



# PMINYC CHAPTER HANDBOOK

Version 2013

## Nominations & Elections



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## NOMINATIONS & ELECTIONS

### INTRODUCTION

This portion of the Operations Handbook describes the guidelines and procedures for the nomination and election of officers to PMI New York Chapter's (PMINYC) Board of Directors. In the event that there is a discrepancy between these guidelines and the Bylaws of the Chapter, the Bylaws shall take precedence over what is described in this document.

The election process is vital to the ongoing success of the chapter. The PMINYC Nominations and Elections Committee is responsible for ensuring that this processes is conducted fairly and objectively, in accordance with the Chapter's Bylaws and the procedures outlined below.

By necessity, the N&E Committee conducts its work in a largely autonomous manner - but does so consistent with the expectations of the Board of Directors as well as the chapter membership.

The Past President has the unique responsibility of providing the necessary linkage from the N&E Committee to the Board of Directors, thereby enabling the N&C Committee to operate in the manner intended.

### OVERVIEW

The Chapter Bylaws outline the elected Board of Director positions voted on by the Chapter membership:

The President Elect is elected yearly for a one year term and then accedes to the position of the President for one year. Per the Bylaws, the VP positions have two year staggered terms, and therefore are not all open at every election. They are staggered such that approximately half of the VP positions are all elected one year (each for a two year term) while the remainder of the VP positions are elected the following year (each for two year terms).

Elections for positions on the Board are held each year during mid-October through mid-November. The annual nomination and election process proceeds roughly along the following lines:

1. Call for nominations; validation of voter credentials (mid- August)
2. Submission & acceptance of nominations (mid- August through mid-September)
3. Casting of votes for the accepted candidates (Chapter meeting in mid-October through the Chapter meeting in mid-November)
4. Verification of the votes and the tallying of results (late November)
5. Finalizing and the announcement of the results of the election (late November through Chapter meeting date in mid-December)

### QUALIFICATIONS TO HOLD ELECTED OFFICE

To hold office on the Chapter's Board of Directors, an individual must meet the requirements as described by the Chapter Bylaws.

In addition, the candidate must also:

- Be willing to devote the time and effort required for the position (a minimum of 15 hours per month or more),
- Require a commitment to attend Board Meetings,
- Not be a current member of the Chapter's Nominations & Elections Committee,
- Be willing to complete the required nomination form (to be supplied following the nomination and coordinated by the Nominations and Elections committee),
- Agree not to campaign for the position as there is no formal campaigning allowed for these positions

NOTE THAT IT MAY BE DEEMED APPROPRIATE TO INCLUDE EITHER ADDITIONAL CRITERIA SPECIFIC TO A GIVEN OFFICE OR SPECIFIC RECOMMENDATIONS THAT A CANDIDATE SHOULD HIGHLIGHT IN THEIR BIO / VISION STATEMENT. NOMINATIONS AND ELECTION TIMELINE

Attached in Appendix A is a schedule that can be used for scheduling the events throughout the nominations and elections cycle.

The Nominations and Elections Manager will maintain a log capturing feedback around significant milestones, samples of key documents, as well as any identified election issues with their resolution. This will be used to facilitate onboarding of new N&E team members as well as to support a Lessons Learned session after the election.

E-mail communications A dedicated email address, [Elections@PMinyc.org](mailto:Elections@PMinyc.org), has been used for communications concerning the election among nominees, external voting vendor, other N&E Committee members as well as the Past President.

This same email address should also be used for communications to nominees and voters including any "bounced" emails.

Other election communications (email blasts, web pages, chapter meeting announcements, Facebook/social media etc) should reinforce the use of this single email address as well.

The N&E team can manage communications to this email address using email filing, shared documents (e.g. Google drive), and other electronic communications techniques in order to facilitate communication, balance workload, establish traceability and maximize quality and efficiency.

## NOMINATION PROCESS

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### PREPARATION OF SLATE OF OFFICERS

## PMINYC Chapter Handbook

- A successful nomination process aims to encourage, identify and vet candidates for the PMINYC Board of Directors. It is best if sufficient chapter members will self-nominate or be nominated by their peers so that there are two to four candidates running for each position - including some candidates who have not previously served on the Board.
- It is important that chapter members understand the potential benefits of being an active volunteer of the chapter and of holding an office. Candidates will typically come from the ranks of chapter volunteers, and an active volunteer program leads to a healthy dynamic for the long term success of the chapter.

Starting in July/August of any given year Members of the Nomination and Elections Committee will meet with and interview the existing Officers to determine the following:

- Ability/desire of the Officer to serve another term. (subject to the term limits defined in the bylaws)
- Officer's knowledge of members who have recently volunteered and who would be qualified and might be willing to serve as an Officer.
- Determine strategic issues that are ongoing that would be important to maintain the plans of the Chapter to allow for appropriate questions when interviewing potential Candidates.
- Some of this information may result in updates to the position descriptions, questions the N&E Committee should use while vetting candidates, or guidelines that nominees should consider in their Bio / Vision statements.

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Nomination & Election Committee will accept either self nominations or peer nominations. Running for more than one position by a single candidate is not permitted.

In the event that no more than one (1) nomination for a position is accepted, the Nomination & Election Committee will continue to publish the single candidate as part of the Slate of Officers and the position will remain part of the election. This will allow the membership to confirm their acceptance of the candidate by casting their votes. A minimum of 50% of the ballots cast must include votes for the single candidate in order for that race to be decided by the normal election process.

While the current Board is expected to encourage volunteering, they should only learn details about the nominations and election process that are absolutely necessary to running a fair election. Information about who is running for which office, progress around the vetting process etc should be held closely by the N&E committee so as to maintain impartiality around the election results. Managing this relationship can be sensitive - this is where the Past President plays a critical role.

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## REFERENCE CHECKING

N&E Committee members will interview any identified potential Nominees to determine their level of interest and willingness to serve. Potential Nominees should be advised of the key requirements as outlined above in QUALIFICATIONS TO HOLD ELECTED OFFICE. In addition, the following issues should be discussed with Nominees during the interview:

- The requirement to remain in their office if no new officer can be found,
- Their ability and willingness to actively participate in the operations of the Chapter, devoting adequate time to serve in the office, estimated to be not less than 15 hours per month, including regular attendance at all Board, Chapter and appropriate Committee Meetings and other Chapter events as time permits,
- Discussion of Chapter's and appropriate Committee's open strategic issues,
- Be willing to provide their curriculum vitae or resume detailing work, project, leadership and management history and scholastic qualifications to the N&E Committee to use in developing the ballot.

The Nominations & Elections Committee will ask nominees to supply 3 personal references supporting their background and qualifications for the specific office. These references must include 1 internal and 2 external to the PMINYC chapter. No more than 1 reference can come from a current Board member.

The Nominations and Elections Committee will contact each reference and record their feedback concerning the candidate. The Committee will validate comments made by the candidate in their bio's concerning accomplishments in the past. In this way, a voter can have a reasonable level of confidence that what the candidate has written is a fair and accurate representation.

When a nominee is a past or present board member or member of the chapter leadership, the Nominations and Elections Committee should contact the Chapter President to check performance of the individual.

## ELECTION PROCESS

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### QUALIFICATION TO CAST A VOTE

All PMINYC members in good standing, as defined in the Chapter Bylaws, as of two weeks prior to the elections, are eligible to cast a ballot.

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### ELECTRONIC POLLING METHOD

PMINYC usually contracts with an external voting vendor to provide a secure online voting administration. The vendor will be supplied with a membership list drawn from the database available from PMI HQ. Eligible members are required to input/verify security information to validate their access. Typically, these will include but is not limited to their PMI ID, First Name, Last Name, and email addresses. All data provided is subject to the privacy policy of PMINYC.

Since the election process is critically dependent upon effective use of email, it is suggested that the Board conduct a proactive process for validating the email addresses which will be used for the election. These email addresses

may be different from the email addresses on file with PMI, or the addresses used for enrolling in chapter meetings or other communications. An individual may prefer to use a personal email address vs. a work email address; they may have changed their email address; they may have email forwarding or filtering in place, or for whatever reason be unable or unwilling to receive critical emails for the election.

The slate of candidates is presented as a series of web pages on the external voting vendor's website. Each position is listed on a separate web page. In order to increase the integrity of the election process, candidate names should be presented in a "randomized" manner (vs. having the candidates appear in the exact same sequence to each voter)

The candidates' bio, optional vision statement (vision of what they hope to accomplish during their prospective tenure in their elected position), and photographs are presented on the ballot as well. While, the ballot is published directly on the vendor's website, the candidates' bio, optional vision statement, and photographs may also be published on the Chapter website at the same time as the start of the elections. *To the extent possible, the formatting of candidate information should be consistent so that a voter casts their vote based upon the relevant content of the candidates bio / vision and not the manner in which content is presented.*

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## TIMING OF BALLOTING

As far as feasible, start of elections will be timed around the published PMINYC Chapter meeting schedule. An announcement will be planned for the Chapter meeting to encourage eligible members attending the meeting to participate in the selection of the Chapter leadership. Periodic email reminders (e.g., weekly) will be sent to the membership thru the end of voting. As far as feasible, the elections will end at noon on the second day after the scheduled November PMINYC Chapter meeting regardless of cancellation. A reminder to all will be announced at the chapter meeting to encourage last minute votes.

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## WRITE IN CANDIDATES/VOTES

PMINYC does not accept nor encourage write in candidates or votes.

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## PROVISIONAL BALLOTS

Each voter is to receive a ballot from the external voting vendor. If an eligible voter did not yet receive the ballot that was sent by email then permission for a provisional ballot may be granted to an eligible voter per the provisional ballot process.

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## ELECTION RESULTS/DECLARING A WINNER

While the PMINYC Bylaws do not specific a minimum voter participation level for an election, the intent is to maximize the voter turnout. Past voter turnout and other indicators may be used to assess turnout for the election. The quorum requirement for a meeting of the general membership can also be used as guide to determine the minimum voter turnout required. This quorum is currently 5% of the eligible membership.

The Candidate who receives a plurality of the votes cast for each office shall be elected. In the case where only a single candidate is running for a specific office, that candidate must receive 50% of the votes of ballots cast in order to be declared the winner.

In the event of a tie for any office, the Candidate having the earliest membership number issued by the Project Management Institute, Inc. as determined by the Nominations & Elections Committee will be declared the winner. By accepting a position the elected officer agrees to serve the term of his/her office as defined in the Bylaws and at the end of their term to actively participate in transitioning their successor into their role for a period of 3 months from the time of their successor's installation.

## POST ELECTION TASKS

After the election there are several tasks that are performed by the Nominations and Elections Committee, these include:

Double check the election results from the external voting vendor by cross referencing the voter file against the membership list sent to SafeVote for the election to confirm the count. Any provisional ballots are verified.

Notify the President of the election results, and the President will notify the board.

Notify the winners notifying them of results and get their acceptances for the position, and send out emails to the losers notifying them of the results.

Provide email blast text to VP, Communications to notify Chapter members of election results and post results on PMINYC website.

Within 30 or 60 days after the end of the elections, the Nominations and Elections Committee, together with the VP-Governance, President, and Past-President, will convene a meeting to discuss:

- a. Things that went right in the elections cycle,
- b. Issues identified during the election, if any,
- c. Discuss and update processes based on results of lessons learned.

## VERSION HISTORY

Log of revisions to the Nominations and Elections section of the Chapter Handbook

Date	Version
<b>February 2004</b>	Initial version created by Kevin Wegryn and Buddy Jedd, NNE
<b>June 2005</b>	Revisions by Steve Munier and Dillip Agnihotri, NNE
<b>December 2010</b>	Updated by Dillip Agnihotri, VP Governance
<b>January 2014</b>	Updated by Jim Litsas, NNE

APPENDIX A – DETAILED PROJECT PLAN FOR NOMINATIONS& ELECTIONS



Project Plan-  
Nominations \_ Electio

APPENDIX B – N&E POSITION DESCRIPTIONS



4. PMINYC N&E  
Team Roles v4.docx