

ADMINISTRATIVE POLICY 16

Conflict of Interest Policy

1. In clarifying the presbytery's adoption in 1998 of the General Assembly's "Life Together in the Community of Faith: Ethical Behavior for Church Officers," the following conflict of interest policy has been adopted by the presbytery.
2. All members of presbytery council, commissions, committees or divisions shall make every effort to avoid conflicts of interest or the appearance of conflicts of interest.
3. A presbytery council, commission, committee or division member shall not disclose or use information relating to the business of Heartland Presbytery for purposes of personal advantage or profit or intimidation in such a manner that a conflict arises between the interest of Heartland Presbytery and his/her the member's interest.
4. There shall be no self-dealing or conduct of private or personal services between the presbytery council, commission, committee or division members and Heartland Presbytery, except as procedurally controlled to assure openness, competitive opportunity and equal access to otherwise "inside" information.
5. Presbytery council, commission, committee or division members shall not use their positions or "inside information" to obtain for themselves, their family members or close associates employment, grants, loan approvals or contractual agreements with or within Heartland Presbytery.
6. Certain conflicts of interest will always exist, for example: discussions concerning a church or entity of the presbytery where a presbytery council, commission, committee, or division member is either a member of that church or entity's board, staff (ordained or lay, volunteer or paid) or has family members (either by blood or marriage) in that congregation or on that entity's board.
7. In the event that it is not entirely clear that a conflict of interest exists, the individual with the potential conflict shall disclose the circumstances to the stated clerk and the moderator of Heartland Presbytery who shall determine whether a conflict of interest exists.
8. A presbytery council, commission, committee, division member who has a conflict of interest shall declare the conflict when the meeting agenda is being approved if possible, or at the first opportunity thereafter.
9. If it is believed a presbytery council, commission, committee, division member does have a conflict of interest but has not declared it, the body shall determine with a simple majority vote if a conflict of interest exists. The member shall abide by the body's ruling.

10. Those who declare a conflict of interest shall be excluded from the meeting room during the discussion and vote and may not speak to or vote on motions or amendments concerning the matter in the future on the matter which they have made the declaration. Members who declare a conflict of interest shall not attempt to exert personal influence with respect to the matter either at or outside the meeting.
11. Those who abstaining from participation or leave the meeting because of their declared conflict of interest are still included as present in determining whether there is a quorum. The minutes must record all declarations of conflict of interest.
12. The Conflict of Interest/Related Party Questionnaire shall be distributed by the stated clerk for completion by all persons serving on a presbytery council, division, commission, committee, sub-committee or task force at the beginning of each calendar year.
13. The next page is the “Conflict of Interest/Related Party Questionnaire.”

CONFLICT OF INTEREST/RELATED PARTY QUESTIONNAIRE

A conflict of interest may relate to you, your spouse, family members, business interests, and/or associates. Conflicts of interest may arise when one party has the ability to significantly influence the policies and practices of the other, to the extent that one of the transacting parties might be prevented from fully pursuing the interests of Heartland Presbytery rather than his/her own personal, ministerial, separate or related-party interests.

	<u>Yes*</u>	<u>No</u>
1. I (or a party related to me) hold, directly or indirectly, a position of financial interest in an outside concern from which Heartland Presbytery secures goods or services.	_____	_____
2. I (or a related party to me) render directive, managerial, or consultative services to, or am an employee of, any outside concern that does business with Heartland Presbytery.	_____	_____
3. I have accepted gifts or other benefits from any outside concern that does, or is seeking to do, business with Heartland Presbytery.	_____	_____
4. I have participated in decisions of Heartland Presbytery that affect mission, ministry or management decisions concerning transactions that affect or benefit me, my family, my personal financial interests or my church of membership or service.	_____	_____
5. I (or a related party to me or my church) have been indebted to Heartland Presbytery at some time during the above stated period. If so, please note the nature, date, terms, and amount.	_____	_____
6. Heartland Presbytery has guaranteed a loan that benefited me, a related party of mine or my church of membership or service. If so, please note the nature, date, terms, and amount.	_____	_____

*If you answered “Yes” to any of these statements, please provide further explanation and information on any related-party transactions.

I have read and understand the Conflict of Interest Policy and agree to abide by it as well as notify the Stated Clerk of Heartland Presbytery if there are any changes in the status of my current answers.

 (Signature)

 (Date)