

BRANDON MILITARY RELATIONS COMMITTEE/BRANDON SALUTES-
STATEMENT OF ETHICS AND CONFLICT OF INTEREST GUIDELINES

References: A. Terms of Reference – Brandon Military Relations Committee

DEFINITIONS

1. COI means a conflict of interest that arises from an activity or situation that places a committee member in a real, potential or apparent conflict between their private interests and their official duties and responsibilities as a committee member.
2. A conflict of interest may occur where a reasonably well informed person has a perception that a member participates in decisions on behalf of the committee that promotes the member's personal interests.
3. The member must immediately disclose any conflict of interest to the Chair, be it real, potential, or apparent, that arises during the discussion of a matter in their presence during a meeting.
4. If the committee decides at any time during a meeting that there is a COI with a member, that member will be requested to refrain from participation in the discussion and will leave the meeting at the committee's request.
5. A member shall not disclose information obtained as a result of the member's duties on the committee for personal gain unless such information has been made available to the public.
6. The chair is responsible for the interpretation, application and enforcement of the board members' statement of ethics and conflict of interest guidelines as pertaining to a committee member. All complaints concerning a possible violation of these guidelines shall be made in writing to or by the chair with a copy provided to the committee member indicated.

Penalties imposed for the breach of the code of ethnics may include, but are not limited to, the following:

 - a) exclusion of the committee member from portions of all future meetings and discussions which relate to the stated conflict of interest;
 - b) censure of the committee member, in private, in public or both; or
 - c) removal of the committee member from office by a resolution passed by a vote of two-thirds of the committee.
7. Should the chair be the subject of a written complaint, the vice-chair shall perform the duties normally assigned to the chair in this matter.