



Project
Management
Institute®
Newfoundland
& Labrador

**POLICIES AND PROCEDURES –
NOMINATIONS AND ELECTION**

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Document Review and Approvals

Review / Revision Log

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2020/08/21	Draft v02	Incorporated feedback from Liaison Bill Morrissey	Sue Constantine
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2020/09/09	PMINL Policies and Procedures - Nominations and Election	2020/09/09	Approved during September monthly board meeting

Acronyms and Glossary

The following table includes definitions for any unique symbols or notations that are used in the document.

Term	Definition
BOD	<p>Board of Directors of PMI-NL.</p> <p>The number of directors can change from year to year (as per the PMI-NL bylaws) based on the needs of the board at that time.</p> <p>The executive consists of four officers: president, vice president, treasurer and secretary. The board may also contain anywhere from 2 – 8 directors.</p> <p>Terms of service for the positions on the Board shall be two (2) years except for that of President.</p> <p>A person is limited to two (2) consecutive terms in the same position, and no more than four (4) consecutive terms on the Board in general.</p> <p>These positions are staggered so that approximately one half of the Board is elected each year.</p>
Appoint / Appointment Process	<p>When filling a vacancy outside of the Annual General Election, the Board of Directors will use the appointment process (see "Fill a Vacant Position").</p> <p>A board member is appointed to a vacant position when they are selected <i>by a vote of the Board</i>, rather than a vote of the general membership at the Annual General Election. A person appointed to a position must still be vetted by the Board to ensure they meet the basic requirements and qualifications for the position (e.g. a candidate for treasurer should have experience managing an operational budget of \$40K+, etc.).</p> <p>The position of President and President-Elect must be filled by a vote of the Chapter membership and should not be filled using the appointment process.</p>
Petition Process	<p>Process used to call for nominations for a general election or to fill a mid-term vacant position. Note: the petition process for a general election can be different than that used to fill a vacancy.</p>
DoT	Director of Technology
DoC	Director of Communications and Public Relations

1. INTRODUCTION

1.1 PURPOSE

The policy and procedures in this document will be used to fill PMI®NL Board positions when they become vacant at the end of regular one-year or two-year term.

Policies and procedures of the PMI®NL are subject to and may not conflict with the bylaws, policies, procedures, rules or directives established or authorized by PMI® or PMI®NL, as well as the charter agreement between PMI and PMI®NL.

1.2 ROLES AND RESPONSIBILITIES

The nomination committee chairperson (known as the *Liaison*) is responsible to setup the Nominations Committee which will be used when filling positions for the *Annual Election*.

The Past-President will serve as the Liaison. If the past-president is not able to fulfill this role, another *non-voting* member of PMI®NL can be appointed by the current board to serve as the Liaison (preferably someone with past PMI®NL Board experience).

The Liaison will be the sole point of contact between the Nominations Committee and the Board.

The Liaison is also responsible for the following:

- Coordinating the call for volunteers to serve on the committee (i.e. the petition process).
- Selecting committee members
- Providing committee with documentation, including:
 - Chapter governing documents (bylaws, policies, procedures, specifically highlighting areas around nominations and election procedures)
 - Descriptions of open positions
 - Eligibility criteria for open positions
- Providing clarifications on any of the items listed above
- Provide weekly status updates on committee activities to the Board
- Coordinating with the regional PMI Chapter Administrator for any support required

1.3 OTHER RELATED DOCUMENTS

Document Name	Description	Location
PMI®NL Policies and Procedures – General	Contains general policies and procedures related to standard business operations of the PMI®NL chapter	Google Drive under Governance
PMI®NL Policies and Procedures – Financial	Contains Financial policies and procedures related to standard business operations of the PMI®NL chapter	Google Drive under Governance
PMI®NL Roles and Responsibilities - Guidelines	Contains a position description for each position on the board, describing the following: role, list of responsibilities, list of qualifications, skill set required, other “nice to have” experience, skills, etc.	Google Drive under Governance
PMI®NL Bylaws	Contains all governing Bylaws of the NL chapter of PMI®.	Google Drive under Governance
PMI®NL Charter		
PMI®NL Code of Ethics		

2. POLICIES

2.1 NOMINATIONS (FOR ANNUAL GENERAL ELECTION)

2.1.1 Policy Statement

A PMI®NL Board of Directors Nominating Committee shall be appointed to oversee the nominating process for Directors and officers of PMI®NL Annual General Election, and shall ensure appropriate procedures are in place for the selection and presentation of qualified candidates to the membership for voting.

2.1.2 Background

As part of standard operations, various positions will become vacant at the end of their regular one-year or two-year term. The nomination and election of officers and directors shall be conducted annually in accordance with the requirements contained in **Article VI of PMI®NL Bylaws**.

2.1.3 Terms and Conditions

Nominees can only stand for one position at the Annual General Election.

To stand for election to the Board, a nominee must be a member of **PMI** in good standing **of as of the close date of nominations**.

Discrimination in election and nomination procedures on the basis of race, color, creed, gender, age, marital status, national origin, religion, physical or mental disability, or unlawful purpose is prohibited.

The liaison will be the sole point of contact between the Nominations Committee and the Board.

Nominating Committee shall follow the following composition:

- The committee must be composed of a maximum of five PMI®NL chapter members in good standing.
- The Nominations Committee shall be made up of the committee chairperson (known as the Liaison) and 3-5 committee members in good standing with PMI®NL (as of the date of appointment to the committee).
- Liaison and committee members should not include anyone who intends to stand for a position during the current electoral cycle.
- No current member of the board/leadership should actively sit on the committee or influence the committee's activities in any way during the nomination and election period.
- Current board members may provide feedback on the timeline of activities and request status updates on these activities. All feedback and inquiries from current board should be communicated via the Liaison.

- The committee should be selected in accordance with PMI®NL’s Chapter bylaws and local legal requirements regarding committee selection.

If a nomination is rejected and the candidate wishes to appeal, the relevant information should be submitted to the Board for review. Once reviewed, the decision of the Board is final.

Qualifying candidates may be nominated as follows:

- Self-nomination – a candidate may nominate themselves
- Board nominated – a candidate is nominated by someone on the current board of directors
- Chapter nominated – a candidate is nominated by a member(s) of the PMI®NL chapter.

In accordance with PMI policies, practices, procedures, rules and directives, no funds or resources of PMI or the Chapter may be used to support the election of any candidate or group of candidates for PMI, Chapter or public office.

No other type of organized electioneering, communications, fund-raising or other organized activity on behalf of a candidate shall be permitted.

The Nominations Committee will be the sole distributor(s) of all election materials for Chapter elected positions.

2.1.4 Other

The board positions which will become vacant each year are staggered such that approximately one half of the Board is elected each year. The rotation schedule for openings is as follows:

Cycle 1 (each is a 2 year positions)

- Treasurer
- Director of Technology
- Director of Public Relations and Communications
- Director of Programs
- Director of Membership

Cycle 2 (each is a 2 year positions)

- Secretary
- Director of Sponsorship
- Director of Outreach
- Director at Professional Development / AT Large

Vice President (1 year position, posted each year)

NOTE: when a person is elected as Vice-President / President-Elect, they are making a 3-year commitment. The current Vice-President / President-Elect becomes the President in the year following their 1-year term as Vice-President. The current President becomes the Past-President (and Liaison) in the year following their 1-year term as President.

2.2 ANNUAL GENERAL ELECTION

2.2.1 Policy Statement

The Annual General Election of officers and directors should take place in Q4 (October – December) of each year in order for the new Board of Directors to be prepared to start their term in January of the upcoming year.

2.2.2 Background

As part of standard operations, various positions will become vacant at the end of their regular one-year or two-year term. The nomination and election of officers and directors shall be conducted annually in accordance with the requirements contained in **Article VI of PMI®NL Bylaws**.

2.2.3 Terms and Conditions

As per PMI®NL Bylaws, elections shall be conducted either:

- (a) During the annual meeting of the membership; or
- (b) By mail ballot available to all voting members of **PMI®NL** in good standing; or
- (c) By electronic vote in compliance with the legal jurisdiction.

All members in good standing of PMI®NL shall have the right to vote in the election.

The nominee who receives a majority of votes cast for each vacant Board position shall be elected.

A person elected to the Board must be a PMI®NL member in good standing at the start of their term and must maintain their membership in good standing for the duration of their term on the Board.

If only one qualified nominee stands for election for a position, then that nominee shall be acclaimed to the position during the election.

If no qualified candidate is identified, the position will remain vacant and will be filled as per **Article V section 14 of PMI®NL Bylaws**. (see policy 2.3 Vacant Positions).

Election results should be announced to the PMI®NL membership electronically (e.g. website, email, or newsletter) no more than 30 days after the election.

2.3 VACANT POSITIONS

2.3.1 Policy Statement

When a board position becomes vacant, the Board may use discretion in deciding if / when that vacancy must be filled. The most appropriate course of action can be one of the following:

- (a) Fill the position ASAP in order that the operations of PMI®NL can continue with minimal disruption or delays
- (b) Distribute the responsibilities of the vacant position among the other board members for the remainder of the current year, and wait until the next general election to fill the vacancy
- (c) In the case of a director position, the Board can decide to remove the position from the Board (i.e. reduce the number of directors by 1 (as per PMI®NL bylaws such that the number of directors is not less than 2).

2.3.2 Background

A position can become vacant when one of the following occurs:

- (a) A board member resigns
- (b) At the Annual General Election there is no qualified candidate selected to fill the position
- (c) As per **Article 5 section 12 of the PMI®NL Bylaws**, a member of the Board ceases to be a member in good standing and is removed by the Board.

The filling of a vacant position shall be conducted in accordance with the requirements contained in **Article V section 14 of PMI®NL Bylaws** (see procedure 3.6 **Fill a Vacant Position**).

2.3.3 Terms and Conditions

When a vacancy must be filled outside of the Annual General Election, the Board may appoint a successor to fill that position for the unexpired portion of the term (exception to this is President and Vice-President Position).

A standing board member may not be included in the pool of candidates for a vacant position. A standing board member who wishes to be considered for a vacant position must resign their current position on the board.

President and Vice-President / President-Elect Vacancies

The position of President and Vice-President / President-Elect should always be elected by the membership.

When the position of President becomes vacant, the Vice-President / President-Elect will automatically assume the role of President (as elected to do so).

If the Vice-President / President-Elect has to assume the President position mid-term, the Vice President position should be temporarily filled by a current board member **in addition to their current role** on the Board until the next general election when a new Vice-President / President-Elect can be elected by the Chapter membership.

If the Vice-President / President-Elect position becomes vacant mid-term AND it was NOT due to the current VP assuming the role of President, both roles of **Vice-President / President-Elect** and **President** will be filled through the general election process.

2.4 VOLUNTEER OPPORTUNITIES

2.4.1 Policy Statement

PMI®NL shall give the Chapter membership reasonable access and opportunity to all open volunteer positions.

2.4.2 Background

2.4.3 Terms and Conditions

PMI®NL shall advertise any and all open volunteer opportunities for ***a minimum of one week***.

PMI®NL shall advertise any and all volunteer opportunities using ***a minimum of two platforms***. Possible platforms which may be used are:

- (a) PMI®NL Website
- (b) VRMS
- (c) Facebook
- (d) Twitter
- (e) LinkedIn
- (f) PMI®NL newsletter
- (g) Email to PMI®NL chapter membership

As representatives of PMI®NL nominations committee, volunteers will access documentation required for review via a shared folder on the PMI®NL Google Drive. The nominations committee will only have access to the folder for the purposes of fulfilling their role on the committee.

All outgoing communication from the PMI®NL Nominations Committee should be conducted by the Liaison using a PMI®NL email address.

All volunteers are responsible to review all PMI®NL bylaws, policies, procedures, guidelines and ensure they are upheld when executing tasks on behalf of PMI®NL (see section 1.3 above).

Volunteers should be aware that all communications made on behalf of PMI®NL should be considered confidential and not discussed outside of PMI®NL Nominations Committee and/or the Board of Directors. This confidentiality is in perpetuity.

3. PROCEDURES

3.1 CREATE TIMELINE FOR ANNUAL GENERAL ELECTION

The President is responsible for reviewing the tasks and timeline for upcoming Annual General Election and creating the schedule which should be used when executing the current year's election procedures. This should be done before the BOD breaks for the summer season.

3.1.1 Procedure Steps

Role	Timeline	Process
President	June BOD meeting	Present the list of tasks and timeline involved in the election process to the BOD for review and discussion (see Appendix A).
BOD		Review task list, PMI®NL commitments, the Fall calendar, and discuss possible election dates for the current year.
President		<p>Confirm the date you wish to announce the Election results.</p> <p>Take a copy of the table in Appendix A. Update the box labeled "Election Results Announced" with the date you wish to complete the election process.</p> <p>Define this year's timetable by walking back through the table and updating all dates marked in RED based on the date you have selected for Election Results Announced.</p>
		Motion for the Board to vote on the changes to Appendix A.
Secretary		<p>Note the results of the vote in the BOD meeting minutes.</p> <p>Create a new version of PMI®NL Policies and Procedures Nominations and Election with the updated Appendix A.</p>

3.1.2 Forms and Templates

Appendix A – Nomination and Election Timeline - 2020

3.2 SETUP NOMINATIONS COMMITTEE

The Liaison is responsible for setting up the Nominations Committee in order to prepare for the Annual General Election.

3.2.1 Procedure Steps

Role	Timeline	Process
President	Before last week of August	Email the Liaison the list of positions that are open for election along with the desired qualifications and/or skills for each position (see <i>PMI®NL Roles and Responsibilities Guidelines</i>).
Liaison	Last week of August	<p>Create a volunteer posting to advertise for volunteers to join the Nominations Committee (see guidelines in <i>2.4 Volunteer Opportunities</i>).</p> <p>The position description for this volunteer opportunity can be found in <i>PMI®NL Roles and Responsibilities Guidelines</i>. A sample posting can be found in <i>Appendix D</i>.</p> <p>Create the volunteer posting and submit to DoC / DoT for posting on the selected platforms.</p>
DoT / DoC	Last week of August	Post the “Call for Volunteers – Nominations Committee” opportunity on the selected platforms as indicated by the Liaison.
Liaison	Close Date of Posting	<p>Liaison will select no less than 3 and no more than 5 members to serve on the committee.</p> <p>If more than 5 submissions are received, the maximum number of committee members will be selected by random draw.</p>
	Close Date of posting +1 day	<p>Notify successful candidates they have been selected to the Nominations Committee.</p> <p>Notify unsuccessful candidates who were not successful, thanking them for their interest.</p>
Liaison	Close date +2 days	<p>New volunteers who formed the nominations committee (and Liaison) will require access to a shared folder where all documentation for this year’s nominations should be stored.</p> <p>Under the folder “NOMINDATIONS COMMITTEE”, setup a new folder for the current year. The new folder should be labeled “Nominations XXXX” where XXXX is the current calendar year. Only members of the nominations committee and the past-president should have access to this folder.</p> <p>Ensure access to the folder for any past year’s nominations committee members is REMOVED (e.g. nomcom1 nomcom2, nomcom3, nomcom4 and nomcom5 should only have access to the folder for the current year).</p> <p>Send Director of Technology the names and email addresses of the members of the nominations committee for the current year.</p>

DoT		<p>Each nomination committee member will need access to the folder labeled “NOMINATIONS COMMITTEE”.</p> <p>Create/reset user names/passwords setup for nominations committee members. User name should be something which can be re-used each year, for example, nomcom1, nomcom2, nomcom3, nomcom4 and nomcom5.</p> <p>Email the new nominations committee members a link to the Google Drive, their user name, and instructions for how to create a new password.</p> <p>Copy Past-president on emails to the nominations committee members.</p>
Liaison	Committee access has been setup	<p>Copy all documentation which should be read by the nominations committee to the newly created shared folder. This includes bylaws, policies, guidelines as well as position descriptions for the upcoming vacant positions.</p> <p>Committee members should be made aware that:</p> <ul style="list-style-type: none"> a) All documents provided should be reviewed before the first meeting b) All PMI®NL meetings, correspondence, emails, etc. business should be treated as confidential in perpetuity. c) Google Drive folder “Nominations XXXX” will be used to store all documents related to the nominations and elections. <p>Book first meeting of nominations committee, inviting all new members.</p>

3.2.2 Forms and Templates

Appendix A – Nomination and Election Timeline - 2020

3.3 CALL FOR NOMINATIONS (PETITION PROCESS FOR ANNUAL GENERAL ELECTION)

To prepare for the Annual General Election, the Nominations Committee (working with the Liaison) must prepare a slate of nominees for presentation to the PMI®NL Chapter Membership on this year’s ballots.

To ensure a reasonable effort is made to publicize the upcoming vacant positions, and give ample time for candidates to consider becoming a nominee, the following procedure should be executed.

3.3.1 Procedure Steps

Role	Timeline	Process
Liaison	Week before Nominations Open (see Appendix A)	<p>Conduct first meeting of the nominations committee.</p> <p>Review reading material which was distributed and answer any questions. Highlight any pertinent details that may require special mention.</p> <p>At this meeting, the committee must decide which platforms and methods will be used to solicit / petition for nominees for the upcoming election.</p> <p>In addition to the methods of advertising selected to be used, nominations may be sought through the following methods:</p> <ul style="list-style-type: none"> • Self-nominations: committee may solicit for members to self-nominate • Chapter nominations: committee can solicit chapter members to nominate other chapter members <p>Assign tasks and timelines to the nomination committee members regarding posting of vacant positions.</p>
Nominations Committee		<p>Prepare a posting (i.e. a “Call for Nominations”) for each upcoming vacant position.</p> <p>The “Call for Nominations” posting should include the following:</p> <ul style="list-style-type: none"> • close date of nominations • poll open/close date • election result date • start / end date of the term of each vacant position. <p>The committee must select the platforms which will be used to advertise the upcoming vacant positions.</p>
		<p><u>DETAILS to be included in a POSITION POSTING</u></p> <p>Each position posting must reference the position descriptions outlined in <i>PMI®NL Roles and Responsibilities Guidelines</i> document.</p> <p>Postings should include the following note: <i>Candidates MUST be able to attend the monthly BOD meetings. As per the PMI®NL bylaws, article 5, section 12 a board member may be removed from the board if they fail to attend 2 consecutive board meetings.</i></p>

		<p>Nominees wishing to stand for election should email nominations@pminl.ca with their name, email address, and the position for which they wish to be considered.</p> <p>The nominee should submit the following:</p> <ul style="list-style-type: none"> • candidate statement (a short biography explaining why they are interested in the position, how their skill set aligns to the position sought, why they would be a good candidate) • resume listing their experience, qualifications / skill set • headshot photo (optional but encouraged).
Liaison	Before nominations open (see Appendix A)	Forward all postings to DoC and DoT with instructions for posting on the platforms selected.
DoC / DoT	Nominations Open (Day1)	Post upcoming vacant positions as per the instructions from the Liaison.
Nominations Committee	See timeline Appendix A	Review nominations received (see process below) on a weekly basis as per the schedule in Appendix A . Final nominations received must also be reviewed the date after the nominations close.

3.3.2 Forms and Templates

Appendix A – Nomination and Election Timeline - 2020

PMI®NL Role and Responsibilities Guidelines

3.4 REVIEW NOMINATIONS RECEIVED

The Liaison will receive nominations throughout the 45 day period that nominations are open.

Each nomination received must be reviewed in detail by the Nominations Committee to ensure the nominee has the minimum qualifications to successfully fill the position on the PMI®NL Board of Directors.

The Nominations Committee should review submissions received on a weekly basis during the time that nominations are open.

Note: all nominees must be a member in good standing of PMI®.

3.4.1 Procedure Steps

Role	Timeline	Process
		Start of repeated tasks (each week for 6 weeks)
Liaison	End of Week 1	<p>As per the timeline in Appendix A, at the end of week 1 the Liaison should forward nominations received to the Nomination Committee for their review.</p> <p>Create Nominations Tracking Spreadsheet XXXX (where XXXX is current year)</p> <p>The Liaison should maintain a list of all nominees submitted for each position. Basic information should be recorded such as name, email address, date received, etc.</p> <p>Forward nominations received this week to the nominations committee.</p>
		Liaison should book a meeting for 4-5 days after nominations have been forwarded to the committee.
Committee	Meeting week 2	<p>Each submission must be reviewed by the nominations committee in detail.</p> <ol style="list-style-type: none"> (1) Search the PMI® membership listing to confirm that the nominee is a member in good standing. If the nominee is not a member in good standing, they are automatically rejected as a nominee. (2) Compare to the position description provided in the PMI®NL guidelines to the information provided about the nominee. (3) Determine if the candidate is suitable for the position they wish to fill (accept or reject).
Liaison		<p>Update Nominations Tracking Spreadsheet XXXX.</p> <p>For each nomination received, the Liaison must record in decision of the committee. If the nomination was rejected, the reason for rejection must also be documented.</p>
Liaison		The results of the submission evaluation must be communicated to each nominee. If candidate was rejected, the reason should be given.
Committee		Prepare the list of acceptable nominations for submission to the Board.

Liaison		<p>Email the accepted nominees to confirm their nomination and seek approval to post their biography / resume / picture on the PMI®NL website.</p> <p>After receipt of permission, forward the nominee(s) information to the director of technology to post on the PMI®NL website.</p> <p>Submit the list of accepted nominations to the Board.</p>
DoT		Update PMI®NL website with the nominations accepted for each vacant position including picture, biography submitted, etc.
End of repeated tasks		
Nomination Committee	Nominations Close + 1 day	<p>Final submissions must be reviewed and accepted / rejected as per the process used above. It is expected that the remaining nominees will be reviewed using an accelerated timeline (see <i>Appendix A</i>).</p> <p>Email the accepted nominees to confirm their nomination and seek approval to post their biography / resume / picture on the PMI®NL website.</p>
Liaison	Nominations Close + 2day	<p>After confirmation of nominee acceptance and permission to post, forward the nominee(s) information to the director of technology to post on the PMI®NL website.</p> <p>Submit the full list of accepted nominations to the Board.</p> <p>Prepare the information package required by PMI® for electronic voting. NOTE: this compilation can be started as nominations are accepted throughout the 45 days, and will just need to finalize at this point (see first step in 3.5 Annual General Election - Electronic Voting process below).</p>
DoT		Update the PMI®NL website with the final list of nominees.
Committee	Close of nominations +5-7 days	<p>Prepare a report of the nominations process and include a list of nominees who were not included in the slate for the election and why they were not included.</p> <p>The report will also include a review of the Nominations process and list recommendations that support improvements (if any).</p>

3.4.2 Forms and Templates

Appendix A – Nomination and Election Timeline - 2020

Appendix B - Votenet-Information Required template

Appendix C - Election Email Campaign template

PMI®NL Role and Responsibilities Guidelines

Nominations Tracking Spreadsheet XXXX

3.5 ANNUAL GENERAL ELECTION - ELECTRONIC VOTING

PMI®NL is required to hold a general election for the Chapter membership on an annual basis. During the annual general election, any positions which are becoming vacant in the upcoming year should be included in the election process.

3.5.1 Procedure Steps

Role	Timeline	Process
Liaison	14 Days prior to election (Close of Nominations +Day 2)	<p>Complete Votenet – Information Required template provided by PMI® (Appendix B)</p> <p>Complete Election email campaign template provided by PMI® (Appendix C).</p> <p>Forward the complete candidate information package (includes all details received from each nominee) to PMI®.</p>
PMI®	Polls Open Day 1	Send out electronic communication to all PMI®NL members in good standing.
PMI®	Polls Open Day 7	Send out electronic communication reminder to all PMI®NL members in good standing.
DoC	Polls Open Day 10 (+)	<p>Request a list of all PMI®NL members in good standing who have not voted. Once received send a targeted message to those individuals with a reminder to vote.</p> <p><i>If necessary, this step can be repeated during the last few days of Polls Open.</i></p>
PMI	Poll Close +1 Day	PMI NL will be notified with the winners of the election.
DoC	Within 30 Days of Polls Close	The results of the election should be posted on the website and in the next PMI®NL newsletter.

3.5.2 Forms and Templates

Appendix B - Votenet-Information Required template

Appendix C - Election Email Campaign template

3.6 FILL A VACANT POSITION (APPOINTMENT PROCESS)

When a position becomes vacant mid-term, the Board must decide if they require it to be filled in the short-term, rather than waiting for the next general election. If the Board wishes to fill the vacant position, the President will initiate this appointment process as outlined below.

3.6.1 Procedure Steps

Role	Timeline	Process
President / BOD		<p>Consult with Board and decide if vacant position should be filled. This can be done at a BOD meeting, or via email communications.</p> <p>Discuss which platforms should be used to post the vacant position, and the close date for the posting.</p> <p>Prepare posting for the vacant position. See highlighted notes in section 3.3 above for the information which should be included. <i>Note: the unexpired time remaining for the position must be noted as well.</i></p> <p>Forward the posting to the DoT and DoC along with the details of the platforms which should be used, and the close date for the posting.</p>
DoT and DoC	As notification is received	Post vacant position as per instructions from the President.
Past-President / Liaison	Close date of Posting	Nominations received should be emailed to the Board for review.
President	Close date of Posting +1 day	<p>Nominations received must be reviewed by the Board.</p> <p>President can book a meeting of the board, or the submissions review can be done via email (depending on the volume received).</p>
BOD		<p>Review nominations.</p> <p>All board members should review the resumes of the nominations received to decide if the candidate meets the minimum criteria for this position (based on their submission and the list of qualifications).</p> <p>Any candidate who does not meet the minimum qualifications should be rejected. The reason for the rejection should be documented by the secretary in the minutes of the next BOD meeting.</p> <p>If only one nomination is accepted, the board can appoint the nominee to the position without a vote.</p> <p>If more than one qualified nominee exists, the board should hold a vote. This can be done electronically, or in the next BOD meeting.</p> <p>The results of the vote are recorded in the minutes of the next BOD meeting.</p>

President		<p>Notify all candidates of the results of the vote.</p> <p>The successful candidate should confirm their acceptance of the role.</p> <p>The President should then notify the DoT and DoC.</p> <p>Unsuccessful candidates can be notified via email that the position has been filled and thank them for their interest.</p>
DoC		The results of the vote should be posted in the next newsletter.
DoT		<p>The website should be updated to reflect the new composition of the board.</p> <p>Password for position should be resent.</p> <p>Email should be sent to new board member with PMI® email address and password.</p>
Secretary		The Board information must be updated at Service NL within 15 days of a change.

3.6.2 Forms and Templates

PMI®NL Role and Responsibilities Guidelines

4. APPENDICES

4.1 APPENDIX A - NOMINATIONS AND ELECTION TIMELINE – 2020

week	Mo	Tu	We	Th	Fr
1 (day 0)	Nominations Open Day 1 Sep 21				Forward Nom week 1 to NomCom for review Sep 25
2 (day 7)		NomCom review nominations for week1			Forward Nom week2 to NomCom for review Oct 2
3 (day 14)		NomCom review nominations for week2			Forward Nom week3 to NomCom for review Oct 9
4 (day21)		NomCom review nominations for week3			Forward Nom week4 to NomCom for review Oct 16
5 (day 28)		NomCom review nominations for week4			Forward Nom week5 to NomCom for review Oct 23
6 (day 35)		NomCom review nominations for week5			Forward Nom week6 to NomCom for review Oct 30
7 (day 42)		NomCom review nominations for week6	NOMINATIONS CLOSE Day 45 Nov 4	NomCom Final Review of Nominations	Forward ALL Nominations to PMI Nov 6
8	PREP BY PMI				
9					
10	POLLS OPEN Nov 23	POLLS OPEN	POLLS OPEN	POLLS OPEN	POLLS OPEN
11	POLLS OPEN	POLLS OPEN	POLLS OPEN	POLLS OPEN	POLLS OPEN
12	POLLS COSE Dec 7	ELECTION RESULTS Announced DEC 8			

4.2 APPENDIX B - VOTENET INFORMATION REQUIRED BY PMI®

Please update the highlighted **YELLOW** sections of this template, you may also add additional information or text but I ask that **you do not revise the other sections.**

1. Name of ballot/survey.

PMI Newfoundland and Labrador Chapter - 2020 Board of Directors Elections

2. Timeframe for election/survey – open date, close date.

Open date: October 14, 2011 at 8:00 AM pacific time

Close date: November 8, 2011 at 11:59 PM pacific time

3. Instructions to the members' verbiage – this is the start page of the ballot:

Dear PMI **Great Lakes** Chapter Member,

Thank you for your interest in taking part in the 20**XX** Board of Directors election process. In this year's election, we will be electing officers for the following positions:

- **President Elect**
- **Vice President, Administration**
- **Vice President, Finance**
- **Vice President, Operations**
- **Vice President, Programs**

The voting site will be open for members from **Friday October 14, 2011** through **Tuesday, November 8, 2011.**

Don't forget to vote...every vote counts! Thank you for your support of the PMI **Great Lakes** Chapter.

4. Web address you want the voters to be sent to after they confirm their vote: www.yourchaptername.org

5. Thank you/confirmation verbiage:

Thank you very much for taking the time to submit your vote. Your support of PMI **Great Lakes** Chapter annual Board of Directors elections is appreciated. Should you have any questions, please contact the Nominations Committee at **(provide an email address).**

6. Please provide: Candidates Statements (Optional: you may choose to include candidate's credentials or photos, please be sure to submit these in conjunction with the candidate statements.

4.3 APPENDIX C – ELECTION EMAIL CAMPAIGN (SAMPLE)

Please update the highlighted **YELLOW** section of this template, you may also add additional information or text but I ask that you do not revise the other sections.

Please provide the email address where the notification should be sent from:

Email Address –

Launch –

Dear %%FirstName%%,

You are receiving this email because you are a member of the PMI® **Southwest Missouri** Chapter.

Chapter elections have begun and your participation in this process is greatly appreciated.

Please follow the provided link to access candidate information as well as the opportunity to cast your vote.

The election period begins **Monday, August 17, 2015 and ends September 15, 2015 at 11:59 CT.**

Ballot Link: <https://eballot4.votenet.com/pmichapter>

Username: %%UserName%%

Password: %%password%%

Thank you for active participation,

PMI **Southwest Missouri** Chapter

Nomination Committee for Board Elections **2016**

Reminder –

Dear %%FirstName%%,

Thank you for taking part in the election of **2016** Board members.

The voting site will be open for members until **September 15, 2015 at 11:59 CT.**

Please follow the link below to cast your vote now.

Ballot Link: <https://eballot4.votenet.com/pmichapter>

Username: %%UserName%%

Password: %%password%%

All information regarding the elections can be found on the chapter's website

<http://www.pmiswmo.org>

Thank you!

PMI **Southwest Missouri** Chapter

Nomination Committee Board Elections **2016**

4.4 APPENDIX D – CALL FOR VOLUNTEERS – NOMINATIONS COMMITTEE (SAMPLE)

PMI®NL is seeking 3-5 Chapter members to serve on the Nominations Committee for the Annual General Election of Board officers which will take place electronically in **November 2020**.

The current Past-President of PMI®NL serves as the Liaison between the Nominations Committee and the PMI®NL Board of Directors. The Nominations Committee will assist the Liaison to develop a slate of candidates for the upcoming election. The Board positions which will be vacated this year are and are up for election are:

- Vice-President / President-Elect
- Secretary
- Director at Large / Professional Development
- Etc.

Requirements to be a Nominations Committee member are:

- Must be a member of PMI®NL in good standing
- Cannot be serving as a current Board Member
- Must not intend to run in the upcoming election.

The committee members should expect to spend 2 – 4 hours each week completing tasks for this volunteer role (duration **September 8th – end of November**). Tasks to be executed include:

- Review PMI®NL Bylaws, policies & procedures, guidelines, and PMI®NL code of ethics
- Attend weekly web-ex meetings (approximately 30 – 60) minutes (to be facilitated by the Liaison)
- Review written material in preparation for weekly meetings
- Solicit for nominees (using various methods)
- Answer questions from potential nominees; direct them to location of relevant information
- Review qualifications of nominee submissions
- Determine suitability of the nominee for the position being sought
- Other required administrative duties.

To volunteer for the PMI®NL Nominations Committee, please send email to nominations@pminl.ca and include the following details:

- Your name, email address, cell phone number
- PMI® member number
- Reason for interest in serving on the Nominations Committee
- Past work / volunteer experience, executing similar tasks /role
- Any additional information you wish to include about yourself.

The Nominations Committee will be confirmed shortly after the close date of **September 3rd**. The selected individuals will be contacted via email with the date/time of the first meeting.