

## **Conflict of Interest Policy**

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Approved By: Advisory Council, November 17, 2001

Revised: June 25, 2007

To Be Reviewed: Annually (Annual Membership Meeting)

Program Participants: Advisory Council

Copies To: LV-DAC Policy Manual, DACC-ABE, NMCL

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The purposes of this policy are to protect the integrity of the LV-DAC decision making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity of our council members, staff, and other agencies that support the work of this affiliate through financial contributions or in-kind services.

The conflict of interest standard for this affiliate is that all council members, staff, and contractors will scrupulously avoid conflict of interest between the affiliate on one hand, and personal, professional or business interests on the other. This includes avoiding potential and actual conflict of interest, as well as the appearance of conflict of interest.

It shall be the policy that council members shall not engage in any action which could be interpreted as use of a council position for furthering his or her own interests, or the interests of any organization with which the council member has an influential role. Further, the policy of LV-DAC is that no council member or member of a council member's immediate family may:

1. Receive personal payment or benefit from LV-DAC funds, or
2. Be employed by an organization requesting LV-DAC funds.

Council members, however, may serve as officers or council members of organizations requesting LV-DAC funds, providing that the council member:

1. Declares the conflict;
2. Retires from the room in which the council is meeting;
3. Does not participate in any deliberations, and
4. Does not vote on the matter.

All conflicts will be verbally disclosed at the beginning of the meeting. The minutes of the meeting shall reflect that a conflict of interest was disclosed, and that the interested person was not present during the discussion or vote, and that he or she did not vote.

To reflect due diligence, each council member will complete a Conflict of Interest/Disclosure statement at the beginning of his or term of office. This disclosure will be updated on an annual basis.



Literacy Volunteers of Doña Ana County  
(A Project funded in part by the New Mexico Coalition for Literacy)



## LV-DAC CONFLICT OF INTEREST/DISCLOSURE STATEMENT

LV-DAC Council Member Name:

\_\_\_\_\_

Address: \_\_\_\_\_

Phone number (work/home): \_\_\_\_\_

I am a member or an officer of the following organizations:

\_\_\_\_\_  
Organization or affiliation

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Organization or affiliation

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Organization or affiliation

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Organization or affiliation

\_\_\_\_\_  
Title/Position

I have read the LV-DAC Conflict of Interest Policy, and agree to submit to its intent.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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