



NOMINATION POLICY

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Accountability: Sick Cell Disease Association of Canada
Responsibility: Chair of the Board
Approver: Sick Cell Disease Association of Canada- Board

Approval date:
Current Revision: March 3rd 2017
Review: As necessary

Purpose

The purpose of this policy is to set out nomination procedures for selecting candidates for election as directors of the SCDAC/AAFC board

Policy

The nominating committee will identify candidates to fill each vacancy among directors, and select the most eligible candidates recommended by the member organizations for election to the Board of directors. Nomination will take place at the annual general meeting, and election of officers at the first board of directors meeting after the AGM.

Procedure

1. These procedures are subject to the provisions of SCDAC/AAFC by-laws. If there is any conflict between these procedures and the by-laws, the by-laws prevail.
2. The nominating committee may publish a call for candidates on its website and among member organizations at least 30 days before the election. Nominations will close 10 days before the annual general meeting.
3. The nominating committee may require all candidates or certain candidates to provide the following:
 - A signed declaration stating consent to act as a director
 - A letter of recommendation from the member organization that submitted the referral. The applicant may not necessarily be a member of a member organization, but someone from the community of good standing, with the required qualifications and skills to contribute to the growth and development of the board.
 - Completion of the Standard Information Form (SIF)



4. The nominating committee or its representatives, together with any two Directors that the nominating Committee considers appropriate, may interview candidates considered most qualified to fill the vacancies.
5. Subject to the direction of the Board and the By-laws, the slate of candidates may contain a number of candidates equal to the number of all vacancies of directors on the board, or a greater number of candidates than vacancies.
6. In preparing the slate, the nominating committee will apply objective criteria in determining the appropriate candidate for election to the board. In making its decision, the nominating committee will consider the following
 - The criteria set out in section 9 of this policy.
 - The SCDAC/AAFC's mandates, goals and objectives for the upcoming three (3) years
7. The nominating committee shall send a request to each member organization, between twenty one to sixty (21-60) days prior to the annual membership meeting, for names of individuals to be considered for nomination. The nominating committee will provide to the board of directors the slate of candidates and qualifications of the individuals at least ten (10) days before the annual general meeting, at which the election of directors will take place. The nominating committee will present the slate of candidates along with recommendations to the membership at the annual general meeting.

Principles to Guide the Nomination of Current Directors

The nominating committee will consider current directors whose term is expiring and who wish to stand for election or re-election in the same manner as other candidates, taking under consideration the director's performance during his or her term, including consideration of the following factors:

- Understanding and support of the SCDAC/AAFC's objects and goals
- Attendance at board and board committee meetings
- Effective communication, including contribution at board and committee meetings and on behalf of the SCDAC/AAFC as requested
- Preparation for and participation at board and committee meetings
- Support of board decisions and actions, regardless of how the director voted



- An open mind to the views of others and the ability to change or adjust positions after hearing them
- Ability to express a dissenting or independent opinion, or challenge the majority view in a respectful and constructive manner
- Commitment to continuing education both on an individual and Board basis, and ability to use this education to inform Board deliberations and
- Compliance with governing legislation and by-laws, particularly conflict of interest, confidentiality, code of ethics, and duty of care provisions.

This policy is subject to change and amendments to support the needs of the Sickle Cell Disease Association of Canada (SCDAC/AAFC).