
TITLE: Conflict of Interest

POLICY: B-2004

COMMITTEE: Internal

PASSED: November 8, 2000

TOPIC: Board Management/
Governance

AMENDED: May 9, 2007

REVIEW PERIOD: As required.

The policies and decisions of the Board are fairly and impartially determined. Board members shall declare a conflict of interest, whether personal, business or financial, when such interests may influence or may appear to influence the policies and decisions of the Board.

Citizens whose immediate family members are employees of the Edmonton Public Library are ineligible for appointment to the Board. "Immediate family members" may include spouse/partner, child, parent, grandparent, and brother, sister, brother-in-law and sister-in-law.

When a Board member perceives that he/she may have a conflict of interest, pecuniary or otherwise, he/she shall declare the conflict prior to discussion of the issue before the Board. The Chair shall rule as to whether the declaration constitutes a conflict. If the Chair rules that a conflict exists, the member shall not engage in discussion, or vote, and shall leave the meeting or the part of the meeting during which the matter is under discussion.

When a Board member perceives that another Trustee has a conflict of interest, pecuniary or otherwise, which has not been declared, the Board member may request the Chair to rule. While the Chair determines whether or not a conflict exists, all debate on the issue before the Board will cease. If the Chair rules that a conflict exists, the Trustee shall not engage in discussion, or vote, and shall leave the meeting or part of the meeting during which the matter is under discussion.

Every disclosure of conflict of interest and the nature thereof shall be recorded in the minutes of the meeting, where the meeting is open to the public. If the meeting is not open to the public, every disclosure of conflict of interest, but not the specific nature of that conflict of interest will be recorded in the minutes of the next meeting that is open to the public.