



Conflict of Interest Policy

Policy: This conflict of interest policy is designed to ensure that voting members of the High Plains Library District Friends & Foundation Board of Directors identify situations that present possible conflicts of interest and provide appropriate procedures if a possible conflict of interest arise. It is also intended to ensure that decisions are not influenced by any private profit or other personal benefit to the individuals affiliated with the High Plains Library District Friends & Foundation.

Procedures: **Duty to Disclose**
In connection with any actual or possible conflict of interest, an interested person should disclose the existence of the interest and be given the opportunity to disclose all material facts to the Executive Director, directors, officers, key employees or members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists

After disclosure of the interest and all material facts, and after any discussion with the interested person, he or she shall leave the meeting while the determination of a conflict of interest is discussed and voted upon. The remaining directors, officers, key employees or committee members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest

An interested person may make a presentation at the board meeting. After the presentation, he or she shall leave the meeting during the discussion and vote process. Any High Plains Library District Friends & Foundation business transaction, which involves a potential conflict of interest with a voting member of the board shall have terms that are at least as fair and reasonable to the High Plains Library District Friends & Foundation as those that would otherwise be available to the High Plains Library District Friends & Foundation if it were dealing with an unrelated party.

Violations of the Conflict of Interest Policy

- a) If the governing board, executive staff or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it should inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it should take appropriate disciplinary and corrective action.

Compliance: A written record on any report of possible conflict and of any adjustments made to avoid possible conflicts of interest shall be kept by the District key staff or where applicable, the board chair.

The minutes of the governing board and all committees with board delegated powers should contain: The names of all persons found to have an interest in connection to the mater, any action taken, a list of names of all who were involved in the action.

This conflict of interest policy statement shall be made available to each voting member of the governing board. Such people will be asked to read the statement of definitions associated with this conflict of interest policy** as well as to sign the following Statement of Understanding concerning reporting of potential conflicts of interest.

Statement of Understanding:

I have read and understand the High Plains Library District Friends & Foundation policy on conflict of interest and agree to abide by its terms.

Potential Conflict of Interest Disclosure:

Signature: _____

Date: _____

**Conflict of Interest Policy Definitions