

**City of Middletown Commission on the Arts (MCA)**  
**Policy and Procedures “Conflict of Interest”**

Commission members and staff are frequently interested in or involved professionally in the arts. It is, therefore, important that such persons constantly be mindful of possible conflicts of interest and be alert to avoid any action of, or use of, their position to further their own interests or those of an organization with which they are affiliated.\*

To this end, within thirty (30) days after assuming commission duties, each Commissioner/Staff shall file a statement outlining his/her employment or affiliation with and interests (financial or otherwise) in organizations eligible for Commission support. Commissioners/Staff are expected to update their outlines with current information.\*

In addition to stipulations adopted by the City Ethics Code (Chapter 30 of the Code of Ordinances, Sections 30-1 through 30-21, inclusive and entitled “Code of Ethics”), the City of Middletown Commission on the Arts adopts the following policy and procedures when dealing with funding considerations.

Commissioners/Staff will abstain themselves from discussions and Commissioners will abstain from votes on all disbursement of Commission funds – except as provided by the Commission’s procedures on Matching Funds and Grants Programs\*\* - for Commission consideration:

1. Where they have a financial interest in the applicant organizations
2. Where they are an officer and/or a member of the board of directors of the applicant organization; or, where they have a direct participation in the programming and/or planning of the applicant organizations.
3. Where they are directly related to the applicant (immediate family).
4. Where they have a vested interest in the applicant and/or applicant organization from which they stand to gain financially from the awarding of funds.

The Commission Chair will begin funding award and applicable Matching Funds and Grants\*\* discussions by calling for Commissioners to declare which awards they will abstain from.

In the instance in which a Commissioner does not voluntarily abstain from the discussion and votes on an application (request), any other Commissioner may call for a challenge vote by making the motion to declare the vote cast by the challenged party as an “abstention”. This motion will require a two-thirds vote of those present for approval.

\* *Excerpts, in part, from the Connecticut Commission Policy Statement*

\*\* *Matching Funds and Grants references adopted/approved March 25, 1982*

*Approved/Adopted July 23, 1981*  
*Staff corrected for code sections and gender February 23, 1995*