

**ACT: Alliance for Community Transportation
CONFLICT OF INTEREST POLICY**

Any potential conflict of interest (e.g., Board Membership, Professional Affiliation, Personal Business or Family Relationships) on the part of any member agency, or its representative, shall be disclosed in writing to Alliance for Community Transportation (ACT) Officers. This conflict includes membership in any organization with which ACT has, or might reasonably in the future enter into, a relationship or transaction in which the member agency would have conflicting interests.

At such time as any matter comes before members regarding future planning or involving any issue of which a member might be a beneficiary, the affected member agency's representative shall make known the potential conflict, whether disclosed by his/her written statement or not. The membership may ask questions of the member with a potential conflict and, if the membership reaches a consensus, by a 2/3 majority, that a conflict is present, may ask the affected member to withdraw from the meeting. If the member with a potential conflict has significant knowledge or expertise in a topic up for discussion and the membership would like to be able to ask him/her questions, the affected member may be asked to recuse him/herself from the discussion but remain in the room to be available to provide information if asked. A recused member shall only answer questions directed at him/her. If a member with a potential conflict does not make that conflict known, any other member may bring the potential conflict to the group's attention. The group will then discuss the potential conflict and decide whether or not a conflict is present by reaching a consensus of 2/3 majority of members present.

The minutes of meetings in which a potential conflict has arisen shall specifically reflect that a disclosure was made, if any questions were asked of the affected member, if the membership reached a consensus that a conflict was present, and if the affected member was allowed to remain part of the discussion, withdrew from the meeting and any voting on the issue, or recused him/herself from the discussion but was available to answer questions directed at him/her. Every new member will be advised of this policy upon entering the Alliance and shall sign a statement acknowledging understanding of, and agreement to this policy. All continuing members will review and sign this document annually.

Please list below any potential conflicts of interest (e.g., Board Memberships, Professional Affiliations, Personal Business or Family Relationships):

(continue on reverse side if necessary)

By signing this, I agree that I have read and understand this Policy, and will comply with its provisions.

Member Agency

Member Agency Rep's Signature

Printed Name of Agency Rep

Date