

### **Conflict of Interest Policy**

It is the intent of the Board of Governors avoid conflicts of interest concerning actions that may be construed as inappropriate due to special interests represented on the Board or any employee of Central Community College.

### **Conflict of Interest Procedure**

Any duality of interest or possible conflict of interest on the part of any board member should be disclosed to the other board members and made a matter of record, either through an annual procedure or when the interest becomes a matter of board action.

Any board member having a duality of interest or possible conflict of interest concerning any matter should not vote or use his/her personal influence concerning the matter. He/she should not be counted in determining the quorum for the meeting, even where permitted by law. The minutes shall reflect that a disclosure was made, the abstention from voting, and the quorum situation.

The foregoing requirements should not both be construed as preventing the board member from briefly stating his/her position in the matter, nor from answering pertinent questions of other board members since his/her knowledge may be of great assistance.

Any duality of interest or possible conflict of interest on the part of any employee of Central Community College should be disclosed to the immediate supervisor or functional applicant (such as within the confines of a grant application), and shall be made of matter of record, either though filling out conflict of interest form, or by disclosing the conflict in writing to the immediate supervisor.