



Conflict of Interest Policy

Conflict of Interest: Each board member, prior to taking his/her position on the Executive Board of the New Hampshire Library Association (NHLA), and all present board members and employees shall submit in writing to the President of the NHLA Executive Board a list of all businesses or other organizations of which he/she is an officer, director, trustee, member, owner (either as a sole proprietor or partner), shareholder, employee, or agent with which NHLA has, or might reasonably in the future enter into, a relationship or a transaction in which the board member would have conflicting interests. The President shall become familiar with the statements of all board members in order to guide his/her conduct should a conflict arise.

At such time as any matter comes before the Executive Board in such a way as to give rise to a conflict of interest, the affected board member shall make known the potential conflict, whether disclosed by his/her written statement or not, and after answering any questions that might be asked him/her, shall withdraw from the meeting for so long as the matter shall continue under discussion. Should the matter be brought to a vote, neither the affected board member nor any other board member with a pecuniary benefit transaction with NHLA shall vote on it.

The Executive Board will comply with all the requirements of New Hampshire law where conflicts of interest are involved, including but not limited to the requirements of a two-thirds vote where the financial benefit to the board member or employee is between \$500 and \$5,000 in a fiscal year, and to the requirement of a two-thirds vote and publication in the required newspaper where the financial benefit exceeds \$5,000 in a fiscal year. The New Hampshire statutory requirements are incorporated into and made a part of this conflict policy.

Approved by the Executive Board August 8, 2017