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*"WHEREAS, THE PEOPLE OF NORTH CAROLINA ENTRUST PUBLIC POWER TO ELECTED AND APPOINTED OFFICIALS FOR THE PURPOSE OF FURTHERING THE PUBLIC, NOT PRIVATE OR PERSONAL, INTEREST..."*  
EXECUTIVE ORDER NO. ONE

## Letter from the Director

Board staff has begun mailing the new 2006 financial and personal interest disclosure forms to all Public Officials in the Board's database. This includes the basic Statement of Economic Interest ("Long Form"), Supplemental Statement of Economic Interest, and No-Change form ("Short Form"). All new filers or those who do not have a current Long Form on file, must file a full and complete Statement of Economic Interest ("Long Form") with the Board. Returning current filers have several other options. All filing options will be fully explained in the cover memo accompanying your forms and in the annual filing edition newsletter next month.

Please be on the lookout for your filing materials over the next several weeks. If you are a covered employee or a currently-serving member of a covered board or commission, you should receive your packet by mid-February at the latest. If you do not, please contact our offices at your earliest convenience.

As always, if you have any questions or need any help choosing or filling out a particular form, please do not hesitate to call on us for assistance.

*Perry Y. Newson*

### **Completeness Required**

If you are required to file the full Statement of Economic Interest ("Long Form"), please address each part of each question. Incomplete Statements will be returned to the filing Public Official, which could cause timeliness or notarization problems.

So, *PLEASE* make sure you have answered each and every question – even if the answer is "none." Do not leave questions blank.

## Official Forms Required

In the past, staff has allowed filing Public Officials to complete, supplement, or correct their Statements through informal means, including letters, e-mails, or sometimes even telephone conversations. Due to recent questions about the enforceability of such unsworn filings, this practice can no longer be allowed. *All official filings must be on approved forms and notarized as required by Executive Order Number One.* We regret any inconvenience this may cause.

Keep in mind, however, that once you have timely and properly filed your Statement of Economic Interest or other appropriate form for the reporting year, you are generally *not* required to file an updated or amended Statement prior to the next annual filing. You would only be required to do so if there are significant, material, and relevant changes to your personal, familial, or financial situation which would render your current Statement not only technically obsolete but also misleading and incorrect from a conflict of interest standpoint.

Please make sure you have answered each and every question – even if the answer is "none."

For example, changes in marital status, address changes, or typical fluctuations in the value of financial holdings or portfolios during the course of a year would *not* normally require the filing of an amended or updated Statement unless they would have a direct and material bearing on your conflict or potential conflict status. Any such changes would be reflected on your next annual filing. Public Officials should consult with Board staff if they have any doubt about whether it would be necessary or advisable to file an amended or updated Statement.

Also remember that incomplete Statements will be returned to you, which could cause timeliness or notarization problems. A form will not be deemed complete until all questions have been answered, even if the answer is "none."

As always, feel free to call on Board staff if you any questions about any aspect of the filing process.