STATEMENT REGARDING CONFLICTS OF INTEREST

When a Board member has an actual or potential conflict of interest with respect to a matter scheduled to come before the BHR or SRB, such Board member shall make the following statement prior to the section of the agenda during which such matter will be considered:

**“I am [*a member/board member/officer of organization XYZ*], with an address of [XYZ*’s* *address or at least the county or city in which located*], and XYZ has [describe XYZ’s involvement with the matter coming before the BHR, whether it be as the applicant or as a supporter of the application or as the preparer of the application] currently before the [*State Review Board/Board of Historic Resources*].  Therefore, I will recuse myself from consideration of this application.”**

If the Board member was directly involved with the application or matter, then the member could say something along these lines:

**“I have assisted [give name and address of the person or organization] with their application that is currently before the [*State Review Board/Board of Historic Resources*].  Therefore, I will recuse myself from consideration of this application.”**

The Board member is then not to make any further comments or statements, neither before nor during the presentation on that matter and when a vote is taken on the matter the Deputy will not call the name of the conflicted Board member.

The minutes will reflect the statement of the conflicted Board member and the fact that they did not participate in the matter.