
Oregon Council of Teachers of English (OCTE)
Conflict of Interest Policy

Adopted by OCTE June 30, 2009; Revised June 22, 2014

POLICY: This Conflict of Interest Policy for the Oregon Council of Teachers of English 1) Defines conflicts of interest; 2) identifies classes of individuals within the Oregon Council of Teachers of English covered by this policy; 3) facilitates disclosure of information that may help identify conflicts of interest; and 4) specifies procedures to be followed in managing conflicts of interest

PROCEDURES:

1. **Definition of conflicts of interest:** A conflict of interest arises when a person in a position of authority over the Oregon Council of Teachers of English may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.

2. **Individuals Covered:** Persons covered by this policy are the Oregon Council of Teachers of English officers, directors, or other appointed individuals.

3. **Facilitation of disclosure:** Persons covered by this policy will annually disclose or update the President of the Oregon Council of Teachers of English or designee their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.

4. **Procedures to manage conflicts:** For each interest disclosed to the President of the Oregon Council of Teachers of English (or designee), the President (or designee) will determine whether to : 2) take no action; b) assure full disclosure to the Oregon Council of Teachers of English board; c) ask the person to recuse from participation in related discussions or decisions within the Oregon Council of Teachers of English; d) ask the person to resign from his or her position in the Oregon Council of Teachers of English. The President (or designee) will monitor proposed or ongoing transactions for conflicts of interest.