

CALIFORNIA COASTAL COMMISSION

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Ex Parte Communication Disclosure Checklists for Commissioners

Oral ex parte communications:

- 1) Fill out the Commission's ex parte communication disclosure form completely and accurately. Please proofread before submittal.
- 2) Provide complete and comprehensive description of the communication.
- 3) Sign and date the completed form.
- 4) Attach copy of any written or graphic materials provided in connection with the communication.
 - If an interested person provides written materials in connection with an ex parte meeting, you may request a copy in electronic format to facilitate disclosure.
- 5) Send the completed form, including all attachments, to the Executive Office so that the Executive Office receives it **within seven days** of when the communication occurred.
 - a. If by email, send to ExecutiveStaff@coastal.ca.gov
 - b. If by fax, send to 415-357-3839
 - c. If by mail, mail to Executive Office, California Coastal Commission, 45 Fremont St. Ste. 2000, San Francisco, CA 94105. Mail a few days in advance of the seven-day reporting deadline.
 - d. The disclosure may also be delivered by hand to Vanessa Miller at a Commission meeting in advance of the seven-day reporting deadline.
- 6) If the communication occurs within seven days of the Commission hearing on the item, the communication must be disclosed orally at the beginning of the public hearing on the item. The oral disclosure must include all the information specified on the ex parte communication disclosure form, including a complete and comprehensive description of the communication and any written or graphic materials received.
 - For communications that occur within seven days of the hearing on the item, we recommend also submitting a completed written disclosure form.
- 7) Keep a record of the disclosure, including a complete copy of the disclosure and of the email confirmation that the Executive Office received the disclosure. The record may be either paper or electronic, but should be maintained outside the commissioner's official Coastal Commission email account. Pursuant to direction from the Natural Resources Agency, email in the inboxes and sent boxes of Coastal Commission email accounts will be automatically deleted after 90 days.

Written ex parte communications (including email and other electronic forms of communication):

Written communications to commissioners from interested persons regarding any application pending before the Commission qualify as ex parte communications that must be disclosed. Commissioners should forward a complete copy of all written materials regarding pending applications to the Executive Office. If the communication is in the form of an email and it is clear that the email was also sent to Commission staff, you do not need to forward the email to the Executive Office.

- 1) Send a complete copy of the written communication to the Executive Office so that the Executive Office receives it **within seven days** of when the communication occurred.
 - a. If by email, send to ExecutiveStaff@coastal.ca.gov
 - b. If by fax, send to 415-357-3839
 - c. If by mail, mail to Executive Office, California Coastal Commission, 45 Fremont St. Ste. 2000, San Francisco, CA 94105. Mail a few days in advance of the seven-day reporting deadline.
 - d. The communication may also be delivered by hand to Vanessa Miller at a Commission meeting before the seven-day reporting deadline.
- 2) If there is a delay between the time a written communication (including email and other electronic forms of communication) is sent and when you read it, specify when you read the communication in the forwarding email, fax cover sheet, or hard copy that you send to the Executive Office. Forward to the Executive Office within seven days of reading the communication.
- 3) If you receive but do not read a written communication (including email and other electronic forms of communication), we recommend that you forward a copy to the Executive Office with a statement that you did not read the communication.
- 4) If you read a communication within seven days of the Commission hearing on the item, orally disclose the communication at the beginning of the public hearing on the item in addition to providing a copy to the Executive Office.
- 5) Keep a record of the disclosure, including a complete copy of the written communication and of the email confirmation that the Executive Office received the disclosure. The record may be either paper or electronic, but should be maintained outside the commissioner's official Coastal Commission email account. Pursuant to direction from the Natural Resources Agency, email in the inboxes and sent boxes of Coastal Commission email accounts will be automatically deleted after 90 days.