

Procedure Reference BCPR_2206N_BG/GOV

Procedure Sponsor: Board of Governors

- 3.4 If a Member is in doubt whether a situation involves a conflict of interest, the Member will immediately seek the advice of the Chair. The Chair may seek legal advice to consider whether a conflict exists.
- 3.5 If a Member is concerned that another Member is in a conflict of interest, the reporting Member will immediately bring the concern to the other Member's attention and request that the conflict be declared. If the other Member refuses to declare the conflict, the reporting Member will immediately bring their concern to the attention of the Board Chair by providing a description of the potential conflict of interest along with any evidence related to the concern to the Chair.

Students and Employees

- 3.6 Any student or employee of the College may bring a concern that a Member is in a conflict of interest to the attention of the Chair by providing a description of the potential conflict of interest along with any evidence related to the concern to the Chair.
- 3.7 If a student or employee has a concern that the Chair has a conflict then the matter will be referred to the Vice Chair and the Vice Chair will make a determination of whether a conflict exists acting, for that purpose, as the Chair.

Responsibilities of the Chair

- 4.1 When the Chair receives information that a Member may be in a conflict of interest from the voluntary disclosure of the member or a written or verbal description from another Board Member, or a student or employee of the College,

Regular meeting of the Board and Section 4.5 of these Procedures will apply to the member who is in a conflict of interest.

Awaiting a Determination of Conflict

- 4.5 After a potential conflict has been communicated to the Chair and while awaiting a decision from the Chair or if the Chair determines a conflict exists, the Member:
- a) May attend Board meetings;
 - b) May remain in the room but will not take part in the discussion of the matter unless invited to do so by the Chair;
 - c) Will not vote on any questions in respect of the matter and will leave the room prior to any vote on the matter giving rise to the conflict (although the Member may be counted in the quorum present at the Board meeting).

College and Institute Act

Okanagan College Board Bylaws

Date	Action
2022-06-22	New procedure approved by Board of Governors: <i>Procedures for Disclosure by Okanagan College Board of Governors</i> Previously in Board Bylaws.