

Policy Statement

Central Okanagan Heritage Society

SUBJECT: *Conflict of Interest* for Directors and Committee Members

STATEMENT: The ability to make good decisions may sometimes be affected by other interests-personal and professional – of individual board or committee members. It must be said that there is nothing inherently wrong with a *conflict of interest* providing, that appropriate steps are taken to manage *conflicts of interest* successfully when they do occur. In doing so we ensure the highest standards of fairness and accountability are met.

INTERPRETATION: A *conflict of interest* arises when a person able to influence a decision whether by official vote or moral and /or intellectual persuasion, is liable to gain; Some advantage from the outcome of the decision in which they are involved and/or some advantage for an organization with which the individual is directly involved.

- This policy is in effect for COHS directors and committee members only. A separate policy will govern staff.

IMPLEMENTATION:

- Each properly constituted meeting will contain a standing provision for declarations of *conflict of interest*.
- Any actual, perceived or potential *conflict of interest* will be fully disclosed to the President or Committee Chair and where appropriate to all board or committee members.
- If it is determined that a board or committee member has an actual *conflict of interest* he or she shall not participate in discussion of the issue, but may answer pertinent questions since personal knowledge may be of assistance to the other members in reaching a decision. The director or committee member will leave the room when discussion and voting takes place on the issue.
- When a **possible** *conflict of interest* is declared, the President or Committee Chair may call for a vote on the possible conflict during which time the individual will leave the room.
- If an **actual** *conflict of interest* does not exist, but a director or committee member feels there may be the **perception** of a *conflict of interest*, he or she shall disclose the matter

and refrain from participating in discussions and from voting, if the individual considers such actions inappropriate in light of the circumstances.

- When an individual abstains from voting, he or she shall not be included in the count for quorum on the matter.
- The minutes will reflect all disclosures (actual, perceived, or potential) as well as abstentions from discussions and voting and any other actions or decisions taken to prevent or resolve the *conflict of interest*.
- The President shall assess the circumstances surrounding any non-compliance with this policy and shall make a recommendation to the Board of directors.

MONITORING: This policy will be reviewed ~~biennially~~ *every two-years*.

Policy adopted by COHS board of directors *at regular meeting: April 1, 2008*