



## Declaration of a Conflict of Interest

A conflict of interest exists when a member has a personal interest that impairs the independence of his or her judgment to the point that it tends to lead to the disregard of his or her public duty or interest and/or a member fails to adhere to the requirements set forth in the FDDC By Laws.

Should a conflict of interest arise, a member must recuse him or herself from any discussion, deliberation, and/or vote regarding the matter.

Employees of state agencies who serve in an official capacity as representatives of such agencies may recuse themselves to prevent conflicts with their agency policies. They may however provide comment on the underlying matter, taking care to limit their input to strictly informational purposes.

A member should only abstain from voting if he or she has a conflict of interest.

If the conflict is known, a member should complete a Declaration of a Conflict of Interest Form prior to the meeting or discussion.

If the conflict becomes apparent during discussions, the member should disclose the conflict and submit a completed Declaration of a Conflict of Interest Form within fifteen days.



## Declaration of a Conflict of Interest Form

NAME OF MEMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

MEETING: \_\_\_\_\_

DESCRIPTION OF CIRCUMSTANCES WHICH CREATE THE CONFLICT OF INTEREST:

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DID YOU PARTICIPATE IN DISCUSSION? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

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DID YOU ABSTAIN FROM VOTING? \_\_\_\_\_ YES \_\_\_\_\_ NO

DESCRIPTION OF THE MOTION: \_\_\_\_\_

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SIGNATURE \_\_\_\_\_