

## **Conflict of Interest Report for Summer Policy Council Meeting July 2017**

**Cambridge, Massachusetts July 1, 2017**

**by the Organization and Bylaws Committee, Brad Morrison, Bob Eberlein and Roberta Spencer**

The annual review of the Conflict of Interest (COI) disclosures will be performed at the Summer Policy Council Meeting on July 16, 2017. The disclosures of potential conflicts were made by members, officers, and key employees, using the Annual Declaration of Conflict of Interest Form distributed to them, starting in January 2017. A spreadsheet containing the details of the potential conflicts will be provided to the Administrative Committee prior to their electronic meeting on July 7, 2017 for consideration.

How to proceed:

The Administrative Committee shall review and become familiar with the potential conflicts of interest that have been reported. At the July 16, 2017 meeting, the Secretary shall read to the Policy Council all reported conflict of interest disclosures. The for consideration who made the disclosure shall provide any additional information needed by the Policy Council to make the determination as to whether or not an actual conflict of interest exists. After providing any necessary information, the person(s) making the disclosure(s) shall leave the meeting and a discussion and determination as to whether or not a conflict exists will take place. Where an actual conflict exists, a vote shall be taken as to whether or not moving forward with the transaction or arrangement which has given rise to the conflict is nevertheless in the best interest of the Society. All discussions and reasons given to proceed or not proceed shall be FULLY documented by the Secretary and contained in the Policy Council Minutes.

As of the date of this report, there are seven Annual Declaration of Conflict of Interest Forms that have not been supplied by a Policy Council officer and/or member, committee member, or key employee.

*Disclosure of Potential Conflict of Interest Blank Form* – The purpose of this form is to report a CHANGE IN STATUS since the Annual Conflict of Interest form was distributed starting in January 2017. It is for the disclosure of a potential conflict of interest by any Policy Council officer and/or member, committee member, or key employee who believes that a potential conflict of interest or related party transaction exists now. If this is the case, use this form for the purpose of disclosure and subsequent discussion, consideration, and vote by the appropriate Policy Council Officers and/or Policy Council Members, committee members, and key employees at the Policy Council meeting in accordance with the procedures set forth in Article III of the Society's Conflict of Interest Guideline. NOTE: This form is not necessary if you have already reported a potential conflict of interest by way of the Annual Declaration of Conflict of Interest Form