

**<Insert Organization Name>**

**Member Conflict of Interest Policy**

**Table of Contents**

[1 Purpose 3](#_Toc399836747)

[2 Ownership Disclosure 3](#_Toc399836748)

[3 Conflict of Interest 4](#_Toc399836749)

# Purpose

This policy of ownership disclosure and prohibiting conflicts of interest applies to all members of <Insert Organization name>.

# Ownership Disclosure

Members must disclose ownership interest or financial interest in entities prior to speaking to a decision making body about the entity. After making the necessary disclosure, a member may participate in the discussion and vote on the matter unless the member has a conflict of interest as defined in Section 3-Conflict of Interest.

Ownership interest is defined as the cumulative holdings of the member, the member’s spouse, children, siblings and to any trust, corporation or partnership in which any of the foregoing individuals is an officer or director, or owns, in the aggregate, at least 50% of the (a) beneficial interest (if a trust), (b) stock (if a corporation) or (c) partnership interests (if a partnership).

Financial interest means any interest involving money, investments, credit or contractual rights.

1. When <Insert Organization name> has an ownership interest in an entity and a member has an ownership interest in that same entity, such member must disclose the existence of his or her ownership interest prior to speaking to a decision making body on any matter involving that entity.

2. If a member has personal knowledge that <Insert Organization name> is considering doing business with an entity in which a member has any financial interest, or with an entity in which the member serves in a decision-making capacity, then such member must disclose the existence of his or her financial interest or decision making role prior to speaking to a decision making body about the entity.

3. If a member has a financial interest in, or serves in a decision-making capacity for, any entity that the member knows is offering competing products and services as those offered by <Insert Organization name>, then such member must disclose the existence of his or her financial interest or decision-making role prior to speaking to a decision making body about an issue involving those competing products and services.

# Conflict of Interest

Members must disclose conflicts of interest at the outset disclose their interest at the outset of any discussions by a decision making body pertaining to the Business or any of its products or services.

Members may not participate in the discussion relating to that Business other than to respond to questions asked of them by other members of the body. Furthermore, no member with a conflict of interest may vote on any matter in which the member has a conflict of interest, including votes to block or alter the actions of the body in order to benefit the Business in which they have an interest.

A member of any of <Insert Organization name>’s decision making bodies will be considered to have a conflict of interest whenever that member:

1. Is a principal, partner or corporate officer of a business providing products or services to <Insert Organization name> or in a business being considered as a provider of products or services (“Business:); or

2. Holds a seat on the board of directors of the Business unless the person’s only relationship to the Business is service on such board of directors as <Insert Organizations name>’s representative; or

3. Holds an ownership interest of more than 1 percent of the Business.