

## 5.17 Conflict of Interest Policy

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### 1. Rationale

While it is understood that every decision of the Board will ultimately have an impact on every member's family, occasionally, an issue will arise in which a Board member may have a personal interest. Because of this personal stake in the outcome of the issue, it could be unethical for that Board member to participate in the decision-making process. To do so might result in swaying the decision in such a way as to gain personal benefit. At the very least, it would appear to be doing so, and thus bring the integrity of the Board into question.

### 2. Policy

- 2.1. Any Board member who believes that a conflict of interest exists or may reasonably appear to exist to others, should call the Board's attention to the matter.
- 2.2. Before discussion on the item in question resumes, the Chairperson or, if the conflict involves the Chairperson, the Vice-Chair will make a ruling either way.
- 2.3. This ruling and the reasoning for it are to be recorded in the minutes.
- 2.4. If no conflict of interest is deemed to exist, the Board may continue its business as usual.
- 2.5. If a conflict of interest is deemed to exist, it is to be noted in the minutes at that point. The affected member(s) are to leave the meeting for the remainder of the discussion unless asked by the Chairperson or Vice-Chair to provide additional background information or perspective. No motions are to be presented or discussed while the affected member(s) remain.
- 2.6. Once the affected member(s) have left the room, the remaining Board members may present, debate, and/or vote on a motion related to the issue at hand. In such a case, a quorum will be considered to still exist if it existed prior to the Board member(s) leaving.
- 2.7. Once discussion of the item in question has finished, the Board member(s) who left may return.