



HFSP BYLAWS

SECTION B: Administrative matters regarding the Board of Trustees

Appointments and Resignations

1. When appointing an individual to the Board of Trustees, Management Supporting Parties must inform the President and provide the Secretariat with an electronic copy of the appointee's Curriculum Vitae. This will be distributed to all Trustees.
2. The resignation of a Trustee should be made to the President.

Attendance at Meetings

1. Trustees should inform the Secretariat as soon as possible if they are unable to attend a Board meeting.
2. When a Trustee is unable to attend a Board of Trustees meeting, he/she should inform the Secretariat as to his or her Alternate for that meeting, prior to the start of the meeting.
3. To implement the Statutes' requirement on conflicts of interest, Trustees and Alternates must declare conflicts of interest to the President, preferably before the meeting. A conflict of interest exists where there is a divergence between the individual interests of a Trustee and their responsibilities as a Trustee such that an independent observer might reasonably conclude that their actions are unduly influenced by their own interests. The President's decisions on conflicts of interest shall be final. The Trustee leaves the room during discussion of and decision on any issue upon which he/she has a conflict of interest.

Date of Board approval: 7 July 2017

Signed:

Date:

May 17, 2018