

Organization: Promise Partners Governance Board
Policy: Conflict of Interest and/or Duality
Date Effective: July 2011

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

1. A possible/potential conflict of interest on the part of a board member or their spouse/relative will be disclosed to the other members and made a matter of record, through an annual procedure and/or when the interest becomes a matter of board action.
2. A board member or their spouse/relative with a possible/potential conflict of interest on any matter will not vote or use personal influence on the matter. The minutes of the meeting will reflect a disclosure and the abstention from voting.
3. The "Disclosure of Potential Conflicts of Interest" policy will be reviewed by members at the first or second board meeting each fiscal year. The board member will agree each year as evidenced by signature on the "Conflict of Interest Statement".
4. A new board member will be advised of the policy upon becoming a member of the Governance Board and agree as evidenced by signature on the "Conflict of Interest Statement".

BY-LAWS STATEMENT for CONFLICT OF INTEREST:

Section 2.2 Conflict of Interest

Directors shall in no way permit their positions on the Governance Board, in relation to their personal business, to conflict with the Organization's activities. Where a conflict of interest exists or can reasonably be construed, such person shall not vote on, nor use his/her personal influence with respect to such contract or transaction. Such person may be counted in determining the existence of a quorum at any meeting where the contract or transaction is under discussion or is being voted on. The minutes of the meeting shall reflect the disclosure made and the abstention from voting and participation.

Conflict of Interest Disclosure
Promise Partners Governance Board
FY12

Organization: **Promise Partners Governance Board**
Form: **Annual Conflict of Interest Statement**
Date Effective: **July 2011**

I have read and am familiar with the Promise Partners Governance Board policy concerning conflict of interest, and I concur by my signature agreement to abide by the policy.

During my service on the Promise Partners Governance Board, neither I, or to the best of my knowledge, any member of my family will take any action to contravene the conflict of interest policy of this board.

Date: _____ Signature: _____

My Employer/Affiliation: _____

Nature of employer's business or affiliation:

Other board memberships:

CONFLICT OF INTEREST ISSUES

1. A potential, perceived, or real conflict of interest is a normal and frequent occurrence with governing boards.
 - a. Public boards have “legislated” members, for example, the Board of Health requires a licensed physician member. Early Childhood Iowa (ECI) local board requires health, human services, education, faith, business, and parent member representatives. Decatur requires Department of Human Services, Juvenile Court Services, and County Board of Supervisor.
 - 1) Required representation brings local expertise to the community board.
 - b. The membership of any “community board” establishes an arena for actual or perceived conflict of interest to occur.
 - c. A clear policy and practice helps board members to be comfortable with disclosure.

2. Questions and considerations for policy and practice of a board when a member discloses a conflict of interest.
 - a. Does the member abstain from voting?
 - 1) Shall vote be by voice, show of hands, roll call, or ballot?
 - 2) Is the member involved in discussion on issue?
 - 3) Does the member disclose any known significant reason(s) why the transaction(s) may not be in the best interest of Promise Partners?
 - b. Document clear and accurate conflict of interest activity in the minutes.
 - c. A member abstaining from a vote does not affect the quorum. A majority of eligible remaining members determines the vote.

3. A concern about conflict of interest is expressed by another board member or an individual in the community.
 - a. How are comments or concerns dealt with when received?
 - 1) Respond to comment or concerns heard – written or verbal
 - a) Who responds? The board chair, coordinator?
 - b. Is it appropriate to involve the county attorney or board’s legal representative?
 - c. Is corrective action on the decision of board merited?
 - d. An appeal to the board is received regarding conflict of interest.
 - 1) Follow the board’s established policy for appeal.

4. Be aware and considerate of “public perception”.
 - a. Focus on vision, mission, community plan, priorities and work toward collaboration.
 - b. Apply data from the community assessment to making decisions.
 - c. Keep the “message” at board meetings about community support for children and families.
 - d. Follow a documented and consistent process for funding requests from potential service providers.