

PMINYC Annual Election Processes and Procedures

(Updated April 2022)

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1. Overview

This document defines the processes and procedures for the chapter's annual elections and the role of the Nominations and Elections Committee (NEC) during the election period. It complies with PMI's conditions for chapter participation and with the PMINYC bylaws. If a discrepancy between this document and the Chapter bylaws or PMI policies is discovered, the chapter bylaws and PMI GHQ policies shall take precedence to resolve the discrepancy.

If situations or issues arise during the election process that are not addressed within this document, the following actions will be taken:

- The NEC Liaison will work with the Board and PMI GHQ to determine an appropriate resolution.
- Resolutions and changes based on the outcome of situations addressed by the NEC Liaison and approved by the PMINYC Board will be recorded within this document as addendums to the procedures and will be included in the election process.

2. Stakeholder Roles and Responsibilities

- a. PMI HQ Election Coordinator - The PMI HQ Election Coordinator is a PMI staff member assigned to assist chapters, in their respective regions, with the nominations and elections process. Their primary responsibility in this role is to convey chapter nominee and voter information to a third-party balloting service provider, supervise the provider's work, and report the election results to the chapters. If issues or questions arise, the PMI GHQ Coordinator will assist in reviewing the chapter rules, procedures, plans, and schedules and provide guidance to resolve the questions.
- b. PMINYC Board of Directors - The PMINYC Board of Directors charters the Nomination and Election Committee (NEC), approves the nomination and election policies, and appoints a board member or other qualified representative as the PMINYC Board Liaison. PMI GHQ recommendation is to assign the Liaison position to a non-voting board position such as a past president or past board member in good standing. The board Liaison Election responsibilities include
 - i. Calling for NEC volunteers
 - ii. Assessing NEC candidate qualifications
 - iii. Appointment of NEC members
- c. PMINYC Board Liaison – This is a Board member, or another qualified chapter member, appointed to the position by the Board of Directors for an upcoming election cycle. The liaison is the primary conduit for communications between the NEC and the Board during the election period. The liaison has no direct authority over the NEC. The NEC is subordinate to the Chapter Board of Directors. The Liaison may provide guidance, feedback, and perspective and will communicate issues, questions, and concerns between the Board and the NEC. Election responsibilities include
 - i. Communicate status updates from the NEC to the Board
 - ii. Communicate changing rules from the Board to the NEC
 - iii. Provide guidance and support as needed.
- d. PMINYC Marketing and Communications Team – This team is responsible for posting election information, as provided by the NEC, website operations and maintenance, and digital communications to the membership.
- e. PMINYC Membership - PMINYC members in good standing may nominate election candidates, run for office, and vote in elections. Campaigning for an elected position is not permitted.

- f. PMINYC Nominations and Elections Committee (NEC) – This committee manages the chapter’s nominations and elections process. The committee reports to and is accountable to the Chapter Board of Directors. Their primary conduit for communications to the Board is via the Board Liaison. The NEC members elect one member as Chair, who shall be responsible for securing the necessary chapter resources for the committee to conduct its work. The NEC shall maintain detailed records including, but not limited to, work files, meeting agendas, meeting minutes, committee volunteer records, communications, and tools. Election responsibilities include
 - i. Soliciting nominations
 - ii. Vetting nominees (confirming they meet the criteria and conditions to run for office)
 - iii. Managing the election

Eligibility requirements for NEC membership:

- Only PMINYC chapter members in good standing may serve on the NEC.
- Sitting Board members may not serve on the NEC.
- NEC members must sign an agreement concerning conflict of interest, confidentiality, and records compliance.
- NEC members agree to uphold PMINYC and PMI policies and to ensure fairness and transparency in all nomination and election processes.
- The email address that will reach all NEC members is elections@pminyc.org.
- NEC shall not implement new policies, procedures, or changes without the prior approval of the Board of Directors.

3. Nominations and Elections Process

a. Initiation Process

- i. The Board appoints a Governance Program Director (if vacant) and the PMINYC Board Liaison for the current election cycle.
- ii. The Board calls for NEC candidates, provides an orientation of the NEC purpose and importance, and appoints qualified NEC members. PMI recommends the NEC team includes five members, with a minimum of three members. It is recommended that the NEC team include some of the previous year’s NEC members for continuity and experience.
- iii. The NEC members are on-boarded as follows:
 1. Appointed by the Chapter Board of Directors
 2. NEC members sign the Conflict of Interest and Confidentiality Agreement if they have not already done so as volunteers
 3. NEC members select one member to serve as their chair
 4. NEC establishes a meeting calendar for the election cycle.
 5. NEC Chair connects with PMI GHQ Election support

b. Nomination Procedures

- i. Communications are sent to all chapter members announcing open board positions and the election cycle timeline. The communications should include hyperlinks to open role descriptions and advise PMINYC members in good standing that they can nominate another chapter member or themselves for an open position
- ii. Running for more than one office in the same election cycle is not permitted.
- iii. The NEC assigns a member of the committee as the primary point of contact for each open position.
- iv. Candidates are advised that they must complete either a Third Party Nomination Form or a Self-Nomination Form and email the form to elections@pminyc.org.

- c. Candidate Screening Process
 - i. NEC members are assigned to meet with and interview each nominee. They will discuss the position, answer questions, and determine if the nominee(s) meet the requirements for the position.
 - ii. Each nominee must meet the requirements for the position, including
 - 1. Having the appropriate experience as a leader and demonstrated managerial expertise.
 - 2. Indicating their ability and willingness to accept their responsibility as a board member and to actively participate in the leadership, management, and operations of the chapter.
 - 3. Devoting adequate time to serve in the specific office.
 - 4. Performing all the assigned duties of the specific office.
 - 5. Committing to regular attendance at Board of Directors meetings, chapter meetings, and their respective committee meetings.
 - 6. Nominees must be willing to provide the necessary documentation, including a:
 - a. Signed nomination form
 - b. Resume/CV
 - c. Accurate home address, phone and email contact information
 - d. Biographical statement
 - e. Vision Statement
 - f. Current photograph (required for the PMI-generated election ballot)
- d. Candidate Review Process
 - i. Each NEC interviewer will write a summary report (1-2 pages) about each of their assigned nominees. This report shall include all relevant information and the reporter's recommendation and explanation about why to approve or deny the candidate's nomination.
 - ii. The reports are distributed to all NEC members who will then vote on the acceptance of each candidate.
 - iii. Candidates who are approved by NEC majority vote are placed on the election ballot.
 - iv. The NEC Chair will email all candidates with the status of their nomination.
- e. Election Procedures
 - i. During the nominations and election period, the board will not have direct contact with the NEC. All communication must be processed through the NEC Liaison.
 - ii. The NEC provides the PMI HQ Election Coordinator with a list of approved candidates. The information is submitted using the ballot upload program which provides candidate names and contact information, biographies, vision statements and photographs.
 - iii. PMI HQ, which administers the election process, creates the election ballot using software from a third-party vendor.
 - iv. The PMI HQ's balloting vendor sends communications to the voting membership:
 - 1. Pre-election announcement
 - 2. Polls opening announcement
 - 3. Poll reminder announcement (one week after opening)
 - v. Members vote, using the URL sent to them in the polls opening announcement
 - vi. On the first business day after the end of voting, the PMI HQ Election Coordinator notifies the NEC of the election results.

- f. Post Election Procedures
 - i. The NEC notifies the Board and Board Liaison about the election results
 - 1. Winning candidates are notified via telephone or Zoom by the chapter President
 - 2. Unsuccessful candidates are notified via email by the NEC.
 - ii. The President and/or Board Liaison communicates the election results to the Communications team
 - iii. The Communications Team communicates the election results to the membership via an email blast.
 - iv. The NEC archives the election artifacts in a secure location on the PMINYC website.
 - v. The NEC conducts a lessons-learned exercise with the stakeholders and submits the results to the Board Liaison.
 - vi. The Board Liaison adds comments to the Lessons Learned document and submits the document to the Board.
 - vii. The Board Liaison reviews the Election Rules and Procedures and recommends updates (if applicable) to the Board for review and approval.

4. Election Policies

- a. PMINYC Bylaws – the link to the PMINYC bylaws follows:
https://pminyc.org/static/uploaded/Files/Chapter_Documents/pmi_new_york_city_chapter__m emberapprovedratifiedbylaws_6november2020.pdf. The details pertaining to Nominations and Elections can be found in Article VI on page 5. This also contains the PMI policy prohibiting campaigning as electioneering.
- b. Ballots
 - i. When there are 2 or more vetted candidates, the ballot will list the candidates' names and offer an abstain option.
 - 1. For each balloted role, The candidate who gets the most votes will be declared the successful candidate and will assume that role when the term starts
 - 2. If there are more abstain votes than votes for the candidate, the President shall convene a board meeting to vote on whether the individual is appointed.
 - ii. When there is only 1 vetted candidate, the ballot will list the candidate and officer an abstain option.
 - 1. If the individual has more votes than abstentions, the candidate will be declared successful and assume the specific board position.
 - 2. If there are more abstain votes than votes for the individual, the chapter President shall determine if the individual is appointed or if another person shall be considered by the board.
 - iii. When there are no vetted candidates on the ballot for a particular office, the ballot will offer the following options:
 - 1. Write in a candidate – Please write in the name of your preferred candidate. You may write in your own name.
 - 2. Abstain.
 - iv. NEC shall vet all write-in candidates to determine their eligibility and fitness for office.
 - 1. If only one write-in candidate for a position passes NEC vetting, then the President shall propose the candidate for the Board to approve or reject.
 - 2. If there are two or more NEC-vetted write-in candidates for a position, the chapter President shall decide whether to hold a special election by members or to have the board vote to approve or reject the candidate.
 - 3. If none of the write-in candidates pass NEC vetting, then the President shall propose a vettable candidate and the Board shall vote on that proposal.

c. Eligibility of Candidates¹

- i. All candidates for election or appointment to the PMINYC Board should have completed two years of service as a PMINYC Vice President, Director, or Program Manager—or a combination of these roles (see “d. Volunteer Experience - Eligibility of Candidates” below for exceptions).
 - ii. Candidate must be a member in good standing of PMI and PMINYC.
 - iii. Candidate cannot have incurred any ethics violations.
 - iv. Candidate cannot have resigned from a previous Board position (without a compelling reason).
 - v. Candidates cannot have occupied a previous leadership position where their responsibilities and commitments were not fulfilled.
 - vi. Must have the role-related skills specified in the relevant role description.
- d. Volunteer Experience - Eligibility of Candidates. Board candidates are strongly preferred to have two years of Chapter volunteer leadership experience before running for office. When no candidates who satisfy this requirement are nominated, then the following should be considered in selecting viable candidates:
- i. At least six month’s volunteering leadership service with PMINYC.
 - ii. Consideration of members who have held volunteer leadership positions in the past, including with other organizations.
 - iii. Consideration of members with a volunteer history of at least one year.
- If the above situation occurs:
1. Inform PMINYC chapter members of this situation.
 2. This would likely occur after nominations close. The nomination period would then be extended for the same number of days as the original nominations period (note – this is per PMI HQ guidelines to ensure maximum transparency and fairness to all potential candidates. An alternative to the extension is a complete restart of the nomination and elections process).
 3. The extended nomination period must also be published to the PMINYC membership.
- e. Communications – During the nominations and elections period, communication from the board to the NEC shall go through the Board Liaison. Direct communication to the NEC should not be initiated by any other Board member. In exigent situations, when communication is urgent,
- i. Email - the board members must cc the Board Liaison on the email.
 - ii. Phone or Virtual - the Board member shall immediately send to the Board Liaison and the NEC an email that summarizes the conversation..

¹ The Board of Directors reserves the right to make exceptions to these requirements.

5. Proposed Timelines (2022 / 2023)

Action	Team	Primary Person	Timing
Document proposed election process changes and lessons learned	NEC	Jack Davis	February 24
Disband the 2021 NEC (after they complete proposed election process draft and their lessons learned activities)	Board	Frank Saladis	February 25
Update proposed election process	Board Liaison	Fred Stein	February 28 to March 10
Review, edit, update and approve the PMINYC rules and procedures for the next election cycle	Board	All (quorum)	March 11 to mid-April
Review, edit and approve role descriptions for open positions	Board	Michele Grant (coordinator)	March 11 to mid-April
Get candidates and form the next NEC	Board	Frank Saladis	mid-April to end of May
Update the website with open positions for the current year	Technology	Darlene Weston	mid-April to end of May
Send multiple emails to the membership for the next election cycle	Communications	Melene Follert	mid-April to end of May
Call for candidate nominations	Board; Communications	All	June 1 to end of July
Vetting of nominees	NEC	Chair	Mid-June to 1 st week August
Submission of accepted nominees to PMI HQ and Communications	NEC	Chair	1 st to 2 nd week in August
Prepare the official ballot	PMI HQ	TBD	2 nd week to end of August
Update the website with nominee names. Bios, vision and pictures	Communications	Darlene Weston	2 nd week to end of August
Cast Votes	Membership	All members in good standing	September 1 to 18
Tally and verify votes	PMI HQ	TBD	September 19 to 25
Submission of winning candidates to the Board Liaison and Communications	NEC	Chair	September 26 to 27
Send election results to the Board	Board Liaison	TBD	September 27 to 27
Update website with election results	Communications	Darlene Weston	September 28 to 30
Announce the election results to the Membership	President	Frank Saladis	September 30
Transition	Old & New Board	Frank Saladis	October 1 to December 31
Document proposed election process changes and lessons learned	NEC	Chair	October 1 to 31
Disband the 2022 NEC	Board	Frank Saladis	November 1
Review and update proposed election process changes	Board Liaison	TBD	November 1 to 15
Review, edit, update, approve rules and procedures for the next election cycle	Board	All (quorum)	November 15 to December 15