

SCHOOL BOARD MEMBER CONFLICT OF INTERESTS

Policy Statement

The Maggie L. Walker Governor's School Regional School Board is committed to maintaining public confidence in the integrity and impartiality of the Board and emphasizes that the Virginia State and Local Government Conflict of Interests Act ("COIA") applies to all members of the Maggie L. Walker Governor's School Regional School Board. Members will maintain the highest ethical standards in the conduct of public business to include recognizing and managing situations where personal interests may interfere with official duties.

Copy of Virginia State and Local Government Conflict of Interests Act

The Superintendent of each local participating division ensures that their Regional School Board member is furnished with a copy of the Virginia COIA within two weeks following the person's election, reelection, appointment, or reappointment to office. Every member must familiarize themselves with the requirements of the Virginia COIA.

Training Requirement

Each Regional School Board member is required to complete conflict of interest training with their local participating division provided by the Virginia Conflict of Interest and Ethics Advisory Council, as required by Virginia Code § 2.2-3132. Such training must be completed within two months of assuming office and thereafter at least once during each consecutive period of two calendar years while holding office.

The clerk of the local participating division maintains records identifying Regional School Board members subject to the training requirement and the dates that each member completed the training. Such records are maintained as public records for five years in the office of the clerk.

Prohibited Conduct

Regional School Board members must perform their official duties in a manner that avoids conflicts between personal interests and official responsibilities, refrains from using their public office for personal gain, and complies with the Virginia COIA and other applicable law.

Regional School Board members must comply with the contractual conflict provisions of Virginia COIA.

Prohibited Gifts

Regional School Board members must comply with the gift limitations and restrictions imposed by the Virginia COIA. This includes restrictions on gifts from lobbyists and parties seeking contracts with the division. Members, and members of their immediate family, may accept gifts that fall under the exceptions provided in Virginia COIA.

Disclosure and Abstention Requirements

Any Regional School Board member who has a personal interest in a transaction or any matter before the Regional School Board must disclose such interest as required by Virginia Code § 2.2-3112, and when required, must disqualify themselves from participating in the specific matter, to include abstention from voting.

Any member participation in a matter in which they have a personal interest is governed by Virginia Code § 2.2-3112.

The Regional School Board member shall disclose the existence of an interest orally or in writing, and the clerk shall record such disclosure in the minutes. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the member must file the required declaration by the end of the next business day. The Regional School Board member shall also orally disclose the existence of the interest during each meeting at which the transaction is discussed, and such disclosure shall be recorded in the minutes of the meeting.

Filing of Disclosure of Economic Interests

Each Regional School Board member must file a disclosure statement of their personal interests with their local participating division and other information with the Virginia Conflict of Interest and Ethics Advisory Council on or before February 1 of the year they assume office and thereafter file such statement annually on or before February 1. Members shall disclose their personal interests and other information as required on the form prescribed by the Council for the preceding calendar year complete through December 31.

The clerk of the local participating division is responsible for coordinating the electronic filing of disclosure statements.

Advisory Opinion

Regional School Board members may request and rely in good faith on written opinions regarding the Act from:

- the local Commonwealth's attorney;
- the local **participating division** attorney; or
- the Virginia Conflict of Interest and Ethics Advisory Council.

Adopted: March 19, 2015
Amended: September 15, 2016
Amended: September 14, 2017
Amended: October 18, 2018
Amended: October 17, 2019
Amended: August 20, 2020
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Legal Ref.:

Code of Virginia, 1950, as amended, §§ 2.2-3100 et seq., § 2.2-3704, 22.1-78 Cross Ref.:

Pol 5000.2	Employment of Family Members
Pol 5002	School Employee Conflict of Interests