



Conflict of Interest Policy

Date Drafted: November 11, 2008

Date Proposed for Board Consideration: November 18, 2008

Accepted by the Board: November 18, 2008

Reaffirmed without Changes: February 28, 2018

This Conflict of Interest Policy of National Public Records Research Association: (1) defines conflicts of interest; (2) identifies classes of individuals within the association covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to be followed in managing conflicts of interest.

1. Definition of conflicts of interest. A conflict of interest arises when a person in a position of authority over the association may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.

2. Individuals covered. Persons covered by this policy are the association's officers and directors.

3. Facilitation of disclosure. Persons covered by this policy will annually disclose or update to the President of the Board of Directors on a form provided by the association their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.

4. Procedures to manage conflicts. For each interest disclosed to the President of the Board of Directors, the President will determine whether to: (a) take no action; (b) assure full disclosure to the Board of Directors and other individuals covered by this policy; (c) ask the person to recuse from participation in related discussions or decisions within the association; or (d) ask the person to resign from his or her position in the association or, if the person refuses to resign, become subject to possible removal in accordance with the association's removal procedures. The association's executive director will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the President of the Board of Directors in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.