

Denman Island Residents' Association Policies & Guidelines

Conflict of Interest Policy

(Adopted June 13, 2005)

A conflict of interest occurs when a member of DIRA (The Denman Island Residents' Association), or of the DIRA Executive, or a group with which the member is affiliated, has the possibility of gaining a benefit (either financial or personal) from an issue under discussion or to be voted on.

Personal Conflict of Interest: This occurs when a member is likely to gain a non-financial benefit from an issue to be discussed or voted on at a DIRA Public or Executive Committee Meeting. Where such conflict of interest exists, or is perceived to exist, the member should make the conflict of interest known to the membership. Such declaration of Personal Conflict of Interest is all that is required.

Fiduciary Conflict of Interest: A Fiduciary Conflict of Interest occurs when an individual present at a DIRA meeting, their immediate family, or group to which the members or his/her immediate family belongs, is perceived to be in a position to receive a financial benefit as a result of an issue that is being discussed or voted upon at a DIRA Public Meeting, Committee or Executive meeting. Any member may by "Point of Order" bring to the Chair's attention a situation in which they believe an individual present at the meeting to be in a Fiduciary Conflict of Interest. The Chair will make a ruling; this ruling is subject to the normal process of dissent contained in Robert's Rules of Order. An individual deemed to be in Fiduciary Conflict of Interest should absent themselves from the discussion and decision making process. "Absent" is defined as physically removed from the discussion/decision.

Funding Application Policy

(Adopted October 20, 2008)

The purpose of this policy is to ensure that administration of funding applications is transparent and that due diligence is exercised regarding all funds sought in the name of the Denman Island Residents' Association (DIRA).

All proposals to apply to potential funding sources in the name of DIRA or a DIRA committee shall be reviewed with recommendations by the DIRA Executive prior to being presented to the membership.

Proposals shall include all key information required in a funding application including, where applicable:

- a) general description of the activities of the committee including those activities that may be eligible for funding
- b) description of the project being applied for
- c) budget, detailed to the level of categories, e.g. labour, rental, office expenses, materials, consultant fees, etc.
- d) amount being applied for
- e) names and details of known agencies to which an application may be made

The Executive will review the proposal for:

- a) accuracy
- b) consistency with the objectives of the Association
- c) consistency with decisions that have been taken by the membership relevant to the proposal or activities/projects for which funding is being sought.

The Executive may require changes at this stage. After approval in principle, the Executive will seek approval by the general membership for all application proposals.

The general membership present at a regular meeting may approve or disapprove of an application proposal, or may request correction of facts.

On approval by the membership, the committee shall present all final draft applications to the Executive for approval, at which time, after any changes that may be required, the final copy shall be signed by the Chair and one other Executive member. Key information provided in the final application must be consistent with its proposal as approved by the Executive and the general membership.

All applications for funds in the name of DIRA shall include a request that the funds be addressed to DIRA c/o the Treasurer, and that all funds will be deposited in DIRA's account for disbursement to the committee(s) as appropriate.

Copies of all completed applications will be available for viewing at the Dora Drinkwater Library. A log will be maintained by the DIRA Executive of information on all submitted applications including date, amount, name of committee seeking funds, date of motion by DIRA and/or DIRA Executive and outcome of application (funds received/denied).

The DIRA Executive will report to the membership regarding all applications it reviews and approves/disapproves.

Etiquette of Meeting Guidelines

(Adopted November 10, 2008)

Everyone welcome; leave old grudges at the door.

Assume that everyone has a positive motivation and a valuable perspective.

Listen and speak respectfully, even in disagreement.

Allow for all to be heard (who want to be), with no one dominating.

Focus on issues rather than individuals or personalities.

Speak from personal experience rather than hearsay.

State opinions directly rather than contradicting others.