



# Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055

POLICY: 700 – 003

GROUP: OTHER POLICIES

TITLE: **Conflict of Interest**

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Whereas, New Hampshire non-profit charities are required by law to adopt a Conflict of Interest Policy to help ensure the integrity of the organization and its operators;

Whereas, the Trustees of the Wadleigh Memorial Library wish to maintain such a level of integrity for the Library and its operations and therefore adopt the following Conflict of Interest Policy similar to that governing New Hampshire non-profits.

(a) Each Trustee, prior to taking his or her position on the Board, and all existing Trustees shall submit in writing to the Chairperson of the Library a list of all businesses or other organizations of which he is an officer, director, trustee, member, owner (either as a sole proprietor or partner), shareholder, employee or agent, with which the Library has, or might reasonably in the future enter into, a relationship or a transaction in which the Trustee would have conflicting interests. The Chairperson of the Library Trustees shall become familiar with the statements of all Trustees in order to guide his or her conduct should a conflict arise.

(b) At such time as any matter comes before the Board in such a way as to give rise to a conflict of interest, the affected Trustee shall make known the potential conflict, whether disclosed by his or her written statement or not, and after answering any questions that might be asked him/her, shall withdraw from the meeting for so long as the matter shall continue under discussion. Should the matter be brought to a vote, neither the affected Trustee nor any other Trustee with a pecuniary benefit transaction with the Library shall vote on it.

(c) In any such vote, an alternate shall be appointed. A two-thirds vote shall be required where the financial benefit to the Trustee is between \$500 and \$5,000 in a fiscal year, and a two-thirds vote and publication in the required newspaper where the financial benefit exceeds \$5,000 in a fiscal year.

Adopted at Meeting of the Board of Trustees on \_\_\_\_\_ (date).

Chairperson: \_\_\_\_\_ (signature).

Secretary: \_\_\_\_\_ (signature).

## ACKNOWLEDGEMENT

I, \_\_\_\_\_, (Trustee's name) hereby acknowledge receipt of the Wadleigh Memorial Library Trustees' Conflict of Interest Policy. I understand its provisions and agree to abide by its terms as long as I hold the position of Trustee.

I hereby disclose information on all associations (all business and charitable organizations), which may involve a possible conflict of interest and will furnish further details upon request. (If none, so state. Do not leave blank.) Feel free to attach additional sheets if you need.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I, \_\_\_\_\_, (Trustee's name) hereby certify that the information set forth above is true and complete to the best of my knowledge. I also understand that I am required to disclose any other situation from which a possible conflict of interest might arise in the future.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Reviewed on November 15, 2022

Approved and Adopted by Wadleigh Memorial Library Board of Trustees: May 15, 2018