



Clinton-Essex-Franklin Library System *Conflict of Interest Statement*

*Adopted by the Board of Trustees
March 31, 2008*

Applies to: Board of Trustee Members and Staff Member

It is the System's goal to avoid both actual and perceived conflicts of interest in the conduct of its business. A conflict of interest exists in any situation where a trustee or staff member of the Clinton-Essex-Franklin Library System (CEFLS) has been empowered to make decisions on behalf of CEFLS and who, as a result of that power, can potentially benefit personally, directly or indirectly, from an entity or person conduction business with CEFLS. Examples of potential conflicts of interest include, but are not limited to:

1. A CEFLS trustee or staff member provides goods or services to CEFLS for financial consideration.
2. A friend or relative of a trustee or staff member provides goods or services to CEFLS for financial consideration.
3. A vendor or business acquaintance with which a trustee or staff member has an outside business relationship provides goods or services to CEFLS for financial consideration.
4. A trustee or staff member received a referral fee or other valuable consideration from a vendor, paid promoter, fund raising event sponsor, or any other outside party, for referring CEFLS business to such party.

All potential conflicts of interest concerning Board trustees are to be reported to the Board president prior to discussion of the issue before the Board. The president shall rule as to whether the declaration constitutes a conflict of interest. If so, the trustee shall not engage in the discussion or vote, and shall be required to withdraw from the meeting for the duration of the debate. All potential conflicts of interest concerning staff are to be reported to the Director, who will make a decision in consultation with the Board, if necessary, as to whether the relationship is an appropriate one for CEFLS. Failure to adhere to this policy will generate further Board review.

I understand the concept of a conflict of interest and represent that I have not been party to a conflict of interest action that has not been previously disclosed. I also agree to report any potential future conflicts of interest to CEFLS prior to engaging in any conflict of interest action.

Signature: _____ Date: _____

Print Name: _____