

**SELECTION POLICY FOR SLATE OF NOMINEES
 FOR SALCO BOARD OF DIRECTORS**

APPROVAL
Board of Directors
Draft: Pending Approval in July 2016
Review Date

SECTION 1 – PURPOSE, SCOPE, DEFINITIONS, LEGISLATIVE CONTEXT

PURPOSE

To document outlines the way in which nominees for the SALCO Board of Directors are chosen for the slate of candidates that is presented at the SALCO AGM through a fair, equitable, and transparent process.

SCOPE

This policy outlines the process by which the SALCO Board of Directors and its Nominations Committee will choose candidates for the slate of nominees for the SALCO Board of Directors. It is important to note that the SALCO Bylaw 6 also allows for election to the SALCO Board of Directors from the floor of the AGM. Nominees from the floor will be able to run for one vacant position and should be prepared to present their qualifications to the membership at the AGM, who will vote to elect any board of directors from the floor. Please see SALCO Bylaw 6 for further details.

DEFINITIONS

Word/Term	Definition
Board Member	An elected member of SALCO’s Board of Directors.
SALCO Member	Anyone who holds membership in SALCO in accordance with the SALCO bylaws.

LEGISLATIVE CONTEXT

Name	Location
N/A	N/A

SECTION 2 - POLICY

1.	Policy & Guiding Principles
1.1	The nominations committee will take inventory of any capacities missing or needed at the SALCO board of directors (ex: community representation, fund development, human resources, financial management, legal, governance). The Nominations Committee will ensure that the slate of candidates proposed shall, as far as possible, be representative of the South Asian community's diversity with respect to gender, sexual orientation, language, ethnicity, religion, and region, and any of the missing capacities noted in their inventory.
1.2	The Nominations Committee is to be comprised of three individuals, including two SALCO board members and one member of SALCO. A volunteer Nominations Committee member from SALCO's membership will be solicited by sending an email or regular mail to the membership list to ask for a volunteer to be chosen at random from the pool of interested candidates.

SECTION 3 - PROCEDURE

	Procedure steps	Responsibility
1.	Nominations Procedure	
1.1	SALCO's Nominations Committee will post an open call for board membership on its website 120 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 board member, this must be done in writing either by email, fax, or mail through the completion of an Application for Board Membership and Membership form (if not already a member of SALCO), as specified by the Nominations Committee at the time of the open call for nominations to the Board of Directors.	Nominations Committee

1.4	Within ten (10) business days of receipt, there shall be an acknowledgement of receipt of the proposed nominee's Application for Board Membership.	Nominations Committee
1.5	Within the thirty (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 at least 30 days before the AGM for approval.	Nominations Committee
1.7	The board-approved slate of nominees to the SALCO Board of Directors will be presented by the board's Nominations Committee to the general SALCO membership for approval at the AGM. The AGM package will include information on the slate of nominees for the members to review and will be sent to the SALCO membership no later than 10 days before the AGM.	Nominations Committee

SECTION 4 - SUPPORTING DOCUMENTATION

Form	Retention Time	Retention Location
Application for Board Membership	1 year after date of Nomination	Secure storage at SALCO office
Application for SALCO membership	Held until June 30 of the third year after the membership is approved	Secure storage at SALCO office

SECTION 5 - GOVERNANCE

RESPONSIBILITY

Policy Owner	Nominations Committee, SALCO Board of Directors
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