

**COLLEGE OF THE ROCKIES FACULTY ASSOCIATION**

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**FEDERATION OF POST SECONDARY EDUCATORS - LOCAL 6**

# Draft CORFA Conflict of Interest Guidelines

This Guideline applies to all CORFA members at all CORFA Executive, General, or Committee meetings, or any other meeting where a member is representing CORFA.

A conflict of interest arises when a CORFA member’s private interests supersede or compete with the interests of the Association. It is a situation that has the potential to undermine the impartiality of a person. It can occur when a person has a personal interest or stake in the outcome of a decision.

CORFA members have an obligation to declare a conflict of interest, real or potential, prior to discussion or decision of an issue.

A real conflict of interest exists if the CORFA member exercises an official power or performs an official duty or function, knowing that in doing this, there is the opportunity to further a private interest.

A potential conflict of interest exists when there is reasonable apprehension, which reasonably well-informed persons could properly have, that a real conflict of interest exists on the part of a member. The Executive will determine by a two-thirds majority vote whether or not a conflict of interest exists. Members perceived to be in a conflict will refrain from voting on this.

In general, voting on matters which have an effect on a broad group by a member of that group is not considered a conflict of interest.

If a member declares a conflict, that person must absent themselves from the discussion and voting on that particular matter.

If the conflict is discovered after the decision has already been made, then Executive will decide whether or not the member’s involvement influenced the decision. If it is decided the conflict influenced the decision, the Executive will reconsider the decision and confirm, rescind, or vary it.

If the Executive finds a member has failed to declare a conflict, it may either issue a letter of reprimand or accept the member’s letter of resignation from the Executive.

A copy of the letter of reprimand would be placed in a sealed envelope and be kept for two years in a locked cabinet in the CORFA Office. If there were no further incidents, the President, in the presence of another member of the Executive, would destroy the sealed envelope after the two years have passed.

(Draft for AGM, April 2016)