



NORTH CAROLINA STATE ETHICS COMMISSION

SAMPLE¹

ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER

(to be read by the Chair or his or her designee at the beginning of each meeting)

In accordance with the State Government Ethics Act, it is the duty of every [Board] member to avoid both conflicts of interest and appearances of conflict.

Does any [Board] member have any known conflict of interest or appearance of conflict with respect to any matters coming before the [Board] today?

If so, please identify the conflict or appearance of conflict and refrain from any undue participation² in the particular matter involved.

Rev. 1-16-07

¹ N.C.G.S. §138A-15 (e): “At the beginning of any meeting of a board, the chair shall remind all members of their duty to avoid conflicts of interest and appearances of conflict under [Chapter 138A].” There is no set language required by the Act. Specific language can and should be tailored to fit the needs of each covered board as necessary.

² “A public servant shall take appropriate steps, under the particular circumstances and considering the type of proceeding involved, to remove himself or herself to the extent necessary, to protect the public interest and comply with this Chapter, from any proceeding in which the public servant’s impartiality might reasonably be questioned due to the public servant’s familial, personal, or financial relationship with a participant in the proceeding.” See N.C.G.S. §138A-36 (c). If necessary, the Chairman or individual member involved should consult with his ethics liaison, legal counsel, or the State Ethics Commission to help determine the appropriate response in a given situation.



July 2, 2020

TO: Presidents/Chancellors of the Atlantic Coast Conference Member Institutions

FROM: John D. Swofford
Commissioner

DATE: July 2, 2020

SUBJECT: 2020-21 ACC Governing Board Certification Form

Please find attached a copy of the 2020-21 Atlantic Coast Conference Governing Board Certification form. The form is to be completed annually by the Chair of the Governing Board in order for a member institution to enter a team or individual competitors in an ACC Championship as indicated in ACC Bylaw 2.11.2.

Please review this policy with your Governing Board and return the signed form to me at the Conference office by **October 16, 2020**.

Thank you and best regards.

Attachment

JDS/BH:th

cc: Faculty Athletics Representative
Athletics Director
Compliance Director





**Governing Board Certification Form
Academic Year 2020-21**

As Chair of the Governing Board at _____,
I attest that: *(institution name)*

- 1) Responsibility for the administration of the athletics program has been delegated to the President/Chancellor of the Institution.
- 2) The President/Chancellor has the mandate and support of the board to operate a program of integrity in full compliance with NCAA, Conference and all other relevant rules and regulations.
- 3) The President/Chancellor, in consultation with the Faculty Athletics Representative and the Athletics Director, determines how the institutional vote shall be cast on issues of athletics policy presented to the NCAA and the Conference.

Date Presented to the Governing Board: _____

Signed: _____
(Chair of the Governing Board)

Signed: _____
(President/Chancellor of Member Institution)

*Please return completed form before **October 16, 2020** to:*

*Commissioner John D. Swofford
Atlantic Coast Conference
4512 Weybridge Lane
Greensboro, NC 27407*