

DEMOCRATIC PARTY OF SACRAMENTO COUNTY

STANDING RULE AMENDMENT

X/X/202X – DPSC Zoom

STANDING RULE 202X-XX

Adopting a Policy on Conflicts of Interest

BE IT RESOLVED, That the Democratic Party of Sacramento County encourages the active involvement of its members in the community and, in order to deal openly and fairly with actual and potential conflicts of interest that may arise as a consequence of this involvement, the DPSC adopts the following Conflict of Interest Policy as an amendment to the Standing Rules of the Democratic Party of Sacramento County, to be promulgated in the same manner as, and appended to, the Constitution or Bylaws:

*[Note: additions are **bolded**, deletions are ~~struck through~~]*

ADDENDUM VII: STANDING RULE – CONFLICTS OF INTEREST POLICY

SECTION 1. POLICY

Members are expected to use good judgment, to adhere to high ethical standards, and to conduct their affairs in such a manner as to avoid any actual or potential conflict between the personal interests of a member and those of the DPSC:

- 1. A member shall not vote on a question in which they have an interest not common to the other members of the DPSC;**
- 2. Both the fact and the appearance of a conflict of interest should be avoided; and**
- 3. This policy shall not apply if a conflict of interest is de minimis.**

SECTION 2. DEFINITIONS

- 1. An *interest* refers to any commitment, investment, relationship, affiliation, obligation, or involvement, financial or personal, direct or indirect, that may influence a **person's** judgment.**
- 2. A *conflict of interest* exists when the loyalties or actions of a member are divided between the interests of the DPSC and the interest of the member.**

[or]

A conflict of interest is present when a member's stake in a decision is such that it reduces the likelihood that the member's influence can be exercised impartially in the best interests of the DPSC.

3. A *question* is any motion or other item of business that requires a vote or consent of the membership or board.

4. *Person* means any individual, trust, estate, partnership, association, union, company, or corporation.

SECTION 3. PROCEDURES

1. Determining whether a conflict of interest exists:

- a. The chair of the DPSC shall rule on whether a member has a conflict of interest on a pending question. Such a ruling is subject to appeal, which shall follow the appeal process described in the parliamentary authority.
- b. Any member shall have the right to make a point of order regarding the existence of a potential conflict of interest. The point of order shall identify the potential conflict of interest and be treated as a demand that the Conflict of Interest policy be enforced. The point of order shall be handled in the manner described in the parliamentary authority.

2. Duty to disclose:

- a. **Each member shall disclose to the chair of the DPSC all material facts regarding the interests of such member with any person affected by a question before the DPSC.**
- b. At any meeting of the membership at which a question involving an interested person will be considered, a member shall disclose to the membership all material facts regarding the member's affiliation with any person affected by the question discussed before the DPSC.

3. Consequences of the existence of a conflict of interest:

- a. If it is determined that a conflict of interest exists, the member shall leave the meeting while the question is discussed and shall not vote on it.
- b. The minutes of any meeting at which such a conflict of interest is determined to exist shall record the member affected by the ruling, the nature of the interest, the material facts disclosed by the member, the ruling of the chair, and the result of any appeal.

SECTION 4. ANNUAL STATEMENTS

1. Each member shall sign an Annual Disclosure Statement which affirms that the person has received a copy of this Conflict of Interest Policy, has read and understood the Policy, and has agreed to comply with the Policy, and discloses any direct or indirect affiliations.
2. All Annual Disclosure Statements shall be submitted to a Membership Director of the DPSC and filed with **the minutes of the first meeting of the Executive Board held each year.**

SECTION 5. REMEDIES

Any member who fails to comply with this Conflict of Interest Policy may be censured or be subject to discipline.

SECTION 6. OTHER COVERED PERSONS

Officers, associate members, members of committees, and employees of the DPSC shall also be required to abide by this Conflict of Interest Policy.

SECTION 7. EXEMPTIONS

No relationship with an organization affiliated with the DPSC shall be considered a conflict of interest. Affiliated organizations include but are not limited to:

- 1. Chartered clubs of the DPSC;**
- 2. Other Democratic Central Committees;**
- 3. The California Democratic Party;**
- 4. The Democratic National Committee; and**
- 5. Any other organization operating under the authority of the Democratic Party.**

**ANNUAL AFFIRMATION & DISCLOSURE STATEMENT
OF THE
DEMOCRATIC PARTY OF SACRAMENTO COUNTY**

The Conflict of Interest Policy of the DPSC requires an annual affirmation that you have received, read, understand, and agree to comply with the Conflict of Interest Policy. In addition, the Policy requires that you annually disclose (1) your affiliations with any organization with which the DPSC may have a financial relationship, and (2) persons with whom you have a close relationship (such as a family member or close companion) who are affiliated with any organization with which the DPSC may have a financial relationship.

Please sign this Statement indicating your affirmation as described above. Please disclose, in addition, any applicable affiliations known to you.

Please return this statement to the Chair or Membership Director of the DPSC by January 31.

Your Name: _____ Date: _____

Business or Organization	Nature of Relationship	Dates of Relationship
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Reviewed By: _____

Date: _____