



## **Library Council of Washington Conflict of Interest Policy**

Members of the Library Council of Washington represent interests and leadership in library development throughout the state. It is inevitable that from time to time proposals recommended for funding, or policy decisions regarding the direction of library development in the state, will involve a member of the Council, either as the person who submits a proposal or a grant, or as one whose institution will directly benefit from a decision made by the Council.

In order to respond to these circumstances, we establish the following policy on conflict of interest for all proposals or grant applications reviewed by members of the Library Council of Washington:

If a Council member\* perceives an actual or possible conflict of interest, he or she must disclose the existence of that interest and be given the opportunity to disclose all material facts to the full Council. Then

- A Council member may recuse himself or herself at any time from involvement in any decision or discussion in which the member believes he or she has or may have a conflict of interest. – or –
- After disclosure of the interest and all material facts, the Council member may choose to have a determination made by the Council, and after any discussion with the member, he or she shall leave the meeting while a determination of a conflict of interest is discussed and voted upon. The remaining Council members shall decide if a conflict of interest exists.

If it is determined that an actual or possible conflict of interest exists, the member may make a presentation to the Council but after that he or she shall leave the meeting during the discussion of, and the vote on, the item involving the possible conflict of interest.

A Library Council member may have an actual or perceived conflict of interest when the following situations arise and they may not participate in the discussion of, make motions regarding, or vote on:

- Any grant application proposed by the individual's employer or by a board or other governing body of which the individual is a member.
- The establishment of a noncompetitive grant category designating as the sole eligible recipient the individual's employer or a board or other governing body of which the individual is a member.
- Additionally, an individual may not serve as a reviewer of any proposal or grant application submitted by the individual's employer or by a board or other governing body of which the individual is a member.

If the Council cannot agree, the determination whether or not a conflict of interest exists will be made by the State Librarian or the Library Development Program Manager.

\*This extends to affiliated persons including spouse, child, domestic partner, parent, and/or sibling.