



POLICIES: CONFLICT OF INTEREST

Members of the Executive Committee ("Board") of the Western Council of State Librarians ("WCSL"), its members, volunteers, or anyone that it may employ as staff or contractors must act at all times in the best interests of WCSL.

Members, officers, volunteers, and any contractors or employees that may be hired shall disclose all potential and actual conflicts of interest to the Board and, as required, remove themselves from all discussion and voting on any related matter.

This policy shall apply to the members of the WCSL Board, but also shall apply to all members of WCSL committees, task forces, and others in the WCSL governance structure, as well as to any WCSL's employees or contractors that may be hired.

On an annual basis, all individuals to whom this policy shall apply shall be made aware of or provided with a copy of this policy.

Acknowledgement of disclosure and agreement to the provisions of the policy shall be made as a contingency of accepting a position on the Board, or by becoming a member of WCSL.

Specifically, the Board, members, officers, volunteers, and any contractors or employees that may be hired shall:

- Avoid placing self-interest or the interests of a third party above the interests of WCSL, and avoid the appearance of placing self-interest or the interests of a third party above the interests of WCSL;
- Refrain from using WCSL's staff, services, equipment, materials, resources, or property for personal or third-party gain, and from representing to third parties that authority as a Board member extends any further than that which it actually extends;
- Not engage in any outside business, professional conduct, or other activities that may be directly or indirectly adverse to the interests of WCSL;
- Not solicit or accept gifts, gratuities, free travel, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment with

respect to matters pertaining to WCSL without fully disclosing such an exchange to the Board;

- Provide goods or services to WCSL as a paid vendor only after full disclosure to, and advance approval by, the Board, and pursuant to any related procedures adopted by the Board;
- Not persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship with WCSL to terminate, curtail, or not enter into its relationship with ABC, or to reduce any benefit that may be provided to WCSL with respect to such relationship.