

Iowa Council on Homelessness Annual Conflict of Interest Disclosure Statement

- **From the Iowa Council on Homelessness Governance Charter, July 2013**

Conflict of Interest

Any individual participating in or influencing decision making must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy.

Disclosure should occur at the earliest possible time and if possible, prior to the discussion of any such issue.

Individuals with a conflict of interest should abstain from voting on any issue in which they may have a conflict.

An individual with a conflict of interest, who is the committee chair, shall yield that position during discussion and abstain from voting on the item.

Annual written disclosure statements will be provided by each council member at the commencement of their term and at the time of renewal of their term.

Members will not be permitted to participate until the statement is on file at Iowa Finance Authority.

The Iowa Council will also strictly adhere to the conflict of interest regulatory requirements of the Federal Continuum of Care Program – 24 CFR 578.95

- **Iowa Gubernatorial Appointee Handbook**

Conflict of Interest: Iowa Code § 68B.2 – The code lists a number of scenarios which are prohibited while holding a board or commission position. No member may use his or her position to give an advantage to a family member, friend, or any other member of the public. Also, a member, or his or her family, cannot receive money or the promise of another benefit for the performance of an act that occurs within the confines of the board or commission position. If employment outside the board or commission interferes with the board or commission member's duties, he or she is expected to resign. A good rule of thumb is to avoid anything that might be construed as a conflict of interest.

The following policy has been established regarding conflict of interest and potential appearance of conflict with regard to members of the Iowa Council on Homelessness ("Council").

1. The diverse interests and backgrounds of members of the Council could result in circumstances where their service to the Council might present a direct or indirect conflict of interest. It is imperative that any conflict of interest, or appearance of conflict, be avoided, and that consideration of such possible conflict of interest and/or perception of conflict be viewed within the context of the Iowa Council on Homelessness Governance Charter, Iowa Gubernatorial Appointee Handbook, Iowa Code 68B.2, and other policy directives.
2. If a conflict of interest arises for any member, that member shall give immediate notice and full disclosure of the potential conflict. That member shall further refrain from any review of and vote regarding the matter, and shall not attempt to affect any decision regarding the transaction.
3. The minutes of appropriate meeting should reflect that such disclosure was made, and that such member abstained from voting on the matter.
4. The foregoing, however, should not be construed to prevent interested members from briefly stating their positions in a matter, when requested by the Council for clarification, or from responding to specific inquiries from other members in an attempt to render a fair and reasonable decision.
5. A copy of the Annual Conflict of Interest Disclosure Statement shall be furnished to each member of the Council, and each member shall be required to annually execute a declaration disclosing any

relationships or memberships which may present a potential conflict of interest, or an appearance of a conflict, and shall indicate that he/she has read, understands, and agrees to adhere to the policy as stated.

6. The Executive Committee of the Council will be responsible for evaluation of any potential conflicts of interest.

This Annual Conflict of Interest Disclosure Statement was adopted by resolution of the Council at its meeting on XX/XX/XX. (A signed copy is required of all persons to whom it applies.)

1. Do you, any immediate member of your family, or any agency with which you are employed by or affiliated with, receive grant funding through the Continuum of Care (CoC) Program competition process for the Iowa Balance of State CoC? If so, please describe the grant funding received during the past twelve months.
2. Please provide a complete listing of all board and/or voluntary associations you have with nonprofit agencies, organizations, etc. (Attach a separate sheet, if necessary.)
3. Are you familiar with the Iowa Council on Homelessness's policy on Conflict of Interest, including your responsibility to abstain from any committee or Council vote, attempt to influence such votes, or any other activities which would create a potential conflict of interest for you and the Council?

I have reviewed the Annual Conflict of Interest Disclosure Statement of the Council and agree to abide by the terms of the policy. At such time as any of the information required to be disclosed by me, pursuant to the terms of this policy shall change, I agree to immediately inform the Council of such change.

(Signature)

(Date)

(Printed Name)