



*“A Non-Profit Community Development Corporation”  
Serving Trinity, Humboldt and Del Norte Counties*

## **Council Members Conflict of Interest Policy and Disclosure Form**

In their capacity as directors, the members of the Board of Directors (“Board”) of the Northwest California Resource Conservation & Development Council (“Council”) must act at all times in the best interests of the Council. The purpose of this policy is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Board members as described below.

1. Board members have a fiduciary duty to conduct themselves without conflict to the interests of the Council. In their capacity as Board members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of the Council.
2. A conflict of interest is a transaction or relationship which presents or may present a conflict between a Board member’s obligations to the Council and the Board member’s personal, business or other interests, which include those of a Board member's family.
3. All conflicts of interest are not necessarily prohibited or harmful to the Council. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Board (or the Council Executive Board) members – with the interested Board member(s) recused from participating in debates and voting on the matter – are required.
4. All actual and potential conflicts of interests shall be disclosed by Board members to the Council Executive Board through the annual disclosure form and/or whenever a conflict arises. The disinterested members of the Council Executive Board shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The Council Executive Board shall inform the Board of such determination and action. The Board shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
5. On an annual basis, all Board members shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All

completed forms shall be provided to and reviewed by the Council Executive Committee, as well as all other conflict information provided by Board members. Council Board members who sit on a County Board of Supervisors or a Resource Conservation District Board of Directors may submit conflict of interest forms that they file with those governmental bodies in lieu of the form below only if the same information is included.

I have read the Council Board Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a Council Board member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Council President in writing.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Annual Conflict of Interest Policy and Disclosure Form**  
**Northwest California Resource Conservation and Development Council**

**Year:** \_\_\_\_\_ Please check ONE of the following boxes:

My interests and relationships have not changed since my last disclosure of interests.  
 [Proceed to signature block below. Do not complete the tables. Note that new Board members must complete the conflict of interest statement below.]

**OR**

I hereby disclose or update my interests and relationships that could give rise to a conflict of interest: [Complete the table below. Use additional pages as needed.]

**Board Member Place of Residence:** \_\_\_\_\_

**Primary Source(s) of Income:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Type of interest	Description of interest that could lead to a conflict of interest (actual or potential)
Transactions or arrangements with the Organization	
Transactions or affiliations with other nonprofit organizations	
Substantial business or investment holdings	
Transactions or affiliations with businesses not listed above	

I am not aware of any financial interest involving me or a family member that could present a conflict of interest that I have not disclosed either above or in a previous disclosure statement.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_