, and other interested persons on the requirements of Article 3 and the Acts and  
 175 provide training sessions for local elected officials in compliance with Article 9 (§ 2.2-3132) of Chapter 31 of  
 176 Title 2.2 and ethics orientation sessions for legislators in compliance with Article 6 (§ 30-129.1 et seq.) of  
 177 Chapter 13;

178 8. Approve orientation courses conducted pursuant to § 2.2-3128 and, upon request, review the  
 179 educational materials and approve any training or course on the requirements of Article 3 and the Acts  
 180 conducted for state and local government officers and employees;

- 181 9. Publish such educational materials as it deems appropriate on the provisions of Article 3 and the Acts;  
182 10. Review actions taken in the General Assembly with respect to the discipline of its members for the  
183 purpose of offering nonbinding advice;  
184 11. Request from any agency of state or local government such assistance, services, and information as  
185 will enable the Council to effectively carry out its responsibilities. Information provided to the Council by an  
186 agency of state or local government shall not be released to any other party unless authorized by such agency;  
187 12. Redact from any document or form that is to be made available to the public any residential address,  
188 personal telephone number, email address, or signature contained on that document or form, *except that any*  
189 *form filed pursuant to subsection G of § 2.2-3115 shall not have any residential address redacted;* and  
190 13. Report on or before December 1 of each year on its activities and findings regarding Article 3 and the  
191 Acts, including recommendations for changes in the laws, to the General Assembly and the Governor. The  
192 annual report shall be submitted by the chairman as provided in the procedures of the Division of Legislative  
193 Automated Systems for the processing of legislative documents and reports and shall be published as a state  
194 document.
- 195 **2. That those persons required by § 2.2-3115 of the Code of Virginia, as amended by this act, to file a**  
196 **disclosure form shall be able to file such form electronically with the Virginia Conflict of Interest and**  
197 **Ethics Advisory Council beginning with the statement due on or before February 1, 2027. Electronic**  
198 **filing shall be required (i) for localities with populations in excess of 250,000, beginning January 1,**  
199 **2028; (ii) for localities with populations in excess of 100,000 but not more than 250,000, beginning**  
200 **January 1, 2029; and (iii) for localities with populations not exceeding 100,000, beginning January 1,**  
201 **2030.**
- 202 **3. That the disclosure forms filed pursuant to § 2.2-3115 of the Code of Virginia shall be maintained as**  
203 **public records in the office of the clerk of the respective governing body or school board until July 1,**  
204 **2031.**