Instructions:
The purpose of this form is to present proposed policy amendments or additions in an explicit and standard manner. Members of the Graduate Student Society of UBC Vancouver wishing to make policy amendments or additions for Council approval must use this form. Consultation with the Code and Policy Committee is strongly recommended to ensure that the language and style reflects that of the current policy manual. The Code and Policy Committee can be emailed at cpcom@gss.ubc.ca.

As per bylaw 13.1.4 and policy 1.2.1, notice of a proposed policy amendment or addition must be posted on the Society's website and emailed to all Council members at least seven days prior to the motion at Council. For assistance with putting forms on the website, you may contact the Communications and Marketing Director at communications@gss.ubc.ca.

Date: November 10, 2019  Submitted by: Katharine Sedivy-Haley, CPC Chair

What type of change is this?
☒ Amending an existing policy  ☐ Addition of a new policy  ☐ Removal of a policy

Original Policy #: 3.3

New Policy # (if applicable):

Proposed Revised Policy:

3.3 Conflicts of Interest

3.3.1 A conflict of interest occurs when a Councillor, relative, or close friend of that Councillor may benefit in a financial manner or in any other significant material manner from a Council decision, or if a decision of Council may result in the creation of a duty or interest that materially conflicts with the Councillor's duty or interest as a GSS Councillor.

3.3.2 Conflicts of interest shall be handled in accordance with the BC Societies Act. In brief, any Councillor who believes they have a potential conflict of interest shall:

a) immediately declare the nature of the conflict. Council shall decide whether the nature of the situation is truly a conflict of interest.

b) leave the room during the discussion of the matter in question, unless invited by other Councillors to remain for the purpose of providing information,

c) leave the room during the vote,

d) abstain from voting,

e) refrain from any attempt to influence the vote.
3.3.3 The measures detailed in 3.3.2 shall be recorded in the minutes of the Council meeting.

3.3.4 The provisions outlined in this section shall not override any other specific provisions describing specific situations of conflict of interest, or handling of specific potential conflicts of interest.

3.3.5 If a Councillor is concerned that another member of Council is in a potential conflict-of-interest situation that they have not declared, then that Councillor can bring this to the attention of Council. Council shall decide whether the nature of the situation is truly a conflict-of-interest.

**Rationale Behind Proposed Changes:**

The provisions in our policy manual fall short of those required by the [BC Societies Act (Part 5 Division 4)](https://www.bcsa.ca/). Since it is required that the GSS follow the procedures specified by the Societies Act, the policy manual should be updated to ensure that the correct procedure is apparent. CPC believes that the proposed amendments provide a sufficiently accurate summary of the procedure.