

A GUIDE
FOR LOCAL GOVERNMENT OFFICERS
Do you need to file Texas Ethics Commission Form CIS
Conflicts Disclosure Statement?

Chapter 176 of the Texas Local Government Code requires a Local Government Officer (“Officer”) to file the Conflicts Disclosure Statement prepared by the Texas Ethics Commission (Form CIS) with respect to a vendor if the vendor has certain business and/or family relationships with the officer/family member of officer of the City of Corpus Christi or if the vendor has given any gifts exceeding \$100 in the aggregate to an officer or a family member of an officer.

Disclaimer: The following is provided for information purposes only to help you determine if you need to file Form CIS. It is recommended that you consult your own legal advisor if you have questions regarding the statute or the form.

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FOR LOCAL GOVERNMENT OFFICERS OF THE CITY OF CORPUS CHRISTI
“Do I need to file Form CIS?” QUESTIONNAIRE

“**Local Government Officer**” or “**Officer**” means a member of the governing body; a director, superintendent, administrator, president or other person designated as the executive officer of a governmental entity; an agent (the term includes employee) of a governmental entity who exercises discretion in the planning, recommending, selecting or contracting of a vendor.

1. Do you or your [family member](#) have an employment or other business relationship with a vendor of the City of Corpus Christi that resulted in you or your [family member](#) receiving \$2500 or more in taxable income within the 12 months from the date you became aware of a contract between the City and the vendor or within the 12 months from the date the officer became aware that the City is considering entering into a contract with the vendor? Taxable income does not include interest, dividends or capital gains generated from a bank account, investments or a loan.

A [family member](#) means related to another within the 1st degree by blood (i.e. parent/child) or marriage (i.e. spouse/father-in-law/son-in-law/step-child/daughter-in-law/mother-in-law)

A vendor means a person who enters or seeks to enter into a contract with the City of Corpus Christi. The term includes an agent of a vendor or employee of a state agency when that individual is acting in a private capacity to enter into a contract.

No (Go to #2) **Yes** (Go to #4 - File CIS)

2. Have you or your [family member](#) received one or more gifts with a total value exceeding \$100.00 from a vendor within the 12 months preceding the date you become aware of a contract between the City and the vendor or within the 12 months preceding the date you become aware that the City is considering entering in a contract with the vendor?

A gift is a benefit offered by a person and includes food, lodging, transportation and/or entertainment. The term does not include a benefit offered on account of kinship or a personal, professional or business relationship. The term “gift” does not include food accepted as a guest by a local government officer. The term “gift” does not include a political contribution as defined by Title 15, Election Code.

No (Go to #3) **Yes** (Go to #4 File CIS)

3. Do you have a [family relationship](#) with a vendor?

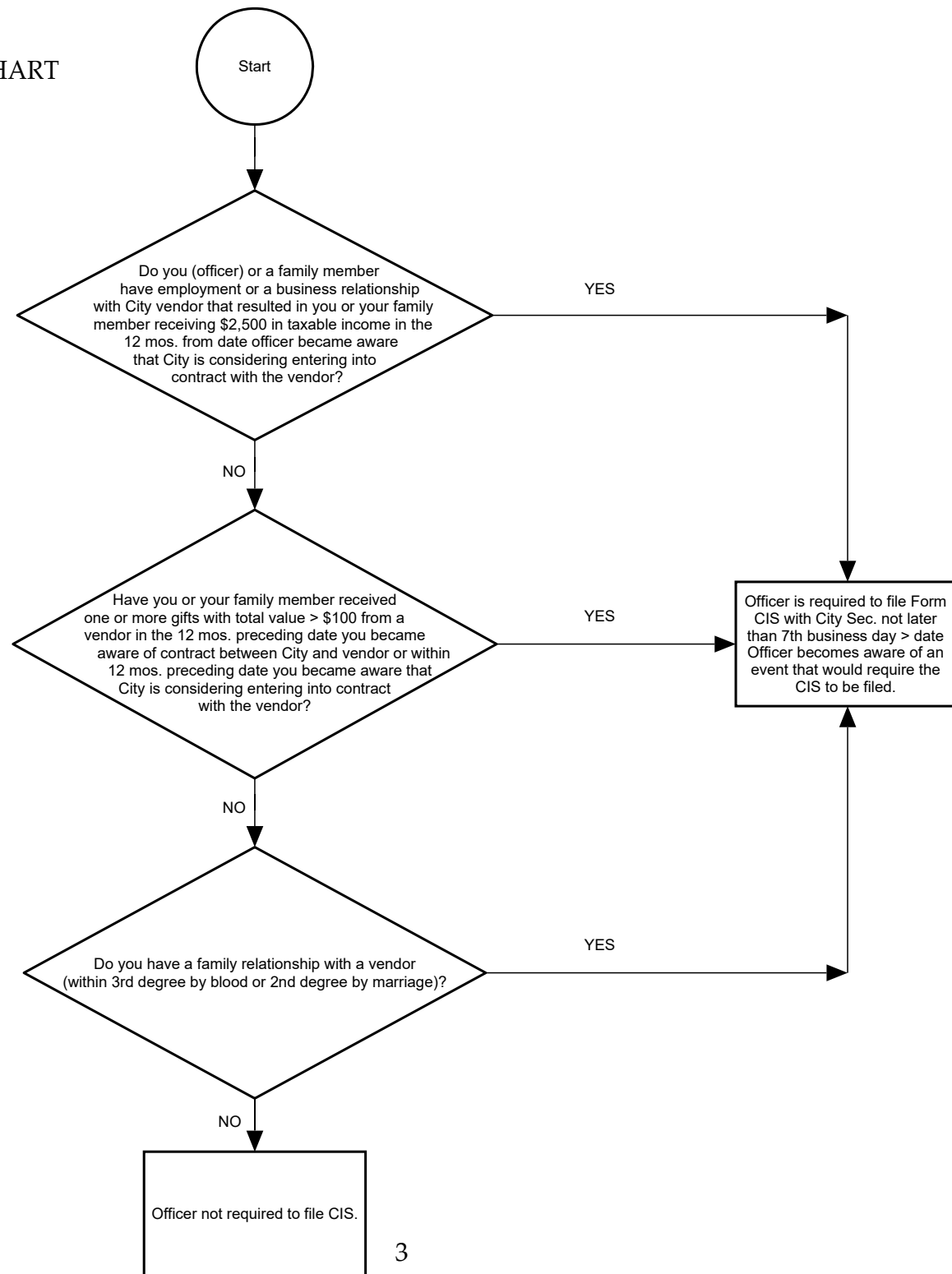
[Family relationship](#) means a relationship between a person and another person within the 3rd degree by blood or 2nd degree by marriage.

No (Go to #5) **Yes** (Go to #4 File CIS)

4. The [Officer](#) is required to file Form CIS with the City Secretary not later than 5 p.m. on the 7th business day after the date the [Officer](#) becomes aware of an event that would require the CIS to be filed.

5. End. The Officer may not be required to file Form CIS.

"Do I need to file Form CIS?" FLOWCHART

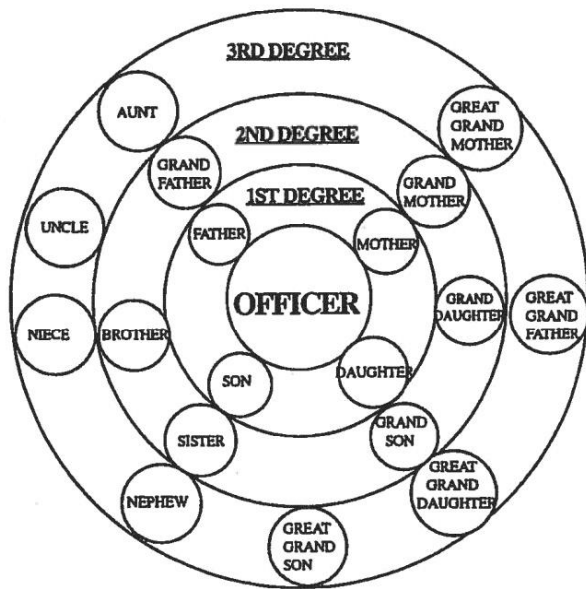


FAMILY RELATIONSHIPS

Family member: Person related to another person within the 1st degree by consanguinity or affinity.

Family relationship: Person related to another person within the 3rd degree by consanguinity or 2nd degree by affinity.

**Consanguinity Kinship Chart
(Relationship by Blood)**



**Affinity Kinship Chart
(Relationship by Marriage)**



LIST OF LOCAL GOVERNMENT OFFICERS

The current List of Local Government Officers can be found at:
<https://www.cctexas.com/departments/city-secretary/conflict-disclosure>