

# PLANNING COUNCIL OPERATIONS

- Must develop bylaws, policies and procedures to ensure fair, efficient operations
- Must have grievance procedures
- Must manage conflict of interest
- Must pay major attention to new member recruitment, orientation and training
- Support staff assists Planning Council with these requirements

# HOW TO MANAGING CONFLICT OF INTEREST

Each member must:

- Sign a Disclosure Form every year
- Update the form if affiliations change
- Declare any Conflicts of Interest before discussion begins
- In decision making about priorities and allocations: A member with a conflict may answer questions, but may not initiate discussion about the service categories in which a conflict exists
- Not vote on priorities or allocations for categories where there is a real or perceived conflict of interest
- Not vote on other matters where there is a conflict (e.g., hiring of consultants)