

## CONFLICTS OF INTEREST POLICY (2009)

### Background

The Linn County Bar Association (“LCBA”) is a non-profit organization that exists to serve the Linn County bar and related interests associated with the Linn County legal community. The Board of Governors of the LCBA (the “Board”) desires to maintain the highest code of conduct in all of its operations on behalf of the LCBA. The LCBA recognizes that it can best accomplish this mission when board members, volunteers and others associated with the LCBA are actively engaged in the civic life of the community. As a result from time to time, conflicts of interest will arise. The Board therefore has adopted the policies below in order to help meet its responsibility and to help ensure that all decisions made are in the best interest of the LCBA and the community it serves.

For purposes of the policies below, a conflict of interest occurs in any situation in which a LCBA decision-maker (whether a Board member or a committee member) is influenced in an organizational decision by personal, financial, business or other concerns unrelated to the LCBA’s best interest. One of the duties of a decision-maker is the duty of loyalty. This duty states that a decision-maker should be faithful to an organization’s best interest and not use their organizational position or knowledge to advance a personal agenda at the organization’s expense.

### Conflict of Interest Policies

- A decision-maker is a member of the Linn County Bar Association Board of Governors and all LCBA committee members.
- Each decision-maker has the responsibility to disclose the following:
- Board membership or significant policy-level volunteer relations by the decision-maker with an organization where such organization qualifies for receipt of financial support from, or service arrangements with, the LCBA or from the LCBA Donor Advised Fund.
- Recent past, present or future leadership roles by the decision-maker with such an organization.
- Any financial relationship involving the decision-maker or any member of his/her immediate family with such an organization.
- Any personal or professional relationship that would or could be perceived as influencing the decision maker’s actions on behalf of the LCBA regarding such an organization.
- During discussion of grants, donations, contracts or financial relationships, any possible conflicts of the type described above shall be disclosed before discussions begin. The minutes of the meeting shall reflect such disclosure.

- In cases where the decision maker (or a family member) is a board member or policy-level volunteer with such an organization, the decision-maker shall recuse themselves from the discussion thereof and abstain from voting on any action associated therewith.
- Decision-makers with a significant relationship with such an organization shall provide only factual information as requested by the other decision-makers and shall refrain from any activity or comment that might unduly influence the proceedings. A significant relationship exists when the decision-maker holds a leadership or policy level position (staff, board or volunteer) with such an organization or when a member of the decision-maker's family holds such a position.