

## **Eligibility for Island Heritage Awards and Conflict of Interest**

### **Who is eligible to be nominated for an Island Heritage Award:**

All individuals and organizations which are active in one or more of the following pursuits – studying, collecting, preserving, interpreting or protecting the human and natural history of Prince Edward Island for the use, benefit and enjoyment of the people of the province – are eligible to be nominated for an Island Heritage Award, with the following exceptions:

- 1) Members of the Island Heritage Awards Adjudication Committee cannot be nominated for an award, nor can they nominate individuals or organizations for an award. Former members of the Committee cannot be nominated for an award, nor can they nominate individuals or organizations for an award, for at least one year after they cease to be a Committee member.
- 2) Members of the current Board of Governors of the Prince Edward Island Museum and Heritage Foundation (MHF) cannot be nominated for an award, nor can they nominate individuals or organizations for an award. Former members of the Board cannot be nominated for an award, nor can they nominate individuals or organizations for an award, for at least one year after they cease to be a Board member.
- 3) Employees of the MHF, whether permanent or contract, cannot be nominated for an award, nor can they nominate individuals or organizations for an award. Former employees cannot be nominated for an award, nor can they nominate individuals or organizations for an award, for at least one year after they cease to be an employee of the MHF. It should be noted that volunteers with the MHF *are* eligible to be nominated for an award, though they cannot be nominated by employees of the MHF or members of the adjudication Committee or Board of Governors.

- 4) If an employee, Board member or Adjudication Committee member is the author, co-author or editor of a publication, that publication cannot be nominated for an award. If, however, an employee, Board member or Adjudication Committee member is the author of an article in a publication containing multiple articles, the publication can be considered once conflict of interest guidelines have been followed and the publication has been accepted (see Conflict of Interest and the Island Heritage Awards adjudication Committee, section 6).
- 5) A new/revised edition of a publication that has previously received an Island Heritage Award is not eligible to be nominated again for that same award.
- 6) Publications of the MHF are not eligible to be nominated for an award. Also, if the MHF has paid, in whole or in part, for the printing, promotion, translation, distribution or any other aspect of an independent publication, that publication (including the original untranslated publication, in the case of a translated work) is not eligible to be nominated for an award. Similarly, any project that has received funding, in whole or in part, from the MHF is not eligible to be nominated for an award.

**Additional criteria:**

The deadline for the receipt of nominations shall be established by the Board. No nominations will be accepted after this deadline has passed, with the following exceptions:

- 1) If there are no nominations for a particular award, or if the submitted nominations are not considered to be appropriate candidates for a particular award, the Committee may choose to either a) seek further nominations, or b) decline to present that award in that given year.

- 2) If the Board feels there have been exceptional circumstances that have prevented a nomination from being made prior to the deadline, and have received notification of an intent to submit from the nominator before the submission deadline (either in writing or verbally), the Board may decide to consider a nomination up to seven business days following the actual deadline.

An individual or organization can be nominated for, and receive, more than one award.

The Committee can choose to move a nominee to a different award category than that for which they were nominated, if this is deemed appropriate by the Committee. Similarly, a nominee's eligibility can be carried over for consideration in the following year (rather than the current year) if this is deemed appropriate.

If a book is nominated for publication of the year or any other award, three copies of the book must be submitted within two weeks of the close of nominations. The books will be returned upon request. Assigned members of the Adjudication Committee will read each nominated book.

Books are eligible for nomination as long as they were published between thirty days before the closure date of nominations for the *previous award year* and the closure date of nominations for the *current award year* nominations. This is done to include authors who did not have the chance to submit in the previous year because their book was too close to that closure date for nominations.

#### **Conflict of Interest and the Island Heritage Awards Adjudication Committee:**

A conflict of interest is any situation in which an individual's personal interests/loyalties or interests/loyalties that they owe to another individual or body may (or may appear to) influence or affect the individual's decision making. For example, decisions relating to the work of a family member, current or recent student, or a close colleague would constitute a potential conflict of interest. Even the appearance of a conflict of interest can damage the MHF's reputation so real or perceived conflicts will be managed carefully.

Here are several specific situations in which a member of the Island Heritage Awards Adjudication Committee may have a conflict of interest, and therefore be unable to adjudicate for a particular award:

- 1) If a 1<sup>st</sup> degree relative of a Committee member is nominated for an award, that Committee member must recuse themselves from any discussion or decision regarding that award, with the exception of the Heritage Recognition award. In that case, the Committee member must only recuse themselves from any discussion or decision regarding that nominee.
- 2) If a Committee member has a direct financial relationship with a nominee or a nominated project, that Committee member must recuse themselves from any discussion or decision regarding that award, with the exception of the Heritage Recognition award. In that case, the Committee member must only recuse themselves from and discussion or decision regarding that nominee. A direct financial relationship can include: owing money, being owed money, being involved in a joint financial venture, or having made financial contributions to the nominated project or individual.
- 3) If a Committee member is a volunteer or an employee of a nominated organization or project, they must recuse themselves from any discussion or decision regarding that award, with the exception of the Heritage Recognition award. In that case, the Committee member must only recuse themselves from any discussion or decision regarding that nominee.
- 4) If a Committee member has a non-familial, but close personal relationship with a nominee or a member of the nominated organization, they must share this information with the Committee. The remainder of the Committee will then decide if this relationship constitutes a conflict of interest and ask the Committee member to recuse themselves if that is deemed necessary.

- 5) If a Committee member is named in the acknowledgements of a nominated publication, they must share this information with the Committee. The remainder of the Committee will then decide if this relationship constitutes a conflict of interest and ask the Committee member to recuse themselves if that is deemed necessary.
- 6) If a Committee member is the author of an article in a nominated publication containing multiple articles, the Committee member must share this information with the Committee. The remainder of the Committee will then decide if the member's involvement in the publication constitutes a conflict of interest and ask the Committee member to recuse themselves if that is deemed necessary.
- 7) If a Committee member feels they may have a conflict of interest that is not covered by any of the above criteria, they must share this information with the Committee. The remainder of the Committee will then decide if this relationship constitutes a conflict of interest and ask the Committee member to recuse themselves if that is deemed necessary.
- 8) If a Committee member feels that they have a conflict of interest regarding a particular nominee, but do not wish to divulge the nature of this conflict of interest to the Committee, they may recuse themselves from any discussion or decision regarding that award or nominee (in the case of Heritage Recognition Awards), citing private and personal reasons.

Other conflict of interest situations not described above may arise from time to time, and the Committee is tasked with addressing these openly and transparently with the goal of eliminating the conflict of interest from decision-making and maintaining the credibility of the Committee and the MHF.

These eligibility criteria, along with the attached conflict of interest rules, shall be reviewed at least once every four years, with the four years being counted beginning from the date that the criteria and rules were approved by the MHF's Board of Governors.