

## Board of Directors – Slate Selection Policy

APPROVAL
Board of Directors
Date: September 28, 2021
Review Date
1 <sup>st</sup> Review Completed: September 28, 2021 2 <sup>nd</sup> Review Date: September 28, 2026

### 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. Please note that SALCO also allows for the election of one board member from the floor at each AGM as per the SALCO by-laws.

### 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 60 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 list serves.	Nominations Committee
1.2	The posting will be open for 30 days;	Nominations Committee
1.3	If an individual expresses an interest in becoming a nominee, this must be done in writing by completing SALCO Board Member Application Package (which will be distributed via posting on SALCO's website and other social media accounts, by email to the SALCO membership, and by email to other SALCO contact lists).	Nominations Committee

1.4	Within the fifteen to thirty (15-30) days following the closing of the open 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.	Nominations 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>• Upon nomination, the Nominations Committee is to maintain a record of Nominee</li> <li>• Record of Nominee is to include Name of the Nominee including communications between nominee and Nominations Committee</li> </ul>	1 year after date of Nomination	Secure storage at SALCO office

## SECTION 4 – GOVERNANCE/ RESPONSIBILITY

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