

LAND TRUSTS PROTECTION & ADVOCACY OFFICE 03.01 ADVOCACY COMMITTEE CONFLICT OF INTEREST POLICY	
EFFECTIVE DATE: October 8, 2025	REVISION DATE:
SUMMARY: ADVOCACY COMMITTEE MEMBERS MUST ACT IN THE BENEFICIARIES' BEST INTEREST AND DISCLOSE AND RECUSE THEMSELVES FROM MATTERS INVOLVING A CONFLICT OF INTEREST.	

REFERENCES

[Utah Code § 53D-2-202 Land Trusts Protection and Advocacy Committee](#)

[Utah Code § 67-16 Utah Public Officers' and Employees' Ethics Act](#)

Disclosure of Conflict of Interest Form

Certification of Completion Form

DEFINITIONS

- **Committee Member:** An individual appointed to serve on the Advocacy Committee as defined by Utah Code §53D-2-202(2).
- **Business Entity:** A sole proprietorship, partnership, association, joint venture, corporation, firm, trust, foundation, or other organization or entity used in carrying on a business (see, Utah Code § 67-16-3(4)).
- **Substantial Interest:** The ownership, either legally or equitably, by a Committee member, the Committee Member's spouse, or the Committee Member's minor child, of at least 10% of the outstanding capital stock of a corporation or a 10% interest in any other business entity (see, Utah Code § 67-16-3(18)).
- **Conflict of Interest:** Any ownership or other financial interest that a person may have, directly or indirectly, through business, investment, or family, by way of any arrangement with any entity or individual with which the Advocacy Committee will have an influence over (see, Utah Code § 67-16-9).

PURPOSE

- This policy establishes standards of conduct in compliance for Advocacy Committee Members (Committee Member) when there is an actual or potential conflict of interest between Committee Members' public duties and their private interests.

POLICY

- Committee Members are required to review the Advocacy Committee Conflict of Interest Policy and all related statutes at the start of their tenure and on an annual basis.
- Committee Members shall complete a Disclosure of Conflicts of Interest form and submit it to Advocacy Committee leadership to be filed by the Advocacy Office. Additionally, this disclosure must be updated immediately whenever a new conflict of interest arises.
- To confirm compliance, Committee Members shall complete a Certification of Completion form affirming their review of the Advocacy Committee Conflict of Interest

Policy and Utah Public Officers' and Employees Ethics Act in UCA 67, Chapter 16. This certification is required annually and must be recertified every year.

- A Committee Member shall not have a conflict of interest in which the Committee Member's financial, professional, or other personal considerations or interests may directly or indirectly affect their judgment in exercising their duties or responsibilities for the Advocacy Committee.
- Committee Members shall not use or attempt to use their official positions to further substantially their personal economic interests or to secure special privileges or exemptions for themselves or others.
- Committee Members who are officers, directors, employees, or owners of a substantial interest in any business entity that is or may be involved in a transaction of discussion shall disclose this information in a sworn written disclosure statement before participating in any official capacity. Committee Members shall submit a disclosure statement if their position or ownership interest in the business entity changes significantly.
- Each Committee Member has the responsibility and obligation to determine for themselves whether they have a conflict of interest in any matter that is presented to the Advocacy Committee. Committee Members may inquire of each other in open session, but the final determination as to whether a conflict exists rests with the individual Committee members.
- In the event a Committee Member determines a conflict of interest exists, the Committee Member shall:
 - a. Recuse themselves from the discussion and vote on any matter that involves a business entity where they are officers, directors, or employees, or in which they own a substantial interest;
 - b. Disclose this information in a written disclosure statement before participating in any official capacity;
 - c. Submit a disclosure statement if a conflict of interest arises;
 - d. Publicly declare the conflict of interest in open session at the beginning of the discussion;
- The Advocacy Committee may permit a Committee Member to participate in discussion of a matter in which that member has a declared conflict of interest if the non-conflicted members determine, by majority vote, that the conflicted member's participation would provide useful information to the Advocacy Committee in determining the matter before it.

LAND TRUSTS PROTECTION AND ADVOCACY OFFICE
Certification of Completion Form

Name:	EIN:
Position:	

I, _____ (please print name), hereby certify the following:

1. That I have reviewed the Advocacy Committee Conflict of Interest Policy and other laws as required by the Advocacy Committee Conflict of Interest Policy.
2. To the best of my knowledge and belief, I am in compliance with the Advocacy Committee Conflict of Interest policy and with the laws contained, but not limited to UCA Title 67, Chapter 16, Utah Public Officers' and Employees' Ethics Act and will carry out my duties as a member of the Advocacy Committee in full compliance thereof.
3. To the best of my knowledge and belief, I have completed the Conflict of Interest and Disclosure form, listing positions or interests that may engender a conflict of interest in my ability to carry out my duties as a member of Advocacy Committee now or in the future.
4. That if at any time I have knowledge or belief that I have a conflict of interest with a particular matter of business, may create the appearance of impropriety by voting on or discussing any particular transaction, or cause to arise any other circumstance that would call into question my ability to comply with the requirements set forth the Advocacy Committee Conflict of Interest Policy, that I will inform the Advocacy Committee Chair. A determination will then be made as to whether I should recuse myself from a particular matter, whether I should be on the Advocacy Committee, or whether another action may be appropriate to assure compliance with the Advocacy Committee Conflict of Interest Policy.

Signature:	Date:
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LAND TRUSTS PROTECTION AND ADVOCACY OFFICE
Disclosure of Conflict of Interest Form

Name:	EIN:
Position:	Appointment/Hire Date:

Please describe any relationship, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report. Please specify any conflict of interest in which you have financial, professional, or other personal considerations or interests which may directly or indirectly affect their judgment in exercising your duties or responsibilities for the Advocacy Committee or Office.

1. _____

2. _____

I hereby certify that information set forth above is true and complete to the best of my knowledge.

Signature:	Date:
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