



Policy Name: Conflict of Interest	Policy Number: A7
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Policy Statement:

All board members and staff of SAOC shall identify any areas of conflict of interest when they arise, and take action to ensure that the conflict is fully addressed.

Purpose:

To establish guidelines for the identification and resolution of areas of conflict of interest.

Related Policies:	
Review Plan: 5 years	Review Date: Nov, 2020
	Ratification Date: Nov 17, 2009



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Procedure:

1. A conflict of interest is a situation where a person's interests as an SAOC representative are influenced by their personal or other outside interests.
2. An individual that feels he/she has a conflict of interest must identify the conflict.
3. If appropriate, a discussion will take place regarding the validity of the conflict.
4. If the conflict is found to be valid, the individual must refrain from further discussion and voting.
5. The individual will then be recorded as having abstained from voting.
6.
 - a. If a board member feels that another member is in conflict, he/she should first identify the member and the conflict.
 - b. If the member in question does not recognize the conflict and step back, the conflict will be discussed by the entire board and be brought to vote to determine the validity of the conflict. This vote will be done by simple majority.
7. All discussions and votes regarding a conflict of interest shall be done in-camera for confidentiality purposes.

Supporting Documents:	
Review Plan: 5 years	Review Date: Nov, 2020