



About BOMA Buffalo

Greater Buffalo Building Owners and Managers Association (BOMA) is a non-profit trade association, and a federated chapter of BOMA International. Our membership includes approximately 120 property professionals consisting of building owners, property managers, developers and other real estate professionals as well as associate members providing services and supplies to the commercial real estate industry. Our members own or manage over 52 million square feet of office, commercial, retail and industrial properties.

In representing our members and the business community to local and state officials, BOMA is able to speak as an industry-wide voice, providing a more powerful and dynamic representation, thus creating greater value to you, the building owner or industry professional.

Mission Statement

The Purpose of Greater Buffalo BOMA is to advance the professional ideals and facilitate the concerns of the building owners, managers and associated professionals in the Western New York area. In order to maximize our members' ability to positively affect the communities in which they operate we will:

Provide **NETWORKING** opportunities to develop communication between members as well as access to industry professionals and decision makers the benefit building ownership and operation.

Support **EDUCATIONAL** programs including professional designation tracks that will enable each member to be a more effective and valuable manager.

Thoughtfully **ADVOCATE** on behalf of membership to foster the health and growth of our local industry thereby benefiting the community.

Conduct **RESEARCH** and provide data that assist members in reaching the business objectives of their individual companies and our industry as a whole.

Greater Buffalo BOMA.....Always **NEAR**



BOMA BUFFALO BOARD MEMBER CRITERIA AND EXPECTATIONS

Thank you for your interest in seeking a position on the BOMA Board of Directors. Below is a list of criteria and expectations that will be considered of each candidate. Although candidates would not be expected to meet all of the criteria, it is the nominating committee's responsibility to use these criteria, in addition to other candidate attributes, to identify and qualify a slate of candidates that best support the mission and goals of the organization.

- A BOMA Buffalo member in good standing.
- In agreement to sign the BOMA Buffalo Acknowledgement of Sexual Harassment, Prevention Policy, Code of Ethics and Conflicts of Interest Policies.
- In agreement to support the mission and values of the organization.
- Available to serve a term of three years, beginning January 1st through December 31st the third year, with the option to be re-elected for a second three-year term.

*****Your term, January 1, 2026 – December 31, 2028*****

- Review Election Timeline
- Available to attend monthly Board Meetings held the last Wednesday of each month, 11:30 a.m. – 1:00 p.m. The meetings are typically held at a downtown Buffalo location, however, meetings dates and locations are subject to change. Lunch is provided.
- Review and understand the Bylaws, Mission Statement and policies.
- In agreement to act as a Board Liaison to a BOMA Buffalo committee.
- Board members are expected to attend all board meetings. If more than 3 unexcused board meetings are missed, it will be addressed by the Executive Committee and subject to dismissal by the Board.
- Board members are encouraged to participate in a minimum of five (5) BOMA Buffalo-sanctioned functions each calendar year. This includes monthly member meetings typically held the third Wednesday of each month, golf outing, holiday celebration, and education seminars. It is important for members to see the support of board members.
- No more than two representatives from any one membership entity may serve on the Board of Directors simultaneously. If a new board member changes employment and begins working for a company that currently has two employees serving on the BOMA Buffalo Board, the new board member must resign from the board.



Board of Directors Election Timeline

(Dates are subject to change)

September	Candidate interviews
October	Annual Meeting Notice and Slate of Candidates, including the candidate profiles, distributed to members, October 15, 2025. Election Ballot distributed to all Regular/Principal Members October 24, 2025. Voting remains open through October 31, 2025. The Nominating Committee Chair shall contact all candidates with results within one day of the ballots being closed.
November	Newly elected board members are announced at the Annual Business Meeting.
January	New Board member term begins January 1st for a 3-year term. Board members shall be sworn in at the January member meeting. If board member cannot attend, then Board members shall be sworn in at the January Board meeting.

BOMA Buffalo 2025 Committees

<u>Committee</u>	<u>Role</u>	<u>Name</u>	<u>Email</u>
All Committees	Liason	Denis Guerin	info@bomabuffalo.com
Awards Program	Chair	Jennifer O'Connell	joconnell@uniland.com
Awards Program	Member	Kevin Hassen	kthassen@gmail.com
Awards Program	Member	Anthony Dantonio	adantonio@uniland.com
Codes & Standards	Chair	Don Erb	derb@urh.buffalo.edu
Education	Chair	Tina Coppins	tcoppins@amcap.com
Education	Member	Jessica Boeckel	jboeckel@ciminelli.com
Education	Member	Susan Heimiller	Heimiller.Susan@healthnow.org
Finance Committee	Chair	Sean Oliver	sean.oliver@huntcommercial.com
Finance Committee	Member	Tony Kurdziel	tkurdziel@montante.com
Finance Committee	Member	Matthew Mernan	mam@bspcpa.com
Golf Outing	Chair	Danielle Bickel	dbickel@paintwithstrokes.com
Golf Outing	Member	Jason Coleman	JasonC@janitronicsinc.com
Golf Outing	Member	Jeff Embow	jeff@groverroofing.com
Golf Outing	Member	Stacey Fonagy	Stacey.Fonagy@nypa.gov
Membership	Member	Doug Gaylord	d.gaylord@smrbyclose.com
Golf Outing	Member	Steve Vanuga	svanuga@AIBLC.com
Advocacy	Chair	Paul Hagan	phagan@ciminelli.com
Advocacy	Member	Luke Cusack	lukec@savarinocompanies.com
Advocacy	Member	Dob Erb	derb@urh.buffalo.edu
Member Communications	Chair	Daniel Bauer	dbauer@servprothesouthtowns.com
Member Communications	Member	Crystal Garvin	crystal@mcg-dev.com
Member Communications	Member	Susan Heimiller	Heimiller.Susan@healthnow.org
Member Communications	Member	Anne Desrochers	anne@trimaincenter.com
Membership	Co-Chair	Jacob Picchione	jacob.picchione@gdi.com
Membership	Co-Chair	Talia Johnson-Huff	Tjohnson-huff@ecidany.com
Nominating Committee	Chair	William Randolph	wrandolph@bestselfwny.org
Nominating Committee	Member	Gregory Gawrys	GGawrys@bestselfwny.org
Programs	Chair	James Mahoney	jamesm@mcg-dev.com
Programs	Member	Sarah Cudmore	scudmore@ciminelli.com
Programs	Member	Paul Hagan	phagan@ciminelli.com
Programs	Member	Jennifer O'Connell	joconnell@uniland.com
Programs	Member	Julia Spitz	julias@savarinocompanies.com



Introduction

Building Owners and Managers Association of Buffalo, Inc. (BOMA Buffalo) is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of BOMA Buffalo's commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with BOMA Buffalo. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. Building Owners and Managers Association of Buffalo's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with BOMA Buffalo. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. BOMA Buffalo will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of BOMA Buffalo retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, Jennifer Aiple, or BOMA Buffalo Executive Director or the current elected president of BOMA Buffalo, all of which can be found on the company website at www.bomabuffalo.com. All employees, paid or unpaid interns or non-employees who believe they

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject BOMA Buffalo to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. BOMA Buffalo will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. BOMA Buffalo will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. BOMA Buffalo will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the BOMA Buffalo Executive Director or the current elected president of BOMA Buffalo, all of which can be found on the company website at www.bomabuffalo.com.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or

- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual

displays on workplace computers or cell phones and sharing such displays while in the workplace.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or

- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Building Owners and Managers Association of Buffalo, Inc. cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager, BOMA Buffalo Executive Director or the current elected president of BOMA Buffalo, all of which can be found on the company website at www.bomabuffalo.com. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, BOMA Buffalo Executive Director or the current elected president of BOMA Buffalo, all of which can be found on the company website at www.bomabuffalo.com.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the BOMA Buffalo Executive Director or the current elected president of BOMA Buffalo, all of which can be found on the company website at www.bomabuffalo.com.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. BOMA Buffalo will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

Upon receipt of complaint, the BOMA Buffalo Executive Director or the current elected president of BOMA Buffalo:

- will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.

- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by BOMA Buffalo but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at BOMA Buffalo, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to BOMA Buffalo does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.



Acknowledgment of Sexual Harassment Policy & Training

I _____, acknowledge receipt of the Building Owners and Managers Association of Buffalo, Inc., policy prohibiting sexual harassment. I have read and understand this policy. Also, I have either, watched the New York State training videos and reviewed the Frequently Asked Questions, which were emailed to me and are in the links listed below, or I have completed sexual harassment training provided by my employer within the last year.

Required Training Videos: <https://www.ny.gov/combating-sexual-harassment-workplace/employers#training-requirements>

Frequently Asked Questions: <https://www.ny.gov/combating-sexual-harassment-workplace/combating-sexual-harassment-frequently-asked-questions#for-employers>

I am expected to abide by the rules and requirements contained in the policy with regard to the reporting of harassment, including the obligation to report violations of the policy and not to retaliate against anyone for exercising his/her rights under this policy.

Signature: _____

Print name: _____

Date: _____



Policy on Potential Conflict of Interest

This is a policy designed to avoid any possible conflicts between the personal interests of the Board members, committee chairs, members and staff and the interest of BOMA. This will also apply in any case in which a committee chairperson or committee member may be delegated the authority to transact any business on behalf of BOMA.

The purpose of this policy is two-fold. First, the policy seeks to reflect the spirit of BOMA's commitment to promote the highest ethical standards in commercial real estate. Second, the policy seeks to ensure that decisions about BOMA operations and the use or disposition of BOMA assets are made solely in terms of the benefits of BOMA and are not influenced by any private profit or other personal benefit to the individuals affiliated with BOMA who take part in the decision. In addition to actual conflicts of interest, board members are also obligated to avoid actions that could be perceived or interpreted in conflict with BOMA's interest.

Conflicts of interest may occur when BOMA enters into transactions with not-for-profit organizations as well as those that are undertaken with profit-making entities. The best way to deal with this problem is to make known one's connection with organizations doing business with BOMA and to refrain from participation in decisions affecting transactions between BOMA and the other organizations. Such relationships do not necessarily restrict transactions so long as the relationship is clearly divulged and non-involved individuals affiliated with BOMA make any necessary decision.

Policy

Any member of the Board of Directors, committee chairs, members and staff who may be involved in a BOMA business transaction in which there is a possible conflict of interest shall promptly notify the President. That person shall refrain from voting on any such transaction, participating in deliberations concerning it, or using personal influence in any way in the matter. That person's presence may not be counted in determining the quorum for any vote with respect to a business transaction in which he or she has a possible conflict of interest. Furthermore, that person or the President in the Director's absence shall disclose a potential conflict of interest to the other members of the board before any vote on a BOMA business transaction and such disclosure shall be recorded in the Board minutes of the meeting at which it is made. Any BOMA business transaction which involves a potential conflict of interest with a member of the Board of Directors, committee chairs, members and staff shall have terms which are at least as fair and reasonable to BOMA as those which would otherwise be available to BOMA if it were dealing with an unrelated party.

A written disclosure regarding any possible conflicts and of any adjustments made to avoid possible conflicts of interest shall be kept by the Executive Director.

Definitions

- A. "Involved in a BOMA business transaction" means initiating, making the principal recommendation for, or approving a purchase or contract; recommending or selecting a vendor or contractor; drafting or negotiating the terms of such a transaction; or authorizing or making payments from BOMA accounts. That language is intended to include not only transactions for BOMA's procurement of good and services, but also for the disposition of BOMA property, and the provision of services or space by BOMA.

- B. A “possible conflict of interest” is deemed to exist where the person or close relative, or a member of that person’s household, is an officer, director, employee, proprietary, partner, or trustee of, or, when aggregated with close relatives and members of that person’s household, holds 1% or more of the issued stock in the organization seeking to do business with BOMA. A possible conflict is also considered to exist where such a person is (or expects to be) retained as a paid consultant or contractor by an organization which seeks to do business with BOMA, and whenever a transaction will entail a payment of money or anything else of value to the official, member, to a close relative, or to a member of that person’s household.

A “possible conflict of interest” exists when an individual affiliated with BOMA has an interest in an organization which is in competition with a firm seeking to do business with BOMA if the individual’s position gives him or her access to proprietary or other privileged information which could benefit the firm in which he or she has an interest.

A “possible conflict of interest” exists when an individual affiliated with BOMA is a trustee, director, officer or employee of a not-for-profit organization which is seeking to do business with or have a significant connection with BOMA or is engaged in activities which could be said in a business context to be “in competition with” the programs of BOMA.

Acknowledgment

This policy statement shall be made available to Directors, committee chairs, pertinent members and staff. Such people will be asked to sign the acknowledgment below and the attached disclosure concerning reporting of potential conflicts of interest.

Acknowledgement

I have read and understand BOMA’s policy on Potential Conflicts of Interest. I agree to report promptly any such interest which arises in my conduct of BOMA business and, in other respects, to comply with the policy and its procedures.

Name Printed

Signature

Date

DISCLOSURE REGARDING CONFLICTS OF INTEREST

As a Board member, committee chair, member or staff of BOMA, I recognize that I owe duties of care and loyalty to Greater Buffalo BOMA. One aspect of fulfilling those duties is to avoid conflicts of interest in which my allegiance might be split between an association position or responsibility and some other professional, business, personal or volunteer position or responsibility. To help avoid conflicts, on this form I am disclosing other situations or area in which it might appear that I have conflicting duties or other entities. I invite any further review by the association of any aspect of these situations or areas that might be considered appropriate. Also, I will take other steps, such as avoiding deliberations and resolution of certain issues or even withdraw from my position in the association if it is determined that those steps are necessary to protect against legal liability to the association or to me arising from conflicts of interest.

1. Professional, business, personal, or volunteer positions or responsibilities that might give rise to conflicts:

2. Situations in which I am serving as a vendor, or employed by or consulting with a vendor, to the association or its member:

3. I know of no professional, business, personal, or volunteer positions or responsibilities, including vendor situations, that might give rise to conflicts (check here) _____

Signature

Date



Board Code of Ethics

Greater Buffalo BOMA is committed to comply with all applicable laws and regulations governing not-for-profit corporations and associations and aspires to the highest standards of ethical and professional conduct.

- Professional behavior is expected at all BOMA functions.
- Recognizing that the more you contribute to the association, the more you benefit from the association, all BOMA Board members are pledged to participate in and support the activities of the organization.
- Members shall treat each other with respect. All members recognize that the Association will be judged by the conduct of individual members.
- Members will treat use of membership information, membership resources, mailing lists, and contacts or working relationships professionally and ethically.
- Members shall use BOMA membership as a means of professional development for themselves and not for personal promotion.
- Members shall not discriminate because of race, sex, creed, disability or national origin as it relates to their Association relationships.

Please turn to the Acknowledgement, on the next page



Acknowledgement of Code of Ethics

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- Members shall use BOMA membership as a means of professional development for themselves and not for personal promotion.
- Members shall not discriminate because of race, sex, creed, disability or national origin as it relates to their Association relationships.

I, the undersigned, hereby acknowledge receiving the printed document entitled "Code of Ethics" and will work to conduct myself as befitting a Director of this association, as outlined in this Code of Ethics.

Please sign and date this document and return it to the Executive Director upon receipt.

Signature

Print your name

Date