

Panelist and Chairperson Responsibilities Confidentiality & Conflict of Interest

Panel members are to fully participate within the process. They must:

- Attend Panel Orientation Meeting
- Read the Panel Handbook and all materials provided by FLAGS
- Sign all required affiliation paperwork
- Determine a Panel Chair
- Review all applications and attachments prior to deliberations
- Use evaluation sheet for notes prior to deliberations
- Address any questions to FLAGS staff prior to deliberations
- Attend all deliberations meetings
- Present assigned applications at deliberations meetings
- Vote and determine funding awards
- Abide by the Code of Ethics and Policies listed in the Handbook.

Finger Lakes Arts Grants and Services, Inc. also relies upon Panel members to:

- Assist in an annual program audit/review
- Consider and make recommendations on policy issues
- Suggest ways in which the DEC program can expand and grow within Cayuga, Ontario, Seneca, Wayne and Yates counties.

Finger Lakes Arts Grants and Services, Inc. makes every effort to ensure that the panel is representative of the counties' population as well as our constituencies. Following FLAGS DEC guidelines, panel members are appointed for a term of one year with formal reappointment annually, up to a maximum of three consecutive years.

Panel Chairperson

A panelist from the Panel Group will be assigned as **chairperson** to conduct the panel proceeding and an individual will be assigned to take notes on each application reviewed and to keep time.

The **chairperson's** responsibilities are to run the review meetings in order to recognize panelist's comments, handle disputes, close discussions at the appropriate time and call for a formal vote. The **chairperson** will call for a vote of "yes" or "no" at the end of a discussion lasting up to *5 minutes*. If majority votes "no" on an application, that application would no longer be considered for funding. All other applications would be considered in a further round.

The **chairperson** must ensure that everyone has a chance to voice his or her views of the applications. Recommendations as to what would be funded and at what level are strictly panel decisions. FLAGS' staff is present to take notes and provide facts, to seek further information (at the panel's request), and to be sure discussions remain fair and focused.

Chairperson's Principle Responsibilities:

1. Announce the name of the organization to be discussed.
2. Call on the primary secondary readers for their presentations.
3. Call on other panelists for their comments. Chairperson may also enter into the discussion.
4. Ask the panel for a recommendation.
5. Call for a motion for recommendation.
6. Call for a second to the motion.
7. Ask for discussion on the motion.
8. Call for a hand vote. The chair also votes.
9. Call for motion for recommended reconsideration.
10. Call for a second on the motion.
11. Call for a hand vote.

Confidentiality

Materials: All materials and data are confidential and are to be used solely for the FLAGS DEC panel deliberations. All materials must be returned at the end of the panel meetings.

Deliberations: The panel process is designed to be objective and expert. General information regarding panel proceedings is accessible to the public. Panel deliberations, however, take place during closed sessions. Comments and remarks by panel members and FLAGS staff in session are strictly confidential in order to ensure the candid flow of information that is critical to the evaluations that panelists must make. Panelists must not contact applications prior to the review sessions and may not attempt to explain particular decisions to applicants. All questions must be referred to FLAGS staff. Any panelist who breaches confidentiality shall be asked to resign.

Conflict of Interest

Because this project is a program of the New York State Council on the Arts, *Finger Lakes Arts Grants and Services, Inc.* has adopted the State Council's *Code of Ethics*.