

**The Iowa Academy of Family Physicians (IAFP) and Iowa Academy of Family Physicians  
Foundation (IAFPF) Conflict of Interest Policy Statement**

All board members, trustees, officers, committee members, agents, and employees of this organization shall disclose all real or apparent conflict of interest that they discover or that have been brought to their attention in connection with this organization's activities.

A "conflict of interest" occurs where a person is responsible for promoting the interest of the IAFP/F at the same time he or she is involved in a competing personal interest (financial, business or personal) or may result in personal benefit from a decision the person could make or vote on.

"Disclosure" shall mean providing properly, to the appropriate person, a written description of the facts comprising the real or apparent conflict of interest. An annual disclosure statement shall be circulated to board members, trustee, officers, committee members and certain identified agents and employees to assist them in considering such disclosures, but disclosure is appropriate and required whenever the potential for conflicts of interest may occur. The written notice of disclosure shall be filed with the IAFP office. At the meeting of the Board of Directors/Trustees, all disclosures of real or apparent conflict of interest shall be noted for the record in the minutes.

An individual board members, trustee, officer, agent, or employee who believes that he or she or an immediate member of his or her immediate family might have a real or apparent conflict of interest, in addition to filing a notice of disclosure, must abstain from:

- (1) participating in discussion or deliberations with respect to the subject of the conflict (other than to present factual information or to answer questions),
- (2) using his or her personal influence to affect deliberations,
- (3) making motions,
- (4) voting,
- (5) executing agreements, or
- (6) taking similar actions on behalf of the organizations where the conflict of interest might pertain by law, agreement, or otherwise.

At the discretion of the board, trustees or a committee thereof, a person with a real or apparent conflict of interest may be excused from all or any portion of discussion or deliberations with respect to the subject of the conflict. A member of the board, trustees or a committee thereof, who, having disclosed a conflict of interest, nevertheless shall be counted in determining the existence of a quorum at any meeting in which the subject of the conflict is discussed. The minutes of the meeting shall reflect the individual's disclosure, the vote thereon, and the individual's abstention from participating and voting.

The IAFP staff, shall ensure that all board members, trustees, officers, agents, employees, and independent contractors of the organization are made aware of the organization's policy with respect to conflicts of interest.

Approved by IAFP Board of Directors on 10/28/2021