

1 **Policy Title:** Conflict of Interest

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3 **Brief Description:** Explanation of how the organization’s board of directors and staff
4 disclose potential conflicts
5 **Effective:** 7/31/2019
6 **Approved by:** Visit Beloit Board of Directors
7 **Responsible Employee:** Chairperson and Vice chairperson
8 **Supersedes:** Conflict of Interest Policy – 2014 implementation
9 **Last Reviewed/Updated:** N/A
10 **Applies to:** Beloit Convention & Visitors Bureau, Inc. and Visit Beloit, Inc.
11 (501(C)(3) and 501(C)(6) Organizations)

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13 **Reason for Policy:** To comply with the Destination Marketing Accreditation Program standards

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15 **I. INTRODUCTION**

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17 A. This policy is to require that each board member, prior to taking their position on the
18 Board, and all present Board members, as soon as practicable, submit in writing to the
19 chairperson a list of all businesses or other organizations of which he or she is a
20 member. This policy also applies to all full-time staff members of the Organizations.
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22 **II. POLICY STATEMENT**

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24 A. The chairperson and vice chairperson of the Board of Directors shall become familiar
25 with the statements of all board members to guide his or her conduct should a conflict
26 arise.
27 B. The executive director/CEO shall become familiar with the statements of all full-time
28 staff members to guide his or her conduct should a conflict arise and communicate
29 such to the chairperson and vice chairperson of the Board of Directors.
30 C. As such time as any matter comes before the board in such a way as to give rise to a
31 conflict of interest, any affected board member(s) shall make known the potential
32 conflict whether disclosed by his or her written statement. At the discretion and
33 control of the presiding chairperson, that director may provide information or respond
34 to questions to assist the group in reaching an informed decision. They may be asked
35 to withdraw from the meeting for so long as the matter shall continue under
36 discussion. The affected board member(s) shall not vote on the matter. If a conflict of
37 interest affects the chairperson, the vice chairperson is empowered and shall require
38 that the chairperson remove himself or herself in the same manner and for the
39 duration of discussion and action on the matter, the vice chairperson shall preside.
40 D. If the matter is the item of business for which a special meeting of the Board of
41 Directors was called, the affected member shall not be counted to establish a quorum,
42 neither shall they participate in the deliberations, nor vote on the matter.
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44 **III. DEFINITIONS**

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46 N/A

47 **IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER**
48 **RESOURCES**

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50 N/A

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52 **V. HISTORY**

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54 A. Policy created in 2014
55 B. Revised policy drafted on 6/19/19
56 C. Policy approved by board on 7/31/19