

# **Conflict of Interest**

**No member of the Developmental Disabilities Council shall have a conflict between that member's private interests and his or her responsibilities as a member of the DD Council.**

# **What is a conflict of interest?**

**A conflict of interest arises when a decision is made that may not be in the best interest of the Council, but is made in response to outside influences.**

- Outside influences can include financial interests, family interests, and corporate interests.**

**All members must adhere to the Council Bylaws and the following procedures with regard to potential or real conflict of interest situations:**

**Each Council member shall disclose publicly all potential conflicts of interest, including any association with individuals or organizations that might benefit from the activities and decisions of the Council.**

**No member shall participate in the selection or award of, or seek to advise on or influence a decision or vote regarding a Council grant or contract to a recipient where the member knows or should have known that he or she has a conflict of interest in the award.**

**No member shall ask for, receive or accept anything of value whether in the form of money, service, gift, gratuity, benefit, loan, travel, entertainment, hospitality, promise, or in any other form, from anyone or any organization who is currently receiving or being considered for a contract or funding by the Council.**

**Except as approved reimbursement for travel or other related expenses, no member shall receive Council funds, either directly, or indirectly through a Council grant or contract, during a member's term on the Council and for two years thereafter.**

**No member shall be employed by a private entity with a contractual relationship with the Council regardless of the source of funds for the member's salary. The only exception to this is to meet the collaboration requirements of agencies funded through the Developmental Disabilities Assistance and Bill of Rights Act (PL 106-402).**

**Members who are paid employees or volunteer board members of national or state organizations shall not participate in the selection or award of or influence a decision or vote regarding a grant or contract for which an affiliated regional or local organization is an applicant or recipient.**



**No member shall use a portion of his or her salary as match for a Council grant or contract**

**Council Members shall disclose any potential or existing conflict of interest to the Council Chairperson or the Executive Committee, whichever is appropriate to the circumstance.**

# Disclosure

- **Each member shall sign a conflict of interest statement.**
- **Each member shall disclose all conflicts of interest.**
- **Council members shall bring any suspected conflict of interest to the Executive Committee in writing.**

# **Complaint Protocol - Contractors**

- **Take the complaint to the Ex. Dir. or direct the person to send a letter to the Ex. Dir. outlining the complaint.**
- **The Ex. Dir. will determine how to handle it. It will either be referred to the Executive Committee or staff will investigate.**