

SCLA CONFLICT OF INTEREST FORM

1. Obligation of Trustees and Employees

Trustees and employees of the Suffolk County Library Association have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Association wishes to operate. The purpose of these guidelines is to provide general direction so that employees and Trustees can seek further clarification on issues related to the subject of acceptable standards of operation.

2. Duty to Disclose

If a Board Member has any influence on transactions involving purchases, contracts, or leases from which he/she may gain financially in a material amount, he/she has a duty to disclose to the President or other officer on the Board, the existence of any actual or potential conflict of interest in writing.

3. What Constitutes Conflict of Interest

An actual or potential conflict of interest occurs when a Board Member is in position to influence a decision that may result in a personal gain for the Board Member or for a family member as a result of the Association's business dealings. For the purposes of this policy, a Board Member has an interest in a proposed transaction if he/she has a financial interest in it in a material amount, or has a financial interest in any organization involved in the proposed transaction.

4. Determining Whether a Conflict of Interest Exists

- a. A prospective Board Member shall complete an application which requests information regarding past or present business dealings with the Association . If the applicant responds in the affirmative, the Board shall be notified by the President prior to appointment.
- b. After disclosure by a current Board Member of an interest in a proposed transaction, the interested person shall leave the board or committee meeting while the nature and amount of the financial interest is discussed. The remaining disinterested Board or committee members shall determine by a majority vote if a conflict of interest exists.

5. Procedures for Addressing the Conflict of Interest

- a. If it is decided that a conflict of interest exists, the Board shall determine by a majority vote of the disinterested Trustees whether the transaction is in the Association's best interest and is fair and reasonable to the Association. The Board shall also make its decision as to whether to enter into the transaction or arrangement in any event.
- b. If the Board determines that the transaction is not in the Association's best interest, members of the Board may explore an alternative arrangement which would not give rise to a conflict of interest.

6. Violation of the Conflicts of Interest Policy

If the Board has reasonable cause to believe that a Board Member has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for its belief and allow the person an opportunity to explain the alleged failure to disclose.

7. Annual Statements

Each Board Member shall annually sign a statement which affirms that such person has received a copy of the conflict of interest policy; has read the policy and has agreed to comply with the policy.

***PLEASE COMPLETE AND SIGN THE BACK SIDE OF THIS SHEET
AND RETURN IT TO THE SCLA SECRETARY***

Affirmation of Compliance 2025

I have received and carefully read the Conflict of Interest Policy for The Suffolk County Association Board and Committee members. By signing this Affirmation of Compliance, I hereby affirm that I understand and agree to comply with the Conflict of Interest Policy.

Please check one:

I hereby state that I do not have any conflict of interest in business dealings with the Association, nor does any relative of mine have a potential conflict of interest that has not been previously disclosed.

I believe that I may have a potential conflict of interest. Please explain.

The final determination as to whether a conflict of interest exists will be determined by the Association's Board.

If any situation should arise in the future that I think may involve me in a conflict of interest, I will promptly and fully disclose (in writing) the circumstances to the President of the Association.

Name (Please Print)

Signature

Date

PLEASE COMPLETE, SIGN AND RETURN THIS SHEET TO:

Rachel Cecchini - SCLA Secretary rcecchini@smithlib.org