



LEAGUE OF WOMEN VOTERS OF MAINE

PO Box 863
Augusta, ME 04332-0863

(207) 622-0256
lwvme@gwi.net

LWVME & LWVME ED. FUND CONFLICT OF INTEREST POLICY

(Amended and re-adopted 2/25/2010)

CONFLICT OF INTEREST – Each board member or trustee has a duty to place the interests of the League foremost in any dealings with the League. It is the responsibility of each board member or trustee to disclose on a timely basis any matters which may give rise to a conflict of interest, or which may otherwise prevent the board member or trustee from performing her/his duties in accordance with this policy.

If a board member or trustee has a personal or financial interest in a League or Ed. Fund transaction that may result in a personal gain for that board member or trustee or her/his immediate family or that may result in a benefit to another organization to which s/he has allegiance, s/he must make full disclosure of such interest before any discussion of the proposed transaction and recuse him/herself from the discussion and the vote on that matter.

When any such interest becomes a matter of board or trustees' action, such director shall not vote or use personal influence on the matter, and shall not be counted for votes for which board or trustees' action is taken on the interest. The board member or trustee may, however, briefly state a position on the matter and answer pertinent questions of board members or trustees. The minutes of all actions taken on such matters shall clearly reflect that these requirements have been met.

SECURING APPOINTMENTS – The board may encourage and assist board members, trustees and other League members to secure appointments to other non-profit or governmental boards, commissions and committees. Unless clearly designated, appointees are not official representatives of the League. If the seat is for the League, the president shall appoint a representative after each Convention.

SERVING ON BOARDS – Board members and trustees may serve on other boards. League titles may be listed for identification purposes only. However, if a serious conflict arises between the two entities, it shall be brought to the attention of the League board or Ed. Fund trustees.

LOBBYING – Board members as representatives of the League shall not lobby for a position in opposition to or in conflict with a LWVUS or LWVME position. Board members and trustees have the right as individuals to lobby privately on any side of any issue without reference to the League. In doing so, they must make it clear they are not representing the League.

EMPLOYMENT – If a conflict of interest arises from employment, it shall be brought to the attention of the board or the trustees.

STIPENDS & GRANTS – Board members and trustees may not accept stipends or grants for League projects while sitting on the policy-making board that is responsible for the administration of the grant. Board members and trustees may continue to serve in an off-board capacity.

HONORARIA – Board members may accept honoraria when speaking as representatives of the League.

CONFLICT OF INTEREST DISCLOSURE – Board members will sign a Conflict of Interest Disclosure Form annually.



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Disclosure of Interest Statement

Please initial in the space at the end of Item A or complete Item B, whichever is appropriate, then complete Item C, and sign, date and return the statement.

- A. I am not aware of any relationship or interest or situation involving a member of my family or myself which might result in, or give the appearance of being, a conflict of interest between that family member or me and the League of Women Voters of Maine or the LWVME Education Fund. _____ (initials)
- B. The following are relationships, interests or situations involving me or a member of my family that I consider might result in, or appear to be, an actual, apparent or potential conflict of interest between such family members or myself on one hand and the League of Women Voters on the other.

For-profit corporate directorships, positions and employment with:

Nonprofit trusteeships or positions:

Memberships in the following organizations:

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

Other relationships and activities:

- C. My primary business or occupation at this time is:

I have read, understand, and agree to comply with the Conflict of Interest Policy. I will promptly inform the president of any material change in the information in this statement.

Signature

Date