

## Board of Directors – Slate Selection Policy

APPROVAL
Board of Directors
Date: September 28, 2016
Executive Director, SALCO
Review Date
September 28, 2021

### PURPOSE

To develop a fair and transparent process aimed at creating a Nominations Committee that will be responsible for creating a slate of proposed candidates to become part of SALCO’s Board of Directors.

### SCOPE

The Policy is related to the policies and procedures in relation to creating SALCO’s Nominations Committee.

### DEFINITIONS

Word/Term	Definition
Board Member	An elected member of SALCO’s Board of Directors.
Executive Director	The managerial head of SALCO and its staff which includes overseeing the provision of legal services to clients, fundraising for the clinic, and human resources management.
SALCO Member	An individual who has shown a demonstrated interest in SALCO’s overall mandate.

### LEGISLATIVE CONTEXT

Name	Location
N/A	N/A

## SECTION 2 - POLICY

### PRINCIPLES

The Policy is created to ensure that a transparent, fair, and expeditious approach is followed in creating SALCO's Nominations Committee.

### POLICY

<b>1.</b>	<b>Policy &amp; Guiding Principles</b>
1.1	The nominations committee is to take inventory of any capacities missing or needed at the SALCO board of directors (ex: financial, human resources, fund development, governance, community representation, legal);
1.2	The Nominations Committee is to be comprised of three individuals including any combination of SALCO's board members, Executive Director, and a member of SALCO who has shown a demonstrated interest in SALCO's overall mandate.

## SECTION 3 - PROCEDURE

### PROCEDURE

	<b>Procedure steps</b>	<b>Responsibility</b>
<b>1.</b>	<b>Nominations Procedure</b>	
1.1	SALCO's Nominations Committee will post an open call for board membership on its website 90 days before the AGM. SALCO will also send the open call to its current membership list and all other social media contacts through its twitter and Facebook pages, and through email listserves;	Nominations Committee
1.2	The posting will be open for 60 days;	Nominations Committee
1.3	If an individual expresses an interest in becoming a nominee, this must be done in writing either by e-mail, fax, or Facebook as specified by the Nominations Committee at the time of the open call for new members of the Board of Directors.	Nominations Committee
1.4	Within ten (10) business days, there shall be an acknowledgement of receipt of the proposed nominee's expression of interest.	Nominations Committee
1.5	Within the thirty (30) days following the closing of the open	Nominations

	call for Board Membership, the Nominations Committee will review applications for and will, by majority vote, create a slate of nominees for the consideration of SALCO's Board of Directors.	Committee
1.6	The nominations committee will present the slate to the SALCO board in the month before the AGM for approval;	Nominations Committee
1.7	The board-approved slated of nominees to the SALCO board will be presented to the general membership for approval at the AGM. The AGM package will include information on each nominee for the members to review.	Nominations Committee

**SUPPORTING DOCUMENTATION e.g. copies of letters of faxes, communications between Nominee**

**Board of Directors, etc.**

**Forms and Records Management**

Form	Retention Time	Retention Location
<i>Record of the Nomination</i> <ul style="list-style-type: none"> <li>• <i>Upon nomination, the Nominations Committee is to maintain a record of Nominee</i></li> <li>• <i>Record of Nominee is to include Name of the Nominee including communications between nominee and Nominations Committee</i></li> </ul>	1 year after date of Nomination	Secure storage at SALCO office

**SECTION 4 - GOVERNANCE**

**RESPONSIBILITY RESPONSIBILITY**

<b>Policy Owner</b>	Executive Director / Board of Directors
---------------------	---