



Science Advisory Board for Contaminated Sites in British Columbia

POLICY 1 Membership Criteria and Procedures for Review of Candidates

a) Criteria for Membership

a) Independence:

The applicant needs to portray and affirm that they have the ability to be independent.

b) Recognized scientific credentials:

The applicant should normally have 10 or more years of experience after their bachelor's degree (for example, a PhD plus 5 years experience) but experience may be modified by "recognition" including such things as number of papers published in peer reviewed journals. It is not necessary for the applicant to belong to a professional association.

c) Relevant experience in contaminated sites management or related areas of expertise:

The applicant must demonstrate "strongly related and relevant experience or significant direct experience". The experience may be a combination of strongly related and relevant and direct or entirely direct or entirely strongly related and relevant.

d) Need for overall balance of experience on the Board:

The applicant will provide a concise description of their experience and specific area(s) of expertise in an essay of not more than 200 words. Applicants may be requested to supply references or to make themselves available for an in-person or telephone interview.

e) Potential to contribute in a committee environment:

The applicant needs to demonstrate an ability to contribute in a committee situation.

f) Diversity: Membership of the SABCS will be inclusive and representative of the community.

b) Procedures for Review of Applicants

The qualifications for applicants of the SABCS will be determined by their professional credentials and/or certifications, advanced degrees in pertinent scientific or engineering disciplines from recognized universities, the number of years of

experience in pertinent scientific or engineering disciplines, recognized leadership in their discipline, formal training in the specific area of expertise, and field and/or laboratory experience with evidence of the ability to produce peer-reviewed



publications or other professional literature. No one factor will be determinative in deciding whether an applicant will be accepted into the SABCS.

Applications will be reviewed by the Nominations Sub-Committee in accordance with the above criteria and the SABCS membership bylaws and the status of the of the applicant will be determined as: "More Information Required", "Interview Required", "Recommended", or "Not Recommended". The classification of More Information Required would be followed by a request to the applicant for additional information (such as providing publications) required by the reviewers to come to a recommendation. If requested, applicants will provide 3 references that can attest to their credentials and abilities. The classification of Interview Required would be followed by a request of the applicant for an interview by the Sub-Committee to be conducted in-person or by telephone. The classifications of Recommended or Not Recommended would be provided directly to the SABCS Board of Directors accompanied by the application and the evaluation prepared by the Sub-Committee. The final decision would be made by the Directors. The decision of the Directors will be conveyed to the applicant. Unsuccessful applicants could request consideration according to the bylaws of the SABCS.

Approved June 22, 2004

Board of Directors

Recommendation of Membership Committee

Jim Malick, Adrian Michielsen

c) SABCS Membership Bylaws

- 7 The criteria for the appointment of members will be primarily as follows:
 - (a) independence;
 - (b) recognized scientific credentials;
 - (c) relevant experience in contaminated sites management or a relevant area of expertise;
 - (d) need for overall balance of expertise on the board;
 - (e) potential to contribute in a committee environment; and
 - (f) diversity.

- 8 Application for membership Application for membership in the society shall be in writing, including electronic format, in a form approved by the directors, and shall state the name location and nature of the business of applicant and such other information as determined by the directors pertaining to the criteria for membership in 5. 6. and 7, and shall contain an agreement that if admitted to membership, the applicant will observe all provisions of the Bylaws, and will pay all applicable fees and dues.



- 9 Acceptance to membership Any applicant may seek to be accepted as a member by submitting the required information and the prescribed fee to the directors or its designate. Upon review of the application, the directors will either accept or refuse the applicant and provide written notification of such acceptance or refusal.

A candidate whose application is refused by the directors shall be entitled to request a statement of the reasons for such refusal and the directors shall provide such reasons. In the event that such explanation does not resolve the issue, the applicant may seek appeal to a mutually agreed upon professional association as provided in article 14.

- 14 Removal of a Member Upon 30 days notice in writing to a member, and after giving such member a reasonable opportunity to be heard by the directors, the directors may, by a resolution passed by two-thirds of the votes cast at a meeting of the directors, pass a resolution authorizing the removal of such member from the Register of Members and thereupon such person shall cease to be a member. Any person so removed may re-apply for membership in the society.

Any person so removed shall have the right to appeal their removal to an independent professional society or certifying body mutually agreed to by the directors and the member concerned. On appointment the members and associate members agree that such appeal decision will be binding on the member concerned and the society.