

## **16. Conflict of Interest Policy.**

- a. The APA Ohio Chapter standard of behavior is for all Board members, employees, contractors, and volunteers to scrupulously avoid any conflict of interest between the interests of the APA Ohio Chapter on one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceptions of conflicts of interest.
- b. All APA Ohio members that participate in the APA Ohio Chapter's administration, including the Chapter Treasurer, Chapter President, APA Ohio Executive Director, and Section Directors and Treasurers are expected to conduct themselves in a manner consistent with the AICP Code of Ethics.
- c. The purposes of this policy are: to protect the integrity of APA Ohio's decision-making processes; to enable the Chapter's members to have confidence in the Chapter's integrity; and to protect the integrity and reputation of volunteers, contract staff, and Board members.
- d. In the course of meetings or activities, Board members, employees, contractors, and/or volunteers will disclose any interests in a transaction or decision where they themselves (including their businesses or other nonprofit affiliation), their family and/or significant others, employers, or close associates will receive a benefit or gain. After disclosure, Board members, employees, contractors, and/or volunteers may be asked to leave the room for the discussion and will not be permitted to vote on the question.

*Excerpted from the APA Ohio Accounting Practices and Financial Administration Guide, as adopted by the APA Ohio Board September 23, 2016.*