



## **Bristol Bay Native Association Policy Council Conflict of Interest Procedure**

In the course of business, situations may arise in which a BBNA Policy Council member has a conflict of interest, or in which the process of making a decision may create an appearance of a conflict of interest.

All BBNA Policy Council members have an obligation to:

1. Avoid conflicts of interest, or the appearance of conflicts, between their personal interests and those of BBNA in dealing with outside organizations or individuals,
2. Disclose real and apparent conflicts of interest to the other Policy Council Members, and
3. Refrain from participation in any decisions on matters that involve a real conflict of interest or the appearance of a conflict.

### What Constitutes a Conflict of Interest?

A conflict of interest arises when a Policy Council member involved in making a decision is in the position to benefit, directly or indirectly, from his/her dealings with BBNA or a person conducting business with BBNA

In addition, Policy Council member shall not participate in the selection, award, or administration of a contract involving BBNA if a real or apparent conflict of interest would be involved. Such a conflict would arise when the Policy Council member or any member of her/his immediate family, her/his partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected.

Policy Council members are prohibited from:

1. Having a financial conflict of interest with the Head Start program
2. Receiving compensation for serving on the Policy Council
3. Providing services to the Head Start program
4. Being employed by the Head Start program (except for occasional substitutes)

In addition, Policy Council members' immediate family members are prohibited from being employed by the Head Start program.

Examples of conflicts of interest include, but are not limited to, situations in which a Policy Council member:

1. Negotiates or approves a contract, purchase, or lease on behalf of BBNA and has a direct or indirect interest in, or receives personal benefit from, the entity or individual providing the goods or services;

2. A compensation arrangement with any entity or individual with which BBNA has a transaction or arrangement. Compensation includes direct and indirect remuneration.
3. Approves the employment of a person who is an immediate family member of the Policy Council member;
4. Uses BBNA's facilities, other assets, employees, or other resources for personal gain;

### Disclosure Requirements

A Policy Council member who believes that he/she may be perceived as having a conflict of interest in a discussion or decision must disclose that conflict to the group making the decision. Most concerns about conflicts of interest may be resolved and appropriately addressed through prompt and complete disclosure. Therefore, BBNA requires the following:

1. If a conflict arises during the year, Policy Council member will immediately notify the Head Start Director and Policy Council chair person who will determine appropriate resolution.
2. On an annual basis, all members of the Policy Council, shall sign a disclosure statement which affirms the following:
  - a. Has received a copy of the Conflict of Interest Procedure
  - b. Has read and understand the procedure
  - c. Has agreed to comply with the procedure
  - d. Understands BBNA is a non-profit charitable organization and in order to maintain its federal tax exemption must engage primarily in activities which accomplish one or more of its tax-exempt purposes
  - e. Indicates if there is a current reportable conflict
3. The BBNA Policy Council Executive committee shall review all annual disclosure statements and determine appropriate resolution in accordance with the next section of this procedure.

### Resolution of Conflicts of Interest

All real or apparent conflicts of interest shall be disclosed to the BBNA Head Start Director and the Policy Council Chairperson. Conflicts shall be resolved as follows:

- The PC Executive Committee shall be responsible for making all decisions concerning resolutions of conflicts involving other Policy Council members.
- The Head Start Director and remaining members of the PC Executive Committee shall be responsible for making all decisions concerning resolutions of the conflict involving the PC Chairperson or other member of the PC Executive Committee.

A management employee or director may appeal the decision that a conflict (or appearance of conflict) exists as follows:

- An appeal must be directed to the PC Chair (or HS Director if the conflict of interest centers around the PC Chairperson).
- Appeals must be made within 30 days of the initial determination.
- Resolution of the appeal shall be made by vote of the full Policy Council.
- PC members who are the subject of the appeal, or who have a conflict of interest with respect to the subject of the appeal, shall abstain from participating in, discussing, or voting on the resolution, unless their discussion is requested by the remaining members of the board.

Annual Disclosure Statement

I certify I have read, understand and agree to comply with the BBNA Conflict of Interest Procedure

I have a current reportable conflict of interest: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I do not have a current reportable conflict of interest

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

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