

## POLICY GOVERNANCE BOARD CONFLICT OF INTEREST POLICY & DECLARATION

Board members will carry out their duties with undivided loyalty to the congregation and its mission. A conflict of interest exists whenever a Board member or a relation of a Board member has interests or duties that interfere with the Board member's duty of loyalty to the church and its vision, mission and values.

A relation is defined as any individual to whom the Board member is related or with whom the Board member has a close personal, business or political relationship. A relation can also be with a corporation or other legal entity, whether for profit or not for profit, that employs the Board member or in which the Board member has a substantial ownership interest, or for which the Board member is an officer or director.

Conflicts of interest arise when:

1. A Board member or a relation of a Board member stands to gain or lose financially because of a proposed action of the Board.
2. A Board member cannot set aside his or her personal preferences as a beneficiary of the congregation's services to vote on behalf of the whole congregation and its mission.
3. An 'apparent' conflict of interest arises when a Board member has an interest or a relationship that creates an appearance of an actual or a potential conflict even where no such conflict actually exists.
4. Any action affecting an employee of UUMC creates a conflict if such employee is a relation of a Board member.

The Board shall annually require its members to sign the governance Board conflict of interest declaration form. Declaration forms shall be kept by the Board secretary and made available to any member of the congregation who requests to see them.

If an item of business arises in which any Board member reports that a conflict of interest may exist, the affected Board member may withdraw or ask the Board for guidance. In the latter case, the Board (minus the affected parties) shall determine how to handle the situation. Depending on the seriousness of the conflict, possible actions include but are not necessarily limited to the following:

1. Disclosure: the Board member shall file a supplemental disclosure form, but then may continue to participate and vote as usual.
2. Recusal: the Board member shall disclose the conflict and withdraw from the meeting while the item is under discussion or voted on.
3. Resignation: the Board member may resign from the Board.

I have read the above and have no conflict of interest. \_\_\_\_\_

I have read the above and have the following conflict of interest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_