See the following pages for 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 Local Government Code 171.002 — 2 pages

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

ADDITIONAL DISCLOSURE: The College President 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/forms/CIS.pdf.

EXHIBIT A

AFFIDAVIT DISCLOSING SUBSTANTIAL INTEREST
IN A BUSINESS ENTITY OR IN REAL PROPERTY

STATE OF TEXAS

COUNTY OF _____

I, _____*(name)*, 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. [See BBFA]

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 College President, Board President, 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 College President 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)*.

_____

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.