



Advisory Councils continue to be one of our most valuable conduits to the communities in which we serve. With the new year comes a renewed energy around advisory council efforts and recruitment. One area of guidance that has a renewed importance this year is advisory council member conflicts of interest.

Attached is the full Conflict of Interest description and definitions. Please take a moment to familiarize yourself with these guidelines. They are here to protect SPR, ARC, and the individual advisory council member from any repercussions caused by a direct or perceived benefit. We know that many of our members or prospective members belong to other community-based organizations and that is what makes them such a valuable contributor to our councils. If you have any questions at all or need further information, please contact the appropriate SPR Recreation Operations Manager or the ARC Advisory Council Manager.

If we cannot clearly determine that there is not a conflict of interest a recommendation will be made to the SPR Recreation Division Director who will make the final decision, which may include additional guidance for a member's participation on an advisory council.

SPR and ARC are committed to developing a strong partnership of support for our advisory councils.

Sincerely,

A stylized, handwritten signature in black ink, appearing to read "Daisy Catague".

Daisy Catague  
SPR Recreation Division Director

A stylized, handwritten signature in black ink, appearing to read "Jackie Jainga Hyllseth".

Jackie Jainga Hyllseth  
ARC Executive Director

## CONFLICT OF INTEREST GUIDELINES FOR APPOINTMENT TO AN ADVISORY COUNCIL OR ARC BOARD

**PURPOSE:** This document is intended to provide guidelines for the appointment of members to an advisory council of the Associated Recreation Council (ARC) in order to protect the councils from a conflict of interest between a specific member or members.

**DEFINITIONS:** For the purpose of this document, the following definitions apply:

1. **ARC Board:** The ARC Board is a volunteer Board of Directors with authority to oversee the citywide operations of the Associated Recreation Council.
2. **ARC Employee:** An ARC Employee is a person hired by an advisory council and paid by the Associated Recreation Council (ARC). A person may be the employee of more than one advisory council.
3. **ARC Administrative Staff Member:** An ARC Administrative Staff Member is a person working centrally to support efforts of the entire organization. This also includes senior level ARC employees.
4. **Business Representative:** A business representative is an individual providing services or products for a fee, or an employee, owner or board member of a for-profit or non-profit organization providing services or products for a fee.
5. **Close Relative:** A Close Relative is a spouse or domestic partner, any dependent relative, or any relative living in the same household.
6. **Dependent Relative:** Any relative being claimed by another person for IRS tax purposes.
7. **Relative:** A relative is any person who is related by blood, marriage or adoption, or whose relationship with the employee is similar to that of persons who are related by blood, marriage or adoption. This includes domestic partners. A relationship is defined as a friendship or union that may be reasonably expected to lead to the formation of a consensual “romantic” or sexual relationship, or where the persons may share and/or contribute to mutual fiduciary responsibilities such as live-ins or roommates.
8. **Parks and Recreation Department Employee:** A Parks and Recreation Department Employee is a person hired and paid by the City of Seattle Parks and Recreation Department.

## **GUIDELINES for APPOINTMENT to an ADVISORY COUNCIL or ARC BOARD**

- a. **Family Membership:** A married couple, domestic partner couple, or other close relatives may be appointed to two seats on the same advisory council as long as those appointments do not exceed 25% of the overall membership of the council.

Two married people, domestic partner couple or other close relatives may share a single place on an advisory council with only one vote if those appointments exceed 25% of the overall membership of the council.

The two married people, domestic partner couple or other close relatives may sit individually on different advisory councils.

- b. **Relatives of employees:** Relatives of Seattle Parks and Recreation or the ARC employees cannot be approved as advisory council members.
- c. **Employees:** An ARC or Seattle Parks and Recreation employee may not be a member of an advisory council.
- d. **Business:** The representative of a business who may have a direct financial benefit from membership on a council will not be appointed to a position. For example, the northwest distributor of a particular sailboat used at Mount Baker Rowing and Sailing Center could not be a member of their advisory council.

Any membership applications that appear to have a conflict of interest will be considered to be a conflict of interest unless they are specifically approved by the Recreation Division Director as recommended by the ARC Executive Director or their Designee. Some consultation with the Superintendent and possibly the Ethics and Elections Board may be required.