

Conflict of Interest

P Policy#: 2045	
D Date Approved:	Revision Date:

The following statement of policy applies to each member of the board and to all persons employed by the Vashon Park District, regardless of position. Board Commissioners and staff serve the public interest and thus have a clear obligation to this concept. All decisions of the board and employees of the Park District are to be made solely on the basis of a desire to promote the best interests of the organization and the public good.

Individuals inevitably are involved in the affairs of other institutions and organizations. Effective boards will include individuals who have relationships and affiliations that may raise questions about perceived conflicts of interest. Although many such potential conflicts are and will be deemed inconsequential, every individual Board Commissioner and Executive Director have the responsibility to ensure the entire board is made aware of situations that involve personal, familial, or business relationships that could create a real or perceived conflict of interest. Thus, the board requires each commissioner and Executive Director annually (a) to be familiar with the terms of this policy; (b) to disclose to the board chair any possible personal, familial, or business relationships that reasonably might give rise to a conflict involving the Park District; and (c) to acknowledge by his or her signature that he or she is in accordance with the letter and spirit of this policy. **This policy does not prohibit the hiring of employees that may be related to Park Board Commissioners or members of the Park District Staff. But all such hires should have the approval of the majority of the Park Board Commissioners.**

In the event any financial transaction involving the Park District also involves

(a) board commissioners, the director or employee or a member of their extended family, or (b) an organization with which any board commissioner, director or employee has any material financial interest, the board commissioner, director or employee having the affiliation or interest, at the first knowledge of the transaction, shall disclose fully the precise nature of the interest or involvement. A board commissioner, director, or employee is deemed to be affiliated with any organization that may be potentially related to the financial operation of Park District (a) of which he or she, or a member of his or her family, is a director, officer, trustee, partner, employee, or agent; or (b) in which he or she or members of his or her family receive direct financial benefit from sales or services; or (c) in which he or she or members of his or her extended family have a 35 percent or greater interest.

A board commissioner or director who has declared or has been found to have a conflict-of-interest in any proposed transaction or other matter shall refrain from participating in consideration of the proposed transaction or other matter, unless for special reasons the Board of Commissioners requests information or interpretation from the person or persons involved. In the case of the executive director, he or she shall not vote on the matter in question and shall not be present at the time of the vote. With respect to restraint on participation by staff, the board chair shall take such action as is necessary to assure that the transaction is completed in the best interests of Park District without the substantive involvement of the person who has the possible conflict-of-interest.

Any board member who is uncertain about possible conflict-of-interest in any matter may request the board to determine whether a possible conflict exists; the board shall resolve the question by majority vote. If required, the question of potential conflict might be referred to counsel for an opinion prior to the board vote.

See [RCW code 42.23](#) for conflict of interest policies regarding contracts.

