

Section 9 - ETHICS AND CONFLICTS OF INTEREST

A member of the Board shall recuse from discussion or voting on any matter in which that member has a real or apparent conflict of interest. Decisions regarding conflicts of interest shall be evaluated on a case-by-case basis with reasonable application of the principles provided in this Section. A conflict of interest shall at a minimum include, but is not necessarily limited to:

- (1) Discussing, voting on, or otherwise acting on a matter in which a member or any person in the member's immediate family, the member's partner, or an entity with whom the member has family or business ties has a direct financial or beneficial interest.
- (2) Discussing, voting on, or otherwise acting on a matter involving work on property which is owned by that member or which is adjacent to property owned by that member.
- (3) Discussing, voting on, or otherwise acting on a matter when the member's employee or employer is an applicant or agent for an applicant, or has a direct financial or beneficial interest in the outcome.

9.2 A member of the Board shall not solicit or accept gratuities, favors, or anything of monetary value from persons or entities in a position to benefit from a decision of the Board.

9.3 A member of the Board shall not obtain, for the member or for any person with whom the member has business or family ties, any financial or beneficial interest in a matter which may be affected by a decision of the Board.

9.4 A member of the Board shall disclose the general nature of any potential conflict, real or apparent, and, except when it violates a confidence, shall disclose all pertinent facts relating to the potential conflict. These disclosures shall be made prior to discussion and voting when possible and shall be recorded in the minutes of the proceedings. If the member believes that the potential conflict warrants abstention, the member may abstain from discussion and voting on the matter.

9.5 A member who cannot vote due to a conflict of interest shall, during deliberation of the matter before the Board, leave the meeting or the area where the members sit until action on the matter is concluded.

9.6 When a question has arisen as to whether a member is ineligible to participate in discussion or vote on a matter because of a conflict of interest, the Board may deter

mine that the member is ineligible due to a conflict of interest by a vote of a majority of the other members present. Upon such a determination, the ineligible member shall not participate in discussion or vote on the matter.

9.7 Members shall not act, hold themselves out, or permit themselves to be perceived as official representatives or spokespersons for the Board without authorization from the Board. When communicating for personal purposes on matters that may relate to the Board's business, members shall clearly indicate that their statements are made in a personal capacity and do not necessarily reflect the views of the Board.

9.8 Members shall not communicate with DDA staff directly about matters of personal interest that may relate to DDA business, unless otherwise authorized by the Board and DDA Executive Director.

9.9 To maintain public confidence in the objectivity of the Board and to avoid the appearance of bias or prejudice a member shall not speak or appear before the Board on behalf of or as a representative of a potential or actual petitioner.

Members shall conduct themselves in a fair, courteous, and understanding manner at all times in the discharge of their duties and shall avoid exchanges or actions based upon personal differences. Members shall be respectful of other members, the public, petitioners, and DDA staff.