

Conflict of Interest and Confidentiality Statement and Procedure

STATEMENT

Certain activities sponsored by Core may pose an actual or potential “conflict of interest” between a member’s business or personal affiliations and their participation in the Association. Core members asked to serve as officers, on committees, or in other leadership roles must be conscious of real or potential conflicts of interest and the possible effects of such conflicts on the credibility of the division. Such activities include, but are not limited to:

- Service as an elected or appointed officer;
- Service on nominating committees;
- Service on award committees;
- Service as a liaison from Core to other organizations within or beyond ALA;
- Service as a journal editor or on a journal committee;
- Discussion and evaluation of standards for services received from suppliers;
- Awarding of contracts to suppliers of Core systems, materials, or services;
- Participation in programs or presentations to the membership as a whole;
- Acceptance of any services, loans, or promises of future benefits;
- Acceptance of any gift or entertainment of greater than nominal value,
- Other activities which may influence or have financial implications for one's work or personal life.

No member should make, participate in making, or use his/her Core position to influence the making of any committee, section, or division decision in which the member has a direct or indirect financial or personal interest.

Core Board members shall be exempt from accepting personal monetary payment from Core (examples are but not limited to webinars, courses, and Core journals/monographs) during their term of office. Payment may be made to their employer or donated to the Core Scholarship or Advancement Fund. In addition, Core Board members shall be exempt from applying for Core scholarships and awards that provide personal monetary gifts.

Core Journal Editors shall be exempt from accepting personal monetary payment from Core for work they oversee unless the Board determines to pay Editors a stipend for their work as an Editor.

In addition, because of their positions as fiduciaries, members of the Core Board of Directors obtain sensitive and Confidential Information that is not intended for public dissemination.

Confidential Information is defined as all information obtained in executive sessions of any ALA Board meeting, including its Divisions and other information of a sensitive or confidential nature, including but not limited to information about association staff, transactions, finances or potential or current litigation. Confidential Information excludes all information disseminated at open sessions of the ALA Executive Board, Council, and Division Board Meetings

PROCEDURE

On an annual basis, ideally in July at the beginning of each term, identified key officers and volunteers of Core will review the Conflict of Interest and Confidentiality Statement and Procedure, complete and sign the Conflict of Interest Form and the Confidentiality Form.

Throughout the term, if a member determines that they should *not participate in a decision* because of an actual or potential conflict of interest, this should be disclosed to either the chair of the group in question or to the group as a whole. In the case of a *voting body*, the determination and disclosure should be made part of the official record of the body, and the member should abstain from discussion and action on the matter(s) in conflict. In the case of a *committee appointment* the disclosure should be made in writing to the appropriate appointing officer. Nominating committees approaching members to be candidates for elective office should ask possible candidates to disclose any potential conflict of interest before agreeing to run for office. Disclosures of potential conflicts of interest, written or verbal, in the case of committee appointments or as a *candidate for elective* office should receive a written response from the appropriate appointing officer or the nominating committee.

Any member who is unsure of their responsibilities in this area may request assistance from the Core Executive Director and the Core Board of Directors, as appropriate. Core bears an equal responsibility for dealing fairly and professionally with its members in the area of conflicts of interest. Great care should be taken to ensure that a person's reputation is not affected negatively in the resolution of such conflicts.

If a member fails to identify a conflict of interest which may reflect negatively on the actions of Core, the Core Board of Directors may, by a majority decision, alter or eliminate the member's Core assignment or responsibility.

Adopted by the Board: January 2023

Amended by the Board: May 2024