

Energy & Mineral Law Foundation

POLICY ON THE PROCESS FOR DETERMINING COMPENSATION

This Policy on the Process for Determining Compensation of the Energy & Mineral Law Foundation (“EMLF”) applies to the compensation of the following persons employed by the EMLF:

The EMLF’s **chief employed executive**

Key Employees of the Organization by title:

Membership Director / CLE Administrator

The process includes all of these elements: (1) review and approval by the board of trustees or executive committee of the EMLF; (2) use of data as to comparable compensation; and (3) contemporaneous documentation and recordkeeping.

1. **Review and approval.** The compensation of the person is reviewed and approved by the board of trustees or executive committee of the EMLF, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval.
2. **Use of data as to comparable compensation.** The compensation of the person is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.
3. **Contemporaneous documentation and recordkeeping.** There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement.

This policy was approved at the Annual Meeting of the Board of Trustees of the Energy & Mineral Law Foundation on May 15, 2011 in Farmington, Pennsylvania.