

League of Women Voters, Arlington, Virginia

CONFLICT OF INTEREST STATEMENT

Adopted June 13, 2019

The standard of behavior for the League of Women Voters of Arlington, VA (“LWVARL”) is that all board members and volunteers scrupulously avoid conflicts of interest between the interests of LWVARL on the one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

Each board member has a duty to place the interest of LWVARL foremost in any dealings with LWVARL and has a continuing responsibility to comply with the requirements of this policy.

No member of LWVARL board of directors, or any of its committees, shall derive any personal profit or gain, directly or indirectly, by reason of their participation with LWVARL

Each individual shall disclose to LWVARL any personal interest that they may have in any matter pending before LWVARL and shall refrain from participation in any decision on such matter.

No board member may obtain for themselves, or for members of their immediate family, or for other organizations of which they are also a board member or a key staff member, a material interest of any kind from their association with LWVARL.

The materials, products, designs, plans, ideas, and data of LWVARL are the property of LWVARL and may not be given to an outside firm or individual except through normal channels and with appropriate authorization.

If conflicts of interest arise from the employment, business interests, or other activities, interests or obligations of a board member, they must be brought to the attention of LWVARL board for discussion and resolution. The board member shall not be present for any discussion or vote in connection with the matter. The minutes of the meeting shall reflect that the conflict of interest was disclosed and that the interested person was not present during the discussion and decision on the matter.

Board members may not serve on the boards of partisan organizations. While the LWVARL Board may encourage and assist LWVARL members to secure appointments to nonpartisan, public government boards, commission and committees, unless clearly designated, appointees are not official representatives of LWVARL.

LWVARL board members who are employed by, or who serve on the boards of other organizations, may find it necessary to lobby legislators on a variety of issues. Board members shall not lobby for a position in opposition to or in conflict with a LWVARL position. On issues

where LWVARL has no position, they must be scrupulous in avoiding the impression that they represent or have the support of LWVARL.

Board members may not accept stipends, grants or fees for service for any LWVARL projects because they sit on the policy-making board that is responsible for administering the grant. Board members may not accept gifts and honoraria on behalf of LWVARL.

DISCLOSURE

Each board member will receive a copy of the policy at the beginning of their term of office at the first meeting of the duly elected board of directors. The policy shall be reviewed annually at the first meeting of the duly elected board of directors.

Each LWVARL board member shall submit a Disclosure of Interest Statement using the attached form, upon their appointment to the board of directors. The LWVARL president shall be responsible for collecting such statements. In the event that there is a material change in the information given in an individual's disclosure statement, they shall report the change promptly to the LWVARL president, and file a new form with the LWVARL president.

VIOLATIONS

If the LWVARL board of directors has reasonable cause to believe that a board member has failed to disclose actual or possible conflicts of interest, it shall inform the board member of the basis for such belief and afford the board member an opportunity to explain the alleged failure to disclose. If, after hearing the board member's response and after making further investigation as warranted by the circumstances, the board of directors determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

LEAGUE OF WOMEN VOTERS OF ARLINGTON, VA

Disclosure of Interest Statement

I understand that the purposes of this policy are to protect the integrity of the decision-making process of the League of Women Voters of Arlington (LWVARL), to enable our constituencies to have confidence in our integrity, and to protect the reputations of volunteers and board members.

This written disclosure will be kept on file and I will update it as appropriate. During the course of meetings or activities, I will disclose interests in any transaction or decision where I, any member of my family, my employer or close associates (including my business or other nonprofit affiliations) may receive a benefit or gain.

I am not aware of any relationship, interest, or situation that might result in, or give the appearance of, having an interest that could be construed as being in conflict with the interests LWVARL, except possibly the following:

For-profit corporate directorships, positions and employment with: _____

Non-profit positions: _____

Memberships in the following organizations: _____

Contracts, business activities, and investments with or in the following organizations: _____

Other relationships and activities: _____

I acknowledge receipt of the LWVARL Conflict of Interest Policy and agree to be bound by it. I will promptly inform the LWVARL president of any material change in the information provided in this statement.

Name (please print) _____

Signature _____ Date _____