



Effective date: Feb. 16, 2023

Pacific Montessori Society Conflict of Interest Policy

Policy:

A conflict of interest will result in a voluntary or involuntary, temporary, or permanent, removal of the affected member from a position or role of authority.

Definitions:

- **Conflict of Interest:** A perceived, potential, or actual conflict of interest that impacts, affects, constrains, biases, or otherwise influences the actions or vote of a member of the Pacific Montessori Society Board or staff. A Conflict of Interest exists wherever an individual could benefit disproportionately from others, directly or indirectly, from access to information or from a decision over which they might have influence, or, where someone might reasonably perceive there to be such a benefit and influence.
- **Designated Authority:** A temporary chair or other appropriate authority selected by the board as may be required in fulfilling this policy.
- **Member:** A member of the Board of Directors (including the chair) and/or a member of the staff of the Pacific Montessori Society.

Policy rationale:

The Selkirk Montessori School Society will ensure that it fulfills its mission with integrity and to a high ethical standard. This requires that employees, directors, and other members of the Society avoid situations in which their personal interests are, or are perceived to be, in conflict with the interests of the Society. The Society and its agents develop and implement policies and processes with openness and transparency.

Policy Statement:

- I. **Declaration of a current or emergent conflict of interest:** The board of directors and staff are required to declare conflicts of interest in a timely manner to be recorded in the meeting minutes. This declaration would include and reveal any personal, family or business relationships they have that could introduce bias and influence their judgment.
- II. **Disclosure of a conflict of interest:** The board has a duty to disclose any specific conflict of interest to society members, staff, and external parties where that interest

may, in their judgment, affect the reputation or credibility of the organization, and to disclose the board's procedure for operating in the presence of such conflicts.

- III. **Conflict of Interest Ruling:** The chair of the board of the Pacific Montessori Society, in consultation with the board of directors, will make the final ruling on whether a conflict of interest exists. The chair will determine the appropriate or necessary course of action to be undertaken because of that ruling and will advise the affected parties. A conflict of interest, once declared or brought to the attention of the board, is deemed to exist until the chair or designated authority has made a conflict-of-interest ruling.
- IV. **Recusal:** Those with a real or perceived conflict of interest are expected to recuse themselves from voting on matters where the conflict exists. Recusals will be recorded in the meeting minutes. At the discretion of the chair, members with a real or perceived conflict of interest may participate in any or all related discussions.
- V. **Designated authority where the chair is in conflict of interest:** Where a conflict of interest involving the chair has been brought to the attention of the board, the chair shall step aside for the time necessary to make a determination. The remaining members shall select from within their membership a designated authority who will temporarily assume the role of chair and, in consultation with the remaining members, determine if a conflict exists and advise the chair and board. Upon advisement, the role, authority, and obligations of the chair may revert to the chair and the chair shall be bound by the terms otherwise expressed in this policy.
- VI. **Approval of unavoidable conflict:** Conflicts of interest (real and perceived) may be unavoidable and should not prevent an individual from serving as a member of the board of directors or a member of the staff unless, as determined by the chair in consultation with the board, the extent of the conflict of interest is so significant that the potential for divided loyalty is present in many situations and/or for a protracted period. Any direct or indirect business relationship between a member of the board of directors or a member of the staff and the Selkirk Montessori Society must be formally documented in writing and approved by the board. The conflict of interest must be noted in the minutes and this policy otherwise applied.
- VII. **Non-Compliance with this Policy or Protracted Conflict of Interest:** Circumstances where there is failure to comply with this policy, or circumstances where the conflict of interest is sufficient to impede the impartiality of the affected person on an ongoing basis, shall be referred to the chair or designated authority who will assess these circumstances and make a recommendation to the board. Options for consideration will include, but will not be limited to, the removal of the affected member from the board or staff.

Terms of Reference and Examples:

Examples of possible conflict of interest situations with respect to Pacific Montessori Society include, but are not limited to:

- A board/staff member has a direct or indirect personal or business relationship with the Society as a supplier of goods or services or as a landlord or tenant.
 - A staff member has a personal/financial relationship with a client of the Society outside of the workplace.
 - The Society employs someone who is directly related to a board member or other staff member.
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