

**INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS
EXECUTIVE BOARD CONFLICT OF INTEREST POLICY**

Conflict of Interest Defined: Business Dictionary defines conflict of interest as “A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person’s self interest and professional interest or public interest. Random House Kernerman Webster’s College Dictionary defines conflict of interest as “The circumstance of a public office holder, corporate officer, etc. , whose personal interests might benefit from his or her official action’s or influence.”

Conflict of Interest Procedures

1. **Duty to Disclose** – In connection with any actual or possible conflict of interest, an interested person (the person with the conflict or possible conflict of interest) must disclose the existence of the conflict and be given the opportunity to disclose all material facts to the Executive Board.
2. **Recusal of Self** –After disclosure of the conflict of interest and all material facts, any Board member may recuse himself or herself at any time from involvement in any decision or discussion in which the Board member believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
3. **Determining Whether a Conflict of Interest Exists** – After disclosure of the possible conflict of interest and all material facts, and after any discussion with the interest person, he or she shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.
4. **Procedures for Addressing the Conflict of Interest** – An interested person may make a presentation at the Board meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the matter involving the possible conflict of interest. The Board shall determine, in the case of an existing conflict, whether the contemplated matter may be authorized as just, fair, and reasonable to the International Association of Assessing Officers (IAAO). The decision of the Board on these matters will rest in their sole discretion, and their concern must be the welfare of IAAO and the advancement of its purpose.

Sources:

National Council of Non-Profits

Attorney General, State of Minnesota, Conflict of Interest Policy

Business Dictionary.com (2015)

Random House Kernerman Webster’s College Dictionary (2015)

* Additionally, refer to Section 7.2 of the Procedural Rules for language pertaining to conflict of interest pertaining to conference city selection.

Date	Print Name	Signature