

**UNEXPIRED TERM FULFILLMENT/VACANCIES**

*(Notice of Appointed Member's Obligation to File a Personal Financial Disclosure Statement)*

*(District HAS adopted MSBA policy BBFA, certified the policy and mailed it to the Missouri Ethics Commission biannually by September 15 AND has an operating budget of over one million dollars)*

You *may* have to file a personal financial disclosure (PFD) statement with the Missouri Ethics Commission (MEC) by 5:00 p.m. on \_\_\_\_\_ (a date that is within 30 days of appointment to the Board). Pursuant to ' 105.485.4, RSMo., the Meramec Valley R-III School District has adopted a policy that establishes and makes public its own method of disclosing potential conflicts of interest and substantial interests, therefore excluding the district's Board members and candidates from some of the more onerous statutory disclosure requirements. *A copy of policy BBFA is attached to this notice or is available on the district's website.*

The district's policy and state law still require Board members to disclose some information to the MEC, and it is your obligation to carefully review the district's policy and the MEC PFD statement form and make the required disclosures to the MEC, if applicable. If you do not have information to disclose, you do not need to submit a PFD statement to the MEC or the district.

You may obtain a copy of the PFD statement form and electronically file it on the MEC website. If you decide to mail your PFD statement to the MEC, it must be postmarked by midnight on the day prior to the deadline. Mail it to: Missouri Ethics Commission, P.O. Box 1370, Jefferson City, MO 65102. Do not forget to also provide the district a copy of the PFD statement you file with the MEC.

For more detailed information about the filing requirements, please review the summary of laws provided to you or contact the MEC at 800-392-8660.

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***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

Implemented: January, 2017

Revised:

S:PolicyManual/2016-2017 Policies and Forms/2016-2017 Forms/BBE-AF2