

## JULD CONFLICT OF INTEREST POLICY FOR BOARD AND COMMITTEE MEMBERS

### 1. Purpose

The purpose of this policy is to ensure that the business of the Jericho Underhill Library District (JULD) will be conducted in such a way that no member of the JULD Board of Trustees or its committees shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board.

### 2. Definition

Conflict of interest means any of the following:

- A. A direct or indirect personal interest of a Board or committee member or his or her relative or household member in the outcome of any matter pending before the Board or committee member or before the JULD or its libraries;
- B. A direct or indirect financial interest of a Board or committee member or his or her relative or household member in the outcome of any matter pending before the Board or committee member or before the JULD or its libraries.

### 3. Covered persons

This policy applies to all members of the JULD Board of Trustees and its committees.

### 4. Determination

A Board or committee member who has reason to believe that he or she has or may have a conflict of interest shall recuse him or herself from any matter in which he or she has a conflict of interest, pursuant to the following:

- A. Any person may request that a Board or committee member recuse him or herself due to a conflict of interest. Such request shall not constitute a requirement that the party recuse him or herself.
- B. A Board or committee member who has recused him or herself from a proceeding shall not sit with the Board or committee, deliberate with the Board or committee, or participate in that proceeding as a Board or committee member in any capacity.
- C. A Board or committee member who has reason to believe that he or she has or may have a conflict of interest but believes that he or she is able to act fairly, objectively and in the public interest in spite of the conflict of interest shall, prior to participating in any official action on the matter, disclose to the public body at a public hearing the matter under consideration, the nature of the potential conflict of interest, and why he or she believes that he or she is able to act in the matter fairly, objectively, and in the public interest. This shall be noted in the minutes of the proceeding.

### 5. Enforcement

In cases where the conflict of interest procedures in part 4 have not been followed, the Board of Trustees may take progressive action to discipline an offending Board or committee member. In the discipline of a member, the Board shall follow these steps in order:

- A. The Board may meet to discuss the conduct of the member. Executive session may be used for such discussion. The member may request that this meeting occur in public. If appropriate, the Board may admonish the offending member in private.
- B. If the Board decides that further action is warranted, the Board may admonish the offending member at an open meeting and reflect this action in the minutes of the meeting. The member shall be given the opportunity to respond to the admonishment.
- C. Upon majority vote, the Board may request that the offending member resign from the Board or committee. For appointees, the Board may remove the offending member.

Adopted by the JULD Board of Trustees \_\_\_\_\_ (date)

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(Signature, chair)