

Charlotte Hobbs Memorial Library (CHML)

Conflict of Interest Policy

PURPOSE

The purpose of the Charlotte Hobbs Memorial Library (CHML) Conflict of Interest Policy is to prevent the personal interests of the Board of Trustees and staff members from interfering with the performance of their duties to the CHML; or result in personal, financial, professional, or political gain on the part of such persons at the expense of the CHML. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit organizations.

DEFINITIONS

Board of Trustees – the elected board that supervises the affairs of the CHML.

Conflict of Interest – a situation in which a person is in a position to derive personal benefit from actions or decisions made in his/her official capacity.

Staff Member – any paid employee working for the CHML.

Quorum Requirement – Seven (7) members of the Board of Trustees establishes a quorum for official business.

POLICY

1. A person with a possible conflict of interest must disclose this information in writing to the Board of Trustees. Conflicts of interest include, but are not limited to the following:
 - a. A Trustee is related to another Trustee or staff member by blood, marriage or domestic partnership.
 - b. A staff member is related to another staff member whom he/she supervises.
 - c. A Trustee, or an organization in which a Trustee has ownership/interest, stands to benefit from a transaction conducted by CHML.
 - d. A Trustee or staff member receives payment for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expense.
 - e. A Trustee or staff member is a member of the governing body of a contributor to the CHML.
2. Following disclosure of a possible conflict of interest, the Board of Trustees determines whether a conflict of interest exists and, if so, the Board votes to take any action deemed necessary to address the conflict and protect CHML's interests. The quorum requirement may be waived if the number of trustees without a conflict of interest is less than that requirement.
3. A Trustee or staff member shall not participate in any discussion or debate of the Board of Trustees, or of any committee transaction, or situation in which there may be a perceived or actual conflict of interest. However, he/she may be present to provide clarifying information in such a discussion or debate unless objected to by any present Trustee or committee member.

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4. A Trustee who is formally considering employment with the CHML must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Trustee's elected term which will not be extended because of the leave. The written request for leave is submitted to the Board for action.

5. A copy of this policy will be given to all Board and staff members upon commencement of such person's position with the CHML or at the official adoption of stated policy. Each board member shall sign and date the policy at the beginning of his/her term of service and each year thereafter. Staff members shall sign and date the policy at his/her hiring and at each performance review. Failure to sign does not nullify the policy.

6. This policy, and written disclosure if necessary, must be maintained in the employee's personnel file or the Board Trustee's Board Book.

Adoption: This policy was adopted by the Board of the CHML on February 19, 2016.