

Approved On 10/28/2008

Conflicts of interest.

Definition. A conflict of interest is defined as the member's having a significant employment relationship with an applicant, or being a member of the board of directors, or having a financial relationship with an applicant, including but not limited to an investor, a contractor, a consultant, or a competitor, or an immediate family member of such a person. For purposes of this rule, "immediate family" means a member's spouse, children, grandchildren, and parents.

Procedures. As soon as a member of the council becomes aware of a conflict of interest in a project for which applications are filed with the council or for which potential applications are discussed by council, the member shall follow these procedures:

1. If the conflict is known before a meeting, the member shall fully disclose the interest to the chairperson of the council in writing at least 24 hours before the meeting.
2. If the conflict is discovered during a meeting, the member shall orally inform the council, and the nature of the conflict shall be reported in writing to the chairperson of the council within 24 hours after the meeting.
3. The member who has the conflict shall not participate in discussion or vote on any issues concerned with the project.