

**POLICY TYPE: GOVERNANCE PROCESS**

**4-29 Pre-Election / Pre-Appointment Screening Policy**

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The COO Board is committed to ensuring that the process for screening candidates for the board or committees will be robust, efficient, and transparent. Accordingly, the Board will:

1. Establish pre-election and pre-appointment competencies (the “Competencies”) in the manner set out in the COO by-laws. The Competencies will be reviewed on a regular basis (at least every 5 years) to ensure they continue to meet the board’s needs and are consistent with the COO’s mandate.
2. The Competencies will be published on the COO’s website annually at least 60 days prior to the close of nominations for election or the deadline to apply for Appointed Member positions.
3. All candidates for election or appointment shall participate in a screening interview before the Screening Committee unless it has been less than 3 years since they were last determined by the Screening Committee to have met the Competencies. For clarity, board members who are running for re-election following a 3-year term will be required to participate in a new screening interview before they are eligible to run for re-election.