

Policy Name	Conflict of Interest		
Policy #	500	Category	GOVERNANCE
Steward	Board of Governors	Date Approved	Nov. 28, 2024
Next Review Date		Date Reviewed or Revised	

PROCEDURES

1. If a Board member perceives a conflict of interest on any matter related to their role on the Board, he/she should submit the issue in writing to the Board Chair prior to the meeting. If the Chair of the Board is unable to resolve the issue, the Chair will bring the situation to the Board as a whole.
2. The Chair of the Board should ask and have recorded in the minutes, whether any Board member has a conflict to declare; a Board member must declare conflict of interest and the general nature of the conflict at the earliest opportunity.
3. If a Board member is unsure whether they are in conflict, they should raise the issue with the Board, and the Board should determine by majority vote whether or not a conflict of interest exists; the Board member involved must refrain from voting.
4. If a Board member has declared or has been found to be in a conflict of interest, they must:
 - withdraw from a Board or a committee meeting while the matter is being discussed and voted upon to ensure they do not participate in the discussion or vote on the related matter; and
 - they must not attempt in any way before, during or after the meeting to influence the voting on the related matter.
5. Any Board member who perceives another Board member to be in a conflict of interest must raise it with the Board Chair; the Chair must then discuss the matter with the Board member perceived to be in conflict. If the perceived conflict concerns the Chair, the issue should be raised with the Vice-chair present.
 - 5.1 If the discussions do not lead to a resolution, the matter must be brought to the full Board and the Board must determine by majority vote whether or not a conflict of interest exists. The Board member perceived to be in conflict must refrain from voting and must not attempt in any way whether before, during or after the meeting to influence the voting on the related matter.
6. Failure to disclose a potential or existing conflict of interest or to comply with this policy may result in removal from the Board.