

**Silverdale Senior Center
Policies and Procedures Manual**

Category: Administration	Subject: Conflict of Interest
Board Approval: 6-20-24 Announced to Members: 6-28-24	Revision History: Revised:
Bylaws Reference: 6.03_7-18.-24 ver.	Responsible Party: Board of Directors

POLICY: Conflict of interest is defined as a personal or professional advantage or benefit provided to a member at the expense of the organization. SSC members, officers, and directors must

- a. Operate in an ethical manner as representatives of the organization.
- b. Disclose any conflict of interest as soon as it becomes known.
- c. Refrain from engaging in any actual or potential conflict of interest with regard to SSC business.

PROCEDURES:

1. Before the Board votes on any SSC organization obligations (e.g., contracts) potential conflicts of interest will be disclosed and discussed.
2. When a conflict exists based on that discussion, the Board member with the conflict shall refrain from engaging in deliberations or attempting to influence any decision and shall recuse themselves from voting on the issue.