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## **POLICY**

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### **CONFLICT OF INTEREST POLICY**

**Effective January 1, 2007**

**Reviewed January 27, 2023**

#### **Application**

This policy applies to members of the Board of Directors of the Mifflin Community Library.

#### **Conflict of Interest**

No member of the Board who is affiliated (as defined below) with any vendor of goods or services to the Mifflin Community Library shall participate in the consideration or administration of any contract or agreement with that vendor. The member shall, upon request, leave any meeting for the period of time the Board is discussing any arrangement with which he/she has an affiliation.

#### **Affiliation Defined**

A person shall be considered affiliated with an entity if the person

- a) serves as a member of a governing body of the entity,
- b) serves as an officer or employee of the entity,
- c) has a material economic relationship with the entity, or
- d) if the person's spouse, parent, sibling, child or member of the immediate household holds such a position or has such a relationship.

A person shall be considered affiliated with an individual if the individual is a spouse, parent, sibling, child, or member of the immediate household of the person or has a material economic relationship with that person.

#### **Disclosure**

If a member of the Board is unsure whether an affiliation exists, he or she shall disclose the relevant facts to the President or to the Board and shall abide by the decision of the President or the Board as to the existence or non-existence of an affiliation.

A member of the Board shall advise the President of affiliation with any existing or proposed vendor in response to an annual questionnaire and at any other time when the member of the Board becomes aware of an affiliation which has not previously been disclosed.

In addition, a member of the Board shall advise the President in response to an annual questionnaire and at any other time when the person becomes aware of a relationship which has not previously been disclosed, if the person is related by blood, marriage or adoption to any other member of the Board of Trustees, or to any Officer, or employee of Mifflin Community Library or to any officer, agent or employee of any supplier or vendor providing goods or services to Mifflin Community Library and the names and business and residence addresses of any such related party.

ANNUAL CONFLICT OF INTEREST QUESTIONNAIRE  
MIFFLIN COMMUNITY LIBRARY

I, \_\_\_\_\_ a member of the Mifflin Community Library Board of Directors,  
declare the following affiliations and relationships with potential for conflict of interest, as  
defined in the Mifflin Community Library's Conflict of Interest policy:

\_\_\_\_\_ None

1. Name: \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Affiliation: \_\_\_\_\_

2. Name: \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Affiliation: \_\_\_\_\_

3. Name: \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Affiliation: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date