

York Area Quaker Meeting Policy Conflict of Interest Adopted by Trustees on 14/10/2018

Conflicts of Interest

Conflicts are most likely to arise in a meeting of Trustees, Area Meeting, a Local Meeting for Business or in any committee:

- where a Friend, a member of their family, or a close friend or associate: a) has an actual or potential business interest in the matter under consideration

b) might benefit personally from a decision (for example, from a decision about the basis on which expenses will be reimbursed, or about the circumstances in which grants will be offered towards the costs of participating in events)
- where a Friend has a dual role (for example, is also the Treasurer or attends a Local Meeting to which Trustees are considering offering financial support)

Conflicts of interest may arise for a variety of other reasons. All Friends must be aware of that possibility and declare any potentially conflicting interest.

Handling conflicts of interest

A Friend who is aware of a possible conflict of interest must declare this at the start of the meeting or at least as soon as this becomes apparent. The meeting must then agree on the action to be taken. This may be for the Friend declaring an interest to take no part in the discussion and decision. Or the Friend may be asked to leave the room while that matter is considered.

All declarations and the action taken must be minuted.

When a Friend is appointed to be a Trustee or as Area Meeting or Local Meeting Clerk or Treasurer and signs the required Fit and Proper Persons Declaration, it will be helpful for them to add any information about their work or circumstances that might generate a conflict of interest (for example "I am a Chartered Surveyor and might be contracted to work for the Meeting").