E. **Rules for Dealing with Conflicts of Interest on ESO Committees**

1. A conflict of interest arises when the Committee is called upon to make a decision or recommendation on a matter in which a member, or her/his institution, or a closely connected associate, or her/his immediate family has a professional, financial, or commercial interest.

2. It is the responsibility of all members of the Committee to recognize and report all their own actual or potential conflicts of interest. All members must declare any potential conflicts of interest to the Committee through ESO before accepting appointment, and ESO shall keep a record of such declarations.

3. Committee members shall declare to the Committee any actual or potential conflict of interest in any item on the Agenda immediately they become aware of it, and ESO shall update the record of declarations.

4. In any situation dealing with finite resources, some decisions have implications for all other decisions. If an actual or potential conflict of interest arises, the Committee Member may be requested by the Chair of the Committee either to withdraw from discussion of that item, or to participate in all or part of the discussion, but should a vote be called, the conflicted member shall not be present during the voting.

5. The request to withdraw may be challenged in which case it shall be put to a vote of the Committee, with the potentially conflicted member not participating; in the event of a tied vote, the decision of the Chair shall be final.

6. Should the Chair be required to withdraw from a discussion, the Committee members shall agree on one of their number to act as temporary Chair for the discussion of that item.

7. Should a conflict of interest be discovered after a vote or recommendation has been made, the Chair shall propose to the Committee that either

   (a) the vote or recommendation should stand with the vote of the conflicted member converted to an abstention

   or

   (b) the vote or recommendation is declared null and void, and shall be revisited with the conflicted member withdrawn.

8. Any deliberate failure to report a conflict of interest shall be reported by ESO to the person or body appointing members to the Committee, and this person or body shall decide upon the action to be taken, and inform the Committee.

9. Any action under the rules above shall be recorded in the minutes of the Committee meeting.