

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST – QUICK CARD

STATEMENT: [Assembly Member gets in the queue at a meeting to state] I would like to make a disclosure regarding a potential conflict of interest. *(It shall be the duty of the Assembly member to disclose any private interest in a public meeting and state the nature of the interest, including whether it is financial or personal, in sufficient detail to permit the chair or the other members of the body to determine if the private interest is substantial.)*

CHAIR: The Question before the Chair or the Assembly will be “Does Assembly Member [name of member] have a substantial private interest, including a financial or personal interest, in the matter to be described [describe matter,] before the Assembly?”

Duty and Procedure for Member Disclosure.

1. Please provide a **detailed description** of the interest.
2. Is the interest **financial OR personal**? If the interest is financial, **what is the size** of the interest?
3. **Who holds the interest?** *(The description shall allow the body to determine if the interest applies to the person making the disclosure, an immediate family member, household member, an organization, or if the interest is possessed by the public or a large class of persons.)*
4. **When did the interest arise?** *(The description shall allow the body to determine whether the interest was in the past, is ongoing, or might arise in the future.)*
5. How does the matter before the body **impact the interest**? Specifically:
 - a) Is the interest a substantial part of the matter under consideration?
 - b) Does the impact on the interest directly vary with the outcome of the official action?
 - c) Is the impact on the interest immediate or conjectural and dependent on factors beyond the official action?
6. Do you believe your interest prevents you from placing the **public interest on the official action above your private interest**? Do you believe you **should be excused** from participation in the official action on this matter? *(The disclosing person’s belief that they should or should not be excused is a factor the body should consider but is not determinative and the decision rests with the body.)*

Procedure for the Chair.

1. Do the other members have any questions for the member disclosing?
2. Evaluate the interest. Substantial conflicts of interest are prohibited. Interests that are large in size and direct in connection are substantial interests (prohibited conflicts of interest). Interests that are insignificant in size and remote/indirect in connection are not substantial interests (permissible conflicts of interest). The more significant the size of the interest, the less direct the connection needs to be to make the interest substantial.
3. The Chair rules on the disclosure:
 - **If the vote on the question is in the negative**, then the Assembly member may fully participate in all further proceedings on the decision or matter.
 - **If the vote on the question is in the affirmative**, then the Assembly member shall not vote and shall not participate in any further proceedings or decisions on the matter.

For more detailed information, see previous page and reproduction of AMC 1.15.060.