



Conflict of Interest Disclosure Form

Any possible potential conflict of interest shall be disclosed in writing to the president by the individual concerned prior to engaging in conflict of interest action.

When any such conflict of interest is relevant to a matter requiring action by the board, the individual concerned shall call it to the attention of the president and such individual shall not vote on the matter. Moreover, the individual shall leave the meeting room and not participate in the final deliberations or decision regarding the matter under consideration.

The minutes of the meeting shall reflect that conflict of interest was disclosed and that the individual was not present during the final discussion or vote and did not vote. When there is a doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the board, excluding that individual.

If a potential conflict of interest is not disclosed, the matter shall be referred to the board for determination of the continued membership of the individual.

(Print name) I understand the concept of a conflict of interest and declare that I have not knowingly been party to such a conflict that has not been previously disclosed to the president. I also agree to report any potential future conflicts of interest to the president prior to engaging in the action or activity.

Sign name _____

Date _____