

MICHIGAN CITY COMMISSION FOR WOMEN

CONFLICT OF INTEREST POLICY APPROVED JANUARY 18, 2018

Policy:

Commissioners appointed to the Michigan City Commission for Women are concerned about the appearance of a conflict of interest by Commissioners who vote to award funding, scholarships, grants, gifts or contracts to individuals or entities known by a Commissioner, or with which a Commissioner may have a relationship, connection, or affiliation.

Therefore, Commissioners have a duty to disclose any such conflict prior to the vote to make the award and then to abstain from voting on that motion. If it is later learned that such a conflict existed and was not disclosed, the Commission may vote to ask the agency that appointed that Commissioner to remove said Commissioner.

Procedure:

Once a year, all Commissioners will sign and date the "Conflict of Interest Form" which acknowledges their agreement to abide by the Conflict of Interest Policy.

At a meeting at which a Commissioner recognizes a potential or appearance of a conflict of interest, that Commissioner shall report that fact orally prior to any vote taken; shall sign a Conflict of Interest Disclosure Statement naming the individuals or agencies with which she or he may have a conflict; and shall abstain from voting on said motion, all of which will be recorded in the Minutes of the meeting.

BACKGROUND PRIOR TO VOTE TO ADOPT THE POLICY:

One of the duties and responsibilities of the Michigan City Commission for Women is to raise funds to be used to carry out our purposes.

We are concerned about conflicts of interest which may occur when distributing funds to individuals or entities known to or connected to any of the Commissioners.

State law prohibits commission of the crime of Conflict of Interest by Public Servants at I.C. 35-44-1-31. This statute applies to a public servant who derives an **ascertainable increase in the income or net worth** of the public servant or a dependent. It allows an exception for public servants who are appointed by an elected official and who disclose a conflict prior to the vote. The disclosure must be in writing, affirmed under penalty of perjury, and must be submitted to the state board of accounts and the clerk of the circuit court in that county.

Obviously, this will rarely, if ever, apply to any undertaking of the Commission for Women.

It appears, instead, that our concern is with distributing scholarships, grants, gifts or contracts to individuals or agencies known or connected to any Commissioner. With that in mind, after discussing this at our meeting on September 21, 2017, I made the following motion:

“Prior to a vote to award a scholarship, grant, gift or contract, it is the duty of each individual commissioner to disclose a conflict and to abstain from voting. Failure to disclose a conflict may result in the appointing agency being asked to remove the Commissioner.”

The minutes of that meeting do not record who seconded the motion, or whether a vote was taken, so a new motion is needed, and needs to be voted on in order to adopt a Conflict of Interest Policy.

**MICHIGAN CITY COMMISSION FOR WOMEN
CONFLICT OF INTEREST FORM**

I agree to abide by the Conflict of Interest Policy which has been approved by the Commission.

I understand that failure to abide by this policy can be considered a cause for removal from the Commission by the agency that appointed me.

Commissioner

Date

Commissioner

Date

Commissioner

Date

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Commissioner

Date

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Commissioner

Date

CONFLICT OF INTEREST DISCLOSURE STATEMENT

By this Statement, I disclose this potential or appearance of Conflict of Interest(s) and I abstain from voting to award funding to the following individual(s) or agencies:

Signed:

Dated:

Commissioner,
Michigan City Commission for Women

Printed Name