

- The board gives out on-call positions to friends or family without telling all members that positions are available.

There are other types of conflict of interest. The co-op should deal with them by using the principals contained in this by-law.

ARTICLE 2 – PROCEDURES

- 2.1** The facts of each case are different, and careful judgement is needed to decide whether there is a conflict of interest. Even a perception of conflict of interest could undermine the appearance of integrity and the credibility of the co-op's business practices and the government funding program.

Therefore, the board and members should follow the procedures below to determine if there is a conflict and to deal with the conflict if it exists.

(a) When a director has or may have a conflict of interest

When a director has or may have a conflict of interest:

The director must declare the conflict of interest, or possible conflict of interest, in Writing at or before the first board meeting after becoming aware of the conflict of interest or potential conflict of interest. This declaration must be recorded in the minutes of the meeting.

If the director does not declare a conflict of interest or possible conflict of interest, But another director is aware of one, the other director should bring it up at the meeting.

The board must consider the matter no later than the second meeting after the notice of the conflict of interest was given. This discussion must be recorded in minutes of the meeting.

The board then decides if there is a conflict of interest. If the board decides that Is a conflict of interest the director cannot vote on the matter and must not be

Present at any of the parts of meetings when the matter is discussed and does not count in quorum for those parts of the meeting.

(b) Financial conflicts of interest

This paragraph applies in addition to paragraph 2.1(a) if a director or officer has or may have a financial conflict of interest.

In the case of contracts or agreements the provisions of Article 4.2 apply.

Other financial conflicts of interest may be approved if the board believes that there is a reasonable alternative, that their decision is in the best interest of the co-op and is appropriate for a body that receives significant public funding.

Where the board approves a financial conflict of interest they must report it at the next meeting of the members. This does not apply to payments for on-call duties as set out in Article 4.3

If the board does not approve the financial conflict of interest the minutes must show this.

(c) When a committee member has or may have a conflict of interest

A committee must follow the same procedures as the board if a committee member has or may have a conflict of interest. The matter can be appealed to the board if there is a dispute. The board's decision is final.

If the conflict of interest is financial it must be referred to the board. The board's decision is final.

(d) When an employee or agent has or may have a conflict of interest

An employee or agent who has or may have a conflict of interest must report it to their supervisor and follow the supervisor's directions.

The manager/co-ordinator must report a conflict of interest to the staff liaison (if there is one) or to the president. The president or staff liaison will report it