

District 10 Como Community Council Policy on Conflicts of Interest

Introduction

The purpose of this policy is to set out the expectations of the District 10 Como Community Council on conflicts of interest.

It is the intention of this policy to ensure the integrity of District 10's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff, committee members, and board members.

Individual Expectations

The expectation of behavior at the District 10 Como Community Council is that all staff, voting committee members, task force appointees, and board members scrupulously avoid conflicts of interest between the interests of the Council on the one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

Upon or before election, hiring, committee membership, or appointment, individuals will make a full, written disclosure of interests, relationships, legal matters, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate, at least once annually. Individual disclosures will be treated as confidential unless publication is deemed necessary to ensure achievement of the intentions of this policy.

In the course of meetings or activities, individuals will disclose any interests in a transaction or decision where they (including business or other nonprofit affiliations), family and/or significant other, employer, or close associates will receive a benefit or gain. After disclosure, individuals understand that they will be asked to recuse themselves from the discussion and will not be permitted to vote on it.

This policy is meant to supplement good judgment, and individuals will respect its spirit as well as its wording.

Organizational Expectations

The District 10 Como Community Council relies on a variety of institutional (public, private, and non-profit) and individual funding sources to fund its operations. This funding takes the form of grants, donations, sponsorships, and contracts for services. In order to protect the integrity of the Council and its

fundings, District 10 will maintain an up-to-date registry of fundings providing more than \$500 in annual funding on its website, www.district10comopark.org, containing the name of the funder, and the form and level of funding provided, as well as date of donation/term of grant/contract.

Potential or perceived conflicts of interest may arise when fundings have matters of interest pending before the Council or its committees. On such occasions, the chair will ensure that information from the funding registry is shared with the community prior to discussion of the matter at hand. Meeting minutes shall reflect the disclosure. Where appropriate, committee recommendations and board actions should identify potential or perceived conflicts of interest inherent in the decision, the steps taken to disclose them, and any steps deemed necessary to manage them.

Adopted by the District 10 Como Community Council Board of Directors March 18, 2014. This policy will take effect at the conclusion of the April, 2014 annual meeting.