



Maine Developmental Disabilities Council

Conflict of Interest Policy

This policy is designed to handle conflicts of interest fairly for members of the Maine Developmental Disabilities Council. It helps the Council run smoothly while protecting the integrity of the organization, its members, and staff. The policy recognizes that conflicts of interest, whether real or perceived, can happen during Council activities. Its goal is to make sure no member personally benefits from the Council's actions or programs.

Definitions

Conflict of Interest: This happens when a Council member benefits, either directly or indirectly, from any grant, contract, decision, or action made by the Council that involves that member. It also applies if the member accepts any kind of payment, gift, or reward from someone who could benefit from the member's actions.

Family Member: This includes, but is not limited to, a Council member's spouse or partner, parents (including in-laws) or guardians, siblings and their spouses/partners, and children and their spouses/partners.

Individuals and Organizations Covered

Conflicts of interest apply to:

1. The Council member themselves.
2. The family members of the Council member.
3. Partners or business associates of the Council member.
4. Any organization where any of the above is an officer, director, member, employee, or consultant.
5. A person or organization that any of the above is negotiating with or has an arrangement with for potential employment.

Actions Prohibited

No Council member shall:

1. Take part in discussions, decisions, or voting on a grant or contract where they have a conflict of interest, whether real or perceived.
2. Ask for or accept anything of value (like money, gifts, or services) from a grantee or potential grantee.
3. Apply for a Council project if they were involved in recommending the project or creating the Request for Proposal, even if they are not currently a member.
4. Receive funds from any Council-funded grant or contract (except for approved travel or business expenses) or use their salary as a match for any Council-funded grant.
5. Use the Council to sell goods or services.
6. Hire family members for Council work.
7. Represent their personal opinion as the opinion of the Council.
8. Use the Council for their own or their family members' election to public office.
9. Use their position to gain special privileges or exemptions for themselves or family members.
10. Share information from their Council duties that is protected by State or Federal laws, unless it was discussed in an open meeting.

Any Council member with a conflict of interest must not:

1. Take part in Council or committee activities while Requests for Proposals are being developed.
2. Be involved in discussions, screening, or selection of grants or contracts.
3. Vote on funding decisions.
4. Take part in contract negotiations, or the management or evaluation of grants or contracts.

Exceptions

1. Agencies connected to Council members are allowed to present to the Council or receive grants from the Council, as long as the Council members do not share in the profits or receive compensation from those agencies.
2. If a Council member discloses a conflict of interest, but the Council believes their services are highly beneficial to the public, the Council may grant an exception through a majority vote.
3. A Council member who has a developmental disability or is connected to someone with a developmental disability is not considered to have a conflict of interest just because of that disability or relationship.

Disclosure

1. Each Council member must publicly disclose any potential or significant conflicts of interest and explain how they or their organization might benefit from the Council's activities and decisions.
2. .When joining the Council and every year after that, each Council member must review the conflict of interest statement, fill out, sign, and submit a Conflict of Interest Disclosure Form to the Executive Committee.

Determination of Conflicts

The Executive Committee will decide if a conflict of interest exists after reviewing all the information provided by the Council member. The full Council must approve the Executive Committee's decision.

Intentional Violations and Penalties

In addition to any penalties under state or federal law, Council members who intentionally violate these Conflict of Interest Policies will have their membership terminated.



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Conflict of Interest Yearly Statement & Disclosure

I, _____, a member of the Maine Developmental Disabilities Council, officially state and sign:

- 1) I have read and understand the Conflict of Interest Policy of the Council.
- 2) I am not currently in violation of any of the provisions of the Conflict of Interest Policy.
- 3) I will immediately notify the Council Chair or Executive Director during the following year if I find that any of the provisions of the Conflict of Interest Policy apply to me. I further agree to specify the circumstances surrounding any conflict or potential conflict as it arises to the Council Chair or Executive Director.

Below is a list of organizations or groups that I or a close family member (such as a parent, sibling, spouse/partner, or child) are involved with—whether through membership, employment, funding, services, or other connections—that could present a potential conflict of interest under the Conflict of Interest Policy.

Name of Organization	Connection
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

I hereby certify that the above information is true and complete to the best of my knowledge.

Signature: _____ Date: _____