

## CONFLICT OF INTEREST POLICY

3/31/15

A *Conflict of Interest* is defined as an actual pecuniary interest by a Commack Public Library staff member or board member in an action that results in, or has the appearance of resulting in, personal, organizational or professional gain. Commack Public Library board members and staff are obligated to always act in the best interest of the Commack Public Library. This obligation requires that any board Member or staff member, in the performance of organization duties, seek only the furtherance of the organization's mission. At all times, board members and staff are prohibited from using their job title or the Commack Public Library's name or property, for private profit or benefit.

- A. No board member or staff member of the Commack Public Library shall participate in the selection, award or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:
  - 1. The Board member or staff member;
  - 2. Any member of their immediate family;
  - 3. Their partner;
  - 4. An organization in which any of the above is an officer, director or employee;
- B. Disclosure: any possible conflict of interest shall be disclosed by the person or persons concerned.
- C. Board Action: When a conflict of interest is relevant to a matter requiring action by the Library Board, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is doubt as to whether a conflict exists, the matter shall be resolved by vote of the Library Board of Trustees, excluding the person(s) concerning whose situation the doubt has arisen.
- D. Record of Conflict: The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

**Disclosure of Actual or Potential Conflicts of Interest:**

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**By signing this form, I acknowledge that I have read, understand and agree to uphold the Commack Public Library Conflict of Interest Policy Statement.**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_