



PMI Lakeshore Ontario Chapter Nominations and Elections Policy

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Policy Title	Nomination and Election Policies
Purpose	The purpose of these policies is to establish rules relating to the governance of the election process, the nomination and election of candidates for the Chapter Board of Directors, the assignment of Board Roles and election of the Executive Roles, and any applicable restrictions.
Effective Date	October 18, 2023
Disclaimer	Should a discrepancy exist between the Chapter Bylaws and these policies, the Chapter Bylaws shall take precedence.

1. Election Timetable and Voting Tools

- 1.1. Notice of all Elections shall be sent by the Board to all Chapter members at least thirty (30) calendar days in advance of the Election voting period.
- 1.2. Elections shall be conducted by electronic ballot. The Chapter shall use the electronic voting and tabulation mechanism provided by the Project Management Institute, Inc.
- 1.3. Ballot information and individual access credentials shall be sent by email seven (7) days in advance of the opening of the election to the email address on record for each Chapter member. This shall be deemed and considered to be adequate notice.
- 1.4. The Election voting period shall be at least fourteen (14) calendar days.

2. Nominations Committee

- 2.1. The Board shall appoint a Chairperson and members of a Nominations Committee.
- 2.2. All candidates for membership of the Nominations Committee must be current Chapter members, in good standing for at least five (5) consecutive years.
- 2.3. The Nominations Committee shall comprise the Chairperson, and at least two (2) and up to three (3) additional members.
- 2.4. In addition to the Committee members selected by the -Board, the Nominations Committee shall include any nomination made by a petition signed by fifty (50) members of the Chapter.
- 2.5. The Nominations Committee shall prepare a slate containing nominees for the appropriate number of Directors and shall determine the eligibility and willingness of each nominee to stand for election.
- 2.6. The Nominations Committee shall ensure the timely review and study of the credentials of qualified Board Nominees, and the timely presentation of qualified, individual nominees and slates of candidates for open board positions.
- 2.7. Each candidate shall submit a completed "Nomination Form", sign and submit the candidate agreement and submit a resume for review by the Nominations Committee.

3. Candidate Qualifications

- 3.1. To be placed on the election ballot, nominees shall be Chapter members in good standing for at least one (1) year prior to the date of the election call, desirable to hold at least one (1) current PMI professional designation and must agree to serve if elected.

3.2. Candidates shall commit to attend the following meeting that may be in-person or virtual:

1. Monthly board meeting up to two and a half (2.5) hours
2. Monthly one (1) hour Operations Meeting
3. Annual Strategic Planning Session over two days
4. Monthly Region 3 Presidents Call
5. Attendance at the Annual Region 3 Meeting
6. Attendance at the Annual Leadership Institute Meeting (LIM)

3.3. Candidates shall have been actively involved as a chapter volunteer within the last five (5) years in a Leadership position (Portfolio Manager, Program Manager, Project Manager, and-Committee Chair); active involvement is defined as a minimum of twelve (12) continuous months of service. The Nominations Committee reserves the right to exclude candidates who do not meet this involvement criteria.

3.4. Candidates must not have been removed with cause from a Leadership position of any PMI Chapter within the past five (5) years prior to the date of the election call.

3.5. Candidates must not have resigned from any Board position of the Chapter within twelve (12) months prior to the date of the election call.

3.6. Candidates shall not be an Authorized Training Partner (ATP) or associated with any ATP (Refer Page 6 of [Authorized Training Partner Program](#)).

3.7. Each candidate shall also possess and be evaluated by the Nominations Committee against the following set of expected characteristics:

- 3.7.1. An appreciation of the value of the profession served by PMI: The candidate has a good understanding of the profession served by PMI, along with PMI's Strategic Plan and the vision and mission of the Chapter.
- 3.7.2. The candidate can help formulate a future vision for an organization and can help to describe a strategy to achieve it, can identify and understand strategic risks and offer strategic guidance for resolving them, and has the capacity to provide a strategic perspective while leading a volunteer team to execute the operational details.
- 3.7.3. The willingness and ability to serve others: The candidate possesses passion and energy to understand and respond to the needs of others in an open, honest, humble, and altruistic manner, has actively participated in achieving constructive outcomes for others without regard to personal benefit, and has a strong interest in working on the advancement of PMI, its stakeholders, and the profession; and
- 3.7.4. Must have excellent team leadership skills and be a proven team player.

4. Nominations and Election of Directors

4.1. Directors shall be nominated and elected annually as per the Chapter Bylaws and this policy.

- 4.2. Nominations may be made at any time up to twenty-one (21) calendar days before the close of Nominations. The election schedule shall be posted on the chapter website and the schedule shall be adjusted to accommodate the current business needs.
- 4.3. Nominated persons shall comply with all directions and requests from the Nominations Committee, in the timeframe stipulated by the Committee.
- 4.4. After nominations are closed, information about the candidates shall be posted on the Chapter's website for members to review.

5. Election

- 5.1. Election results shall be announced via email and be posted on the Chapter website within two (2) business days following the completion of the Election voting period for 2023 and beginning 2024, the appointments shall be announced at the Annual Member Meeting.
- 5.2. Candidates are elected for a term of maximum of two (2) years.
- 5.3. If the number of candidates is less than the number of vacant Board positions, the unfilled Board positions shall remain vacant unless and until the Board chooses to appoint an interim Director.
- 5.4. If the number of candidates is equal to or higher than the number of vacant Board positions, candidates will be ranked in descending order according to the number of votes each received, and Board vacancies will be filled starting with the first candidate on the list until all vacant positions are filled.

6. Board Roles

- 6.1. At the first Board meeting of new Board of Directors, the Board members shall determine amongst themselves on who will assume the duties of the five (5) mandatory Officers, President, Vice President, Board Chair, Treasurer and Secretary.
- 6.2. At the first Board meeting of each new Board of Directors, the members of the Board shall determine amongst themselves who will assume Directorship of the Portfolios.
- 6.3. A Board member may simultaneously hold one (1) office and have a Directorship of one (1) Portfolio.
- 6.4. A Board member may simultaneously hold Directorship of a maximum of two (2) Portfolios.
- 6.5. Each Board member will receive one ballot to vote for the candidate of their choice for the five (5) officer positions, with the candidate receiving the most votes being elected.

7. Restrictions

- 7.1. Candidates for President must have served on the Chapter Board of Directors for at least two (2) full years.
 - 7.1.1. In the event that there are no candidates with a minimum of two (2) full years of board service, then candidates will be accepted who have served for at least one (1) full year.

8. Amendments

- 8.1. Changes to these policies can only be proposed by the Board of Directors or by a committee established by the Board of Directors for the purpose of reviewing these policies.

8.2. Changes to these policies shall be approved by the Board of Directors.

9. Change History

Change	Effective Date
These policies have been extracted from Bylaws #4 and accepted by the BOD (Board of Directors of the Lakeshore chapter) as “grandfathered”. Where there are discrepancies between these policies and the current Bylaws (#5, approved at AGM on April 4, 2016), the bylaws take priority.	2016-04-04
This policy has been updated, based on the Chapter Bylaws adopted on April 30, 2019, to include Candidate Qualifications (Section 3), the process for assignment of Board Roles (Section 6) and to clarify the Restrictions (Section 7) on terms of service by Board Members.	2019-12-01
Policy 7.3 has been updated to reduce requirement for Board service from two (2) years to one (1) year.	2020-09-28
Policy 7.3 has been updated to reinstate the previous requirement for minimum Board service of two (2) years, with a proviso for situations when there are no candidates with that minimum.	2020-10-26
Policy 3.1 has been updated from To be placed on the election ballot, nominees shall be Chapter members in good standing, preferably hold at least one (1) current PMI professional designation and must agree to serve if elected. To To be placed on the election ballot, nominees shall be Chapter members in good standing for at least one (1) year prior to the date of the election call, hold at least one (1) current PMI professional designation and must agree to serve if elected.	2021-06-07
Policy 3.3 has been updated from Candidates shall have been actively involved as a chapter volunteer within the last twelve months in a leadership position (Portfolio Manager, Program Manager, Project Manager); active involvement is defined as a minimum of six (6) continuous months of service. If a prospective nominee does not meet this minimum involvement criteria, he or she can submit a petition for nomination to the Nominations Committee. The Nominations Committee reserves the right to exclude candidates who do not meet this involvement criteria. To Candidates shall have been actively involved as a chapter volunteer within the last five (5) years in a Leadership position (Portfolio Manager, Program Manager, Project Manager, Team Lead, and/or Committee Chair); active involvement is defined as a minimum of twelve (12) continuous months of service. The Nominations Committee reserves the right to exclude candidates who do not meet this involvement criteria.	2021-06-07
Policy 3.4 is now Policy 3.7	2021-06-07
Policies 3.4, 3.5 and 3.6 added new	2021-06-07

Change	Effective Date
Policy 3.2 has been updated from Candidates shall commit to attend a monthly evening two and a half (2.5) hour board meeting in-person or via conference call, a monthly one (1) hour operations conference call, one (1) annual strategic planning weekend, one (1) annual Directors' meeting (one (1) full Saturday in the Fall), and member chapter meetings. The President shall also participate in one (1) Regional Conference call per month. Approximately twenty (20) hours per month is required for Board business and Chapter activities. To Candidates shall commit to attend the following meeting that may be in-person or virtual: 1. Monthly board meeting up to two and a half (2.5) hours 2. Monthly one (1) hour Operations Meeting 3. Annual Strategic Planning Session over two days 4. Attendance at the annual Region 3 Meeting 5. Attendance at the annual Leadership Institute Meeting (LIM)	2021-07-13
Policy 3.3 updated from Candidates shall have been actively involved as a chapter volunteer within the last five (5) years in a Leadership position (Portfolio Manager, Program Manager, Project Manager, and/or Committee Chair); active involvement is defined as a minimum of twelve (12) continuous months of service. The Nominations Committee reserves the right to exclude candidates who do not meet this involvement criteria. To Candidates shall have been actively involved as a chapter volunteer within the last five (5) years in a Leadership position (Portfolio Manager, Program Manager, Project Manager and Committee Chair); active involvement is defined as a minimum of twelve (12) continuous months of service. The Nominations Committee reserves the right to exclude candidates who do not meet this involvement criteria.	
Policy 5.5 has been updated from Notwithstanding section 5.6, if any Board position is vacant due to the mid-term resignation of a Board member, then the qualifying candidate with the least number of votes shall be elected for a term of one (1) year. To Notwithstanding section 5.4, if any Board position is vacant due to the mid-term resignation of a Board member, then the qualifying candidate with the least number of votes shall be elected for a term of one (1) year.	2021-07-13

Change	Effective Date
Aligned with the 2023 Bylaws update.	2023-10-18