

**CONFLICT OF INTEREST POLICY  
FOR  
LINDEN HILLS NEIGHBORHOOD COUNCIL**

This Policy is adopted by a resolution of the Linden Hills Neighborhood Council on this Sixth day of June, 2000. This policy will be applicable to all proceedings brought before the LHiNC Board and all committees of the LHiNC Board and all transactions or contracts entered into by the LHiNC Board its committees or employees on and after this date.

The Board, in passing this policy, is acting to preserve and enhance public trust in LHiNC by putting the interests of LHiNC ahead of all other business and personal interests of the Board Members and Committee Members. LHiNC recognizes that activities that have or appear to have a Conflict of Interest can be the basis for loss of credibility for LHiNC and its members and can be the basis for lawsuits.

**Article 1: Definitions.**

- 1.1 “Board” shall mean the LHiNC Board as set forth and described in the LHiNC Bylaws dated January 1995, as amended from time to time.
- 1.2 “Board Member” shall mean those members of the LHiNC Board.
- 1.3. “Committee” shall mean any of the five standing committees of LHiNC and any other committees established and appointed from time to time.
- 1.3 “Committee Member” shall mean those members of any LHiNC Committee, whether or not a Board Member.
- 1.4 “Conflict of Interest” shall mean any matter or action before the Board or Committee in which a Board Member or Committee Member may have or appear to have a direct financial or personal interest or benefit. “Conflict of Interest” shall also include use of either non-public information or information that has not yet been made available to the public for personal gain.
- 1.5 “Conflicted Matter” shall mean that matter or action before the Board or Committee in which there is a Conflict of Interest.
- 1.6 “Conflicted Member” shall mean a member of the Board or any Committee that has or may have a Conflict of Interest.
- 1.7 “LHiNC” shall mean the Linden Hills Neighborhood Council.
- 1.8 “Person” shall mean an individual, partnership, corporation, or other business entity.

## **Article 2: Procedures for Disclosing Conflict of Interest.**

- 2.1 Self Disclosure. In the event that a Board Member or Committee Member has or may have a Conflict of Interest in any matter or action before the Board or a Committee, the Board Member or Committee Member must disclose the Conflict of Interest to the Chair of the Board and/or Chair of the Committee in a timely manner before the conflicted matter is discussed by the Board or Committee. The Conflicted Member shall attempt to disclose the Conflict of Interest in writing delivered to the Chair of the Board and/or Chair of the Committee. The disclosure must set forth the matter requiring an action or decision and the nature of the Conflict of Interest. The Board/Committee Chair will make the conflict known to the rest of the Board or Committee. The conflict shall be recorded in the minutes of the meeting. The nature of the conflict will be stated at any meeting where the Conflicted item is being discussed.
- 2.2 Disclosure by Committee Chair. In the event the Chair of a Committee has a Conflict of Interest, then the disclosure of the Conflicted Matter should be disclosed to the Committee and Chair of the Board under the terms set forth in Article 2.1.
- 2.3 Disclosure by Board Chair. If the Chair of the Board has a Conflict of Interest then the disclosure of the Conflicted Matter should be made to the Officers on the Board under the terms set forth in Article 2.1.
- 2.4 Disclosure by other than the Conflicted Member. In the event a Board Member or Committee Member fails to disclose a Conflict of Interest, and any Board Member or Committee Member has information and belief indicating a Conflict of Interest, then this Board Member and/or Committee Member is required to raise the Conflict of Interest to the Chair of the Board and/or the Chair of the Committee prior to the Board and/or Committee taking up the suspected Conflicted Matter. Upon such disclosure by a Board Member and/or Committee Member, the Board and/or Committee, excluding the alleged Conflicted Member, will vote on whether there is a Conflict of Interest, and if there is found to be one, then the Rules discussed in Article 3 will apply.

## **Article 3: Rules Governing Conflicted Members.**

- 3.1 Recusal. Following the disclosure of the Conflict of Interest, or upon the finding of a Conflict of Interest, the Conflicted Member will recuse himself/herself from the Board and/or Committee with respect to those issues and actions in which he/she has a Conflict of Interest. The scope of recusal includes, but is not limited to, recusing himself/herself from any actions that may directly affect the Conflicted Matter, including planning, implementation and drafting of policies and projects. The board/committee, however, may vote to request the help of the

conflicted member in any matter, other than voting on the conflicted matter. In the event the Conflicted Member elects to not recuse himself/herself, the Board and/or Committee shall hold a vote, and if a majority (or two-thirds vote in NRP matters) of the Board and/or Committee so holds, the Conflicted Member shall not be entitled to vote on the Conflicted Matter or participate in such issues and actions in which he/she has a Conflict of Interest unless the Board/Committee votes otherwise.

- 3.2 Quorum. Conflicted Members cannot count towards the quorum requirement for the Board and/or Committee on a conflicted matter. If a Committee is unable to satisfy the quorum requirement then the Conflicted Issue will be held over to the next regularly scheduled Committee meeting or to the next regularly scheduled Board Meeting. If the Committee is unable to establish quorum because of the Conflicted Member or Conflicted Members, then the issue or action will be taken up by the Board.
- 3.3 Continued Service. The Board Member or Committee Member may continue to serve on the Board and/or Committee on all issues other than those related directly or indirectly to the Conflict of Interest.

#### **Article 4: Gratuities and Gifts.**

- 4.1 Prohibition. No Board Member or Committee Member will request or accept from any Person any money or gift to exceed \$15 in value or receive significant personal benefit due to her/his position on the Board and/or Committee or because of any issue or action under consideration before the Board and/or Committee.
- 4.2 Disclosure. Any gratuity or gift received by a Board Member and/or Committee Member due to the Member's association with the Board or Committee shall be disclosed immediately Chair of the Board and to the Board at the next regularly scheduled Board Meeting.

#### **Article 5: Publication and Distribution.**

- 5.1 Publication. Upon adopting of the Conflict Of Interest Policy, LHiNC will publish an article in the LHiNC Newsletter describing the scope, applicability and justification of the policy. Each year following the annual elections to the Board, the LHiNC Newsletter will contain an article regarding the Conflict of Interest Policy and information on where and how to obtain a copy of the Conflict of Interest Policy.
- 5.2 Distribution. The Conflict of Interest Policy will be distributed to all Board Members, Committee Members, to people seeking a position on the Board prior to the annual election, and to all Persons who request a copy of the Policy. Copies

of the Conflict of Interest Policy will be posted and/or available at the Linden Hills Library Branch and the Park Board Building.

**Article 6: Grievance Procedure.**

- 6.1 Complaints. By written complaint any person may file a grievance with the Board alleging that a Board Member, Committee Member, or Committee has a Conflict of Interest. Upon receipt of such complaint the Chair of the Board shall distribute the complaint to the Board and such matter will be taken up at the next regularly scheduled Board meeting as long as such distribution of the Complaint to Board Members is at least three days before the Board meeting. If the Board finds that there is a Conflict of Interest, then Article 3 will apply.

**Article 7: Consequences.**

- 7.1 If a Board or Committee Member violates this Conflict of Interest Agreement, the Board may take such actions as it deems appropriate, including but not limited to, censure and/or removal from committees. Such actions would require a majority vote by the Board, with the Member accused of violating the agreement not voting.

**Article 8: Acknowledgment by Committee Members.**

- 8.1. Acknowledgment. At the first regularly scheduled Board Meeting following the annual election each Board Member will execute an acknowledgment stating that each Board Member has read the Conflict of Interest Policy and will agree to abide by its terms. At the first Committee Meeting following the annual elections, and at such time as any person joins a Committee, the Committee Member will execute an acknowledgment (unless that person is already a Board Member) stating that he/she has read the Conflict of Interest Policy and agrees to abide by its terms.

**Article 9: Amendments.**

- 9.1. Amendment by the Board. This Policy may be amended from time to time by majority action of the Board upon notice of one month to the Board Members.

**LHiNC Conflict of Interest Acknowledgement**

The Linden Hills Neighborhood Council’s (LHiNC) Conflict of Interest Policy, adopted on June 6, 2000 requires that each LHiNC Board and Committee member reads said Policy and signs the following acknowledgement (Article 8.1). Please complete the form and return it to the LHiNC Implementation Coordinator, PO Box 24049, Minneapolis, MN 55424.

**I have received a copy of the Linden Hills Neighborhood Council’s Conflict of Interest Policy dated June 6, 2000. I have read this Policy and agree to abide by its terms.**

**Name (printed)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**If you are not a Board Member, please list your LHiNC Committee Memberships:**

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