

BYLAW

Conflicts of interest

A conflict of interest for a Parent Involvement Committee member involves situations in which the member's private interests may be incompatible or in conflict with his/her committee responsibilities.

A conflict of interest may be:

- **actual** – a private interest may directly or indirectly influence the exercise of the member's duties and responsibilities
- **perceived** – a reasonably well-informed person could believe that a member was in conflict of interest, even if that conflict of interest did not exist
- **potential** – a private interest could influence the exercise of the member's duties and responsibilities

A committee member shall declare a conflict of interest in matters that they, members of their families or their business affiliations could directly or indirectly benefit from the decisions of committee.

A committee member who identifies a conflict of interest must declare it before any discussion of the matter begins. The member must:

- **publicly state the conflict of interest, explain the general nature of the interest and have the declaration recorded in the minutes**
- **not vote on the matter under discussion**
- **leave the room when council is discussing the matter and have this fact recorded in the minutes**
- **not discuss the matter with members or attempt to influence the decision**

A committee member shall not accept favours or economic benefit from any individuals, organizations or entities known to be seeking business contracts from the committee.