

Conflict of Interest Policy

July 2023

All League of Women Voters of the Fairfax Area board members and volunteers scrupulously avoid conflicts of interest between the interests of LWVFA and personal, professional, and business interests. 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 LWVFA foremost in any dealings with LWVFA and has a continuing responsibility to comply with the requirements of this policy. No member of LWVFA board of directors or any of its committees, shall derive any personal profit or gain, directly or indirectly, by reason of participation with LWVFA.

Each board member shall disclose to LWVFA any personal interest which he or she may have in any matter pending before LWVFA and shall refrain from participation in any decision on such a matter. Board members may not obtain a material interest of any kind from association with LWVFA. This also applies to their immediate family or other organizations in which they may be a board member or key staff person.

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

LWVFA board members may serve on other political boards. If LWVFA board members are employed by or serve on the boards of other organizations, they may find it necessary to lobby legislators on a variety of issues. They shall not lobby for a position in opposition to or in conflict with a LWVFA position. On issues where LWVFA has no position, they must be scrupulous in avoiding the impression that they represent or have the support of LWVFA.

Board members who are employed by businesses or organizations which receive government contracts may not be involved in LWVFA work in that issue area. Board members may not accept stipends, grants, or fees for service for any LWVFA projects because they sit on the policy-making board that is responsible for administering the grant. Board members may accept gifts and honoraria on behalf of LWVFA. These funds are the property of LWVFA.

While the LWVFA board may encourage and assist LWVFA members to secure appointments to nonpartisan public government boards, commissions, and committees, appointees are not official representatives of LWVFA unless clearly designated.

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 LWVFA board. The involved board member must be given an opportunity to explain the alleged conflict of interest. If, after hearing the board member's response and after making further investigation as warranted by the circumstances, the board discusses and votes on the matter without the presence of the involved board member. If the board of directors determines that the member has failed to disclose a conflict of interest, it shall take appropriate corrective action. The minutes of the meeting shall reflect that the conflict of interest was disclosed and that the involved member was not present during the discussion and decision.

DISCLOSURE

A copy of this policy shall be given to each board member at the beginning of her/his term of office. The policy shall be reviewed annually at the first meeting of the duly elected board of directors.