

First Parish Brewster Unitarian Universalist Policy

Policy Title: Conflict of Interest

Policy Number: 2.3

Purpose: This policy protects the integrity of decision-making by FPBUU Boards

Revisions: New policy

Board Review Date: 12-20-2022

Congregations' Review Period: 01-27-23 to 02-27-23

Effective Date: 02-28-2023

POLICY STATEMENT

This policy describes procedures to avoid actual or perceived Conflicts of Interest in the decision-making of the Board of Trustees and Endowment Board.

PROCEDURES

Household Members Within Boards

Members from the same household shall not serve simultaneously on the same elected Board.

Disclosure of Potential Conflicts

When a member of the Board of Trustees or Endowment Board believes they have, or another member of the Board has, an actual or potential Conflict of Interest concerning the compensation, performance evaluation, hiring/firing, working conditions (etc.) of a staff member or outside contractor, or concerning the awarding of FPBUU funds to a particular FPBUU program, they shall promptly bring it to the attention of the respective Board President or Chair.

Resolving Potential Conflicts of Interest

When a potential Conflict of Interest is disclosed, the person with the potential Conflict shall be given the opportunity to make a statement, either in person or in writing. The Board, meeting in Executive Session, shall then determine if a Conflict of Interest exists. The person with the potential Conflict may not be present during the Board's deliberations.

If the Board determines that a Conflict of Interest exists, the Board shall promptly communicate that to the person. The person with the Conflict shall thereafter refrain from attempting to exert any influence on FPBUU that would affect the Board's decision on the matter under consideration. Further, the person with the Conflict shall not participate in any way in deliberations about the decision and shall leave the room during any discussion of the matter.

Dissemination of Policy

On an annual basis, the Board of Trustees President shall have written or email notice of this policy provided to all members of each Board and to other elected office holders. In addition, the AFD shall ensure that an item about this policy is published in the weekly Angle every September.

GUIDELINES

While this Policy specifically addresses Boards that have financial decision-making responsibility, *all* participants in FPBUU Committees/groups should endeavor to be cognizant of potential or actual Conflicts of Interest in the course of their activities.

When requesting a decision by either Board, committees shall disclose potential conflicts within the committee, unless the individual with a conflict was excluded from the decision making.

STANDARDS

No standards are recommended at this time.

DEFINITIONS

A **Conflict of Interest** is any actual or potential situation in which an individual's close relationship with another party might prevent (or reasonably be perceived as preventing) such person from acting fairly and objectively in carrying out their obligations to FPBUU.

A **Close Relationship** may be:

1. A relationship with a spouse or domestic partner; parent or child; sibling; aunt, uncle, niece, or nephew; or the spouse/domestic partner of any of these persons; or any similar relationships; or
2. Any other close family, personal, professional, or business relationship that might create a Conflict of Interest.