

**STRATEGIC ACTION PLANNING GROUP ON AGING
POLICIES AND PROCEDURES REGARDING
RULES OF CONDUCT
September 11, 2015**

It is the policy of the Strategic Action Planning Group on Aging that its appointed members must sign a declaration in writing of all substantial business interests or representational interests the member has to a known past, current, or potential recipient of funds or any funds guided by the . Members of the Planning Group shall conduct themselves in a manner to avoid actual or apparent conflicts of interest, as defined in statute in CRS 24-18-108.5.

CRS 24-18-108.5 Rules of conduct for members of boards and commissions. (1) Proof beyond a reasonable doubt of the commission of any act enumerated in this section is proof that the actor has breached his fiduciary duty.

(2) A member of a board, commission, council, or Board who receives no compensation other than a per diem allowance or necessary and reasonable expenses shall not perform an *official act* which may have a direct economic benefit on a business or other undertaking in which such member has a direct or substantial *financial interest*. Specifically:

1. Board members shall annually disclose any financial interest (as defined in CRS 24-18-102(4)) that might actually or potentially create a conflict of interest in carrying out their official duties by submitting the attached Conflicts Disclosure Form to the Chair of The Strategic Action Planning Group on Aging.

CRS 24-18-102(4). “Financial interest” means a substantial interest held by an individual who has:

- (a) An ownership interest in a business;
- (b) A creditor interest in an insolvent business;
- (c) An employment or a prospective employment for which negotiations have begun;
- (d) An ownership interest in real or personal property;
- (e) A loan or any other debtor interest; or
- (f) A directorship or officership in a business.

2. Board members shall refrain from taking any official action, including voting or making recommendations on specific grant or loan applications, on projects for which they have an actual conflict of interest, or in situations in which there could be the appearance of a conflict.

3. Board members who are elected local government officials shall refrain from taking any official action on specific grant or loan applications submitted by the jurisdiction they serve in an elected capacity.

4. In situations in which official action will be taken on a matter for which Board members have a conflict or there may be the appearance of a conflict, members shall absent themselves from the hearing room or other venue prior to any discussion of the action and until such action has been taken.

CRS 24-18-102(7) “Official act” or “official action” means any vote, decision, recommendation, approval, disapproval, or other action, including inaction, which involves the use of discretionary authority.

**CONFLICTS DISCLOSURE FORM
STRATEGIC ACTION PLANNING GROUP ON AGING**

DATE: _____

TO: Strategic Action Planning Group on Aging

FROM: _____
Strategic Action Planning Group on Aging Member

RE: Disclosure of Conflict or Potential Conflict of Interest

I, _____, am a member of the Strategic Action Planning Group on Aging.

In accordance with section 24-18-108.5, Section 24-18-110, and Section 18-8-308, C.R.S., I hereby give notice to the Planning Group that to the best of my knowledge, and as disclosed herein:

_____ I have no conflict or potential conflict of interest which may require me to refrain from taking official action on certain grant and loan application requests.

_____ I have a conflict or potential conflict of interest which may require me to refrain from taking official action on certain grant and loan application requests. Further, the attached contains disclosure of any ownership or interest in property, any affiliation I may have with any business(es) or other private entity(ies), and the nature of any financial interest, with respect to my qualification as member and to any other specific transaction under consideration by the Planning Group, which may give rise to my conflict or potential conflict of interest.

Signature

Date _____

CONFLICTS DISCLOSURE FORM
(Description of Interests)

I own the following real or personal property interests:

I am a director, president, general manager, or similar executive officer, or I own or control directly or indirectly a substantial interest in the following entity(ies) participating in a transaction(s) with the Group:

I have the following financial interests in connection with official action I may take (including, as applicable, ownership of real or personal property, business ownership interest, directorship or officer-ship in a business, creditor interest in insolvent business, loan or other debtor interest, employment or prospective employment, and any other personal or private interest which may impinge on the public official's fiduciary duty and public interest):

With respect to the specific transaction described giving rise to my conflict or potential conflict of interest, the amount of my financial interest in the relationships disclosed above is:

Other information necessary to describe my personal or private interests:

With respect to my conflict or potential conflict of interest, if I am engaged as counsel, consultant, representative, or agent in any private undertaking that may benefit by my actions with respect to such disclosed specific transactions, I hereby make the following disclosure(s):

Purpose and duration of service: _____

Compensation received: _____

Other information necessary to describe my personal or private interests:
