

CEDAR MILL COMMUNITY LIBRARY ASSOCIATION CONFLICT OF INTEREST POLICY

Adopted by CMCLA Board of Directors, January 18, 2005, rev Jan.10, 2013

PURPOSE: To ensure that the financial interests of members of the Library Association Board of Directors do not conflict with the public trust.

STATEMENT OF POLICY:

A member of the board of directors shall not use the authority of his or her office or any confidential information received through his or her position as a director for the pecuniary benefit of himself or herself, a member of his or her immediate family, or a business with which he or she or a member of his or her immediate family is associated.

A member of the board of directors shall not participate, directly or indirectly, in the making of any contract on behalf of the Library for goods or services in which he or she is financially interested either as an employee, partner or principal or has a direct ownership interest, nor shall a director participate in any decision or recommendation involving the Library where such persons shall have a direct or indirect financial interest.

Any member of the board of directors aware of a personal conflict of interest regarding a matter coming before the Board shall bring this to the attention of the Board, shall not vote on the matter, shall excuse him/herself from any discussion regarding the matter by leaving the room, and shall not be counted in determining the quorum if that has not already been established for the meeting. These points shall be recorded in the Minutes of such meetings.

If the board has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and investigating further, the board determines that the member has failed to disclose a conflict of interest, the board shall take appropriate disciplinary and corrective action.

Each member of the board of directors shall annually sign a statement which affirms that he/she:

- a. Has received a copy of the conflict of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy and,
- d. Understands that the Cedar Mill Community Library Association is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish its tax exempt purposes.