



Memphremagog Basin Water Quality Council (BWQC) Member's Code of Conduct & Conflict of Interest Policy

Code of Conduct

CWSPs and BWQCs receive and administer public funds for the purpose of advancing projects to improve water quality of the State's waterbodies held in the public trust. Accordingly, CWSPs and BWQCs shall at all times conduct themselves in a professional manner. More specifically, CWSPs and BWQCs should abide by the following principles:

- All parties should have respect for another's point of view
- All parties should be committed to resolving disputes in a respectful and professional manner
- All parties should be willing to compromise
- Any disputes should be resolved in a fair and timely manner

Each BWQC member empaneled or appointed shall be knowledgeable on clean water topics for the Memphremagog Basin and shall at all times act in good faith in the discharge of BWQC member.

Conflict of Interest

"Conflict of interest" means an interest, direct or indirect, financial or otherwise, of a person or entity with a CWSP or BWQC decision making role, or such an interest, known to such person, of a member of that person's immediate family or household, in the outcome of a particular matter pending before the CWSP or BWQC or which is in conflict with the proper discharge of the person's duties under this Rule.

Persons engaged in CWSP decision making must disclose any potential conflict of interest and shall recuse themselves from any CWSP decision making subject to that conflict.

BWQC members that propose to implement a clean water project must disclose any potential conflict of interest and shall recuse themselves from any BWQC decision-making subject to that conflict.

Notwithstanding these limitations, a conflicted BWQC member may answer questions on the subject project in an open meeting of the BWQC.

No BWQC member shall solicit gifts, payments for services, favors, entertainment, special accommodations, gratuities, or anything with an associated monetary value or gain from contractors, potential contractors, or parties to sub-agreements, subgrants or subcontractors. No BWQC member will accept same in excess of \$50.00.

BWQC Voting

A conflict of interest also occurs when a BWQC member stands to receive a financial benefit from a matter under discussion/vote—for example, when the BWQC members' organization has proposed a project for advancement/funding/approval by the BWQC, which will result in funding being given by the CWSP to that members' organization (whether or not that member stands to personally receive funding for work on that project).

A conflict also exists when the BWQC member has a personal or familial interest that may be substantially affected by a project under discussion/vote by the BWQC or may benefit personally or privately from the outcome of a decision.



Any BWQC member so conflicted will recuse themselves from the relevant BWQC discussion and decision, although the BWQC member may answer questions about a project if so asked by the BWQC. If a BWQC votes on a slate of projects, where a member is conflicted on one or more of the projects, the member shall be conflicted for the entire slate of projects that is voted on. If the BWQC takes separate votes on each project, such that the outcome of one vote is not contingent upon, or impacted by the outcome of other votes, then a conflict of interest held by a BWQC member shall only affect the vote or votes to which that conflict pertains.

No BWQC member shall share details of grant applications or project proposals prior to and through BWQC voting on the underlying project in a way that conveys an unfair advantage to any party.

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This policy was adopted at the 9/14/23 meeting of the Memphremagog Basin Water Quality Council.