

POLICY A.13

Subject: **Conflict of Interest**

Code: **RA Motion 10/77, 2003M54, 2005C230, 2010AprC2**

PURPOSE: To state the Association's position regarding conflict of interest.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. A conflict of interest exists when an individual participates in Association business while having material personal, professional, business, financial, or volunteer responsibilities that could predispose or bias that individual to a particular view or goal. This could be in the execution of duties or in participation in debate or decision making.
2. All persons elected or appointed to carry out the business of the Association are responsible for their duties as defined in the Governance documents. At no time shall the personal, professional, business, financial, or volunteer responsibilities outside the Association take priority over the interests of the Association in the individual's execution of the duties of the position.
3. All persons elected or appointed to carry out the business of the Association must report a possible conflict of interest to the Association governance body of which they are a member.
4. If a real or perceived conflict of interest exists, the governance body of which he or she is a member will make a determination as to whether or not a conflict exists and what action, if any, should be taken in light of such a conflict.
5. If another person believes a real or perceived conflict of interest exists, he or she must request a judgment from the governance body of which he or she is a member as to whether a conflict exists.

Effective: 10/77

Revised: 1986, 4/97, 4/99, 6/03, 5/05, 4/10, 7/15

BPPC Reviewed: 10/01, 1/02, 1/03, 9/04, 1/05, 1/10, 7/15

Rescinded:

Policy A.13 (cont'd)
Conflict of Interest

6. If a conflict is determined, the following options are available:
 - a. If the conflict is substantial (accepting employment) and can reasonably be Expected to be ongoing, the individual shall resign from one of the positions, or
 - b. If the conflict is related only to a particular issue under consideration, the individual shall declare that a conflict does or may exist and then recuse himself or herself from all discussion and voting on that issue, or
 - c. Such other action as is appropriate under the circumstances.
7. AOTA volunteer representatives shall have an ongoing duty to report promptly any potential and/or actual conflicts of interests as they arise to the body to which they are a member.
 - i. Additional guidelines related to potential conflicts of interest may be defined in the Association's *Standard Operating Procedures*.

Effective: 10/77

Revised: 1986, 4/97, 4/99, 6/03, 5/05, 4/10, 7/15

BPPC Reviewed: 10/01, 1/02, 1/03, 9/04, 1/05, 1/10, 7/15

Rescinded: