

## Disclosure of interest



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## **1. Preamble**

The policy on Disclosure of Interest originates from the requirement of the Board to comply with Community broadcasting regulations 2019

## **2. Purpose**

To ensure that the Board complies with the requirements of ICASA community broadcasting service regulations.

Management Act insofar as the disclosure and reporting of any direct and indirect or private business interest that that member or any spouse, partner or close family member may have in any matter.

## **3. Scope of practice**

The policy is applicable to all Staff, Board members and Board Committee members.

## **4. Type of Policy**

Our policy is of a strategic nature.

## **5. Disclosure of interest**

- Members of the Board and committee members of ULTRA FM must disclose to the Board or committee any direct or indirect personal or private business interest (and declare to a meeting of the Board or committee any direct or personal financial interest) that that member or any spouse, partner or close family member of that member may have in any matter before the Board or committee, as stipulated in ULTRA FM's Rules of Procedure.
- The members of the board must be transparent and act truthfully upon their duties.
- It is their duty to keep financial wellbeing of the station, by taking measures to keep the station in good financial shape.
- The disclosure must be minuted and a register of interests kept.

## **6. Procedure following disclosure or declaration**

- Should any member of the Board or committee member disclose that he/she has an interest as detailed in a matter before the Board or committee then the Board or committee must decide with the participation of the member who made the disclosure, whether or not the interest is trivial or irrelevant.
- If the Board or committee decides that the interest is trivial or irrelevant,
- Then the member who made the disclosure or declaration can participate fully when the matter is discussed by the Board or committee.
- If the Board or committee decides that the member's interest is not trivial or irrelevant, then the member must withdraw from the proceedings at which such matter is considered.
- Such withdrawal must be affected by withdrawing, for the duration of the consideration of the matter, from the room in which the meeting is being held.

## **7. Recording of disclosure and declaration of interest**

- The notice convening the meeting of the Board must include an item addressing the disclosure of interest.
- The written notice must be read out at the meeting.
- Every disclosure of interest made must be recorded in the minutes of the meeting at which the declaration was made.
- Every disclosure must be recorded in the register of disclosures and declarations of interest.
- The register of disclosures and declarations of interest must be maintained on the premises of ULTRA FM and must be open to inspection by the members of the Board.

## **8. Potential difficulties in fulfilling the quorum requirements**

- Should a member of the Board or committee be required to withdraw from a meeting during consideration of a matter in relation to which he/she has disclosed an interest, such member must not be counted towards a quorum.
- Should the remaining members be insufficient in number to constitute a quorum by reason of the compulsory withdrawal of any member or members then the chairperson must deal with the matter in accordance with ULTRA FM's Rules of Procedure.