

BACKGROUND:

Elections are an integral part of the organization's existence and required by law. The election process is another avenue to inform the membership of the organization's mission, demographics, programs, services, and available opportunities to cultivate new volunteers. Successful elections are an important element of conducting successful board transitions.

PURPOSE:

The purpose of these guidelines is to ensure that:

- The PMI North India Chapter has a clear, fair, non-exclusionary, and transparent election process, enabling members in good standing to nominate candidates, run for office, and vote for the Board of Directors
- The Chapter has in place documented guidelines for a semi-autonomous body (nominations committee) accountable to the chapter Board via a board liaison.
- The chapter has in place guidelines documentation to aid nominations committee to conduct clear, fair, non-exclusionary, and transparent election process

ROLES, RESPONSIBILITIES, AND AUTHORITIES OF BOARD LIAISON

- The Chapter President provided he/she is not running for elections will be board liaison. In the event that the chapter president is running for elections, another board member who is not up for elections will be appointed as the board liaison.
- The board will be responsible for initiating formation of nominations committee, in accordance with the chapter bylaws
- The board liaison shall provide membership data (first name, last name, email address) on the date of election announcement, copy of chapter bylaws, copy chapter election policy, copy of chapter election guidelines and process document
- The board liaison shall pass on the responsibility to conduct clear, fair, non-exclusionary, and transparent election process to the nominations committee

NOMINATIONS COMMITTEE

- The Nominations Committee shall be formed by North India Chapter board and shall be presided by Past President subject to him not standing for elections. In case he is standing for elections or not available, then the nominations committee shall elect a chairman among themselves
- The nominations committee shall not include individuals who have employee/ employer/ family relation with any of the contestants
- The nominations committee shall not include more than three members.
- The members of the Nominating Committee shall not vote.
- The nominations committee shall elect a chairman among themselves

ROLES, RESPONSIBILITIES, AND AUTHORITIES OF THE NOMINATIONS COMMITTEE

- The Chairman of nominations committee shall preside over chapter elections in accordance with Chapter Bylaws, Chapter Election Policy, and Chapter Guidelines and process
- The nominations committee is responsible for:
 - Publicizing board responsibilities
 - Accepting / Rejecting nominations
 - Checking nominees' credentials and experience
 - Implementing the timeline of the election process to maintain the highest integrity of the process
 - Communicating timelines, processes, and results
- The nominations committee shall not use the resources provided to it by board liaison for any other purposes other than election

CONDUCT IN ELECTIONS

PMI NORTH INDIA CHAPTER ELECTIONS GUIDELINES AND PROCESS

- (a) No North India current or past Board member may propose, second, or act in support of any candidate.
- (b) Candidates and their supporters may not attempt to influence the voting of any individual
- (c) Candidates shall in no way attempt to undermine the fair and democratic running of the election.
- (d) All complaints from the general public during the entire elections duration must immediately be submitted in writing (or via email) to the Nominating Officer responsible for overseeing the Elections, within 24 hours of the incident. The Nominating Committee will then conduct a meeting to decide on the outcome of the complaint
- (e) In the event that there is only one nomination for any office, that nominee shall be deemed elected un-opposed
- (f) Group election will not be allowed. Board members will be elected individually.
- (g) Discrimination in election and nomination procedures on the basis of race, color, creed, gender, age, marital status, national origin, religion or mental disability is unlawful and prohibited by PMI policy

OPEN POSITIONS

PMI North India chapter shall have election for at least 3 of 9 seats every year.

2-YEAR TO 3-YEAR TRANSITION PLAN

PMI NI Chapter will follow the following election plan for smooth transitioning from two year board member term to three year board member term.

Positions Open For Election		
Election Year	3 Year Term	2 Year Term
December 2014	<u>(Jan 2015-Dec 2017)</u> President Secretary	<u>(Jan 2015-Dec 2016)</u> VP Finance VP Governance & Policy VP Marketing & Outreach
December 2015	<u>(Jan 2016-Dec 2018)</u> VP Professional Development VP Communication VP Volunteers	<u>(Jan 2016-Dec 2017)</u> VP Membership
December 2016	<u>(Jan 2017-Dec 2019)</u> VP Finance VP Governance & Policy VP Marketing & Outreach	

Positions Open For Election		
Election Year	3 Year Term	2 Year Term
December 2017	<u>(Jan 2018-Dec 2020)</u> President Secretary VP Membership	

ELIGIBILITY FOR NOMINATIONS

Candidates filing nominations must meet the following criteria:

- (a) He/ She must be a PMI member and PMI North India Chapter member in good standing on the day elections are announced. Any person who is not chapter member on election communication date and who subsequently renews his membership post announcement of election communication will not be allowed to stand for board position
- (b) He / She must be currently living in PMI NI chapter geography
- (c) He/ She should not be on an active tenure board / committee / Volunteer Position with PMI / other PMI Chapter(s)
- (d) He/ She must meet at least one of the following PMI NI chapter membership status conditions
 - a. You must have been a continuous PMI NI chapter member for last twelve months, or,
 - b. You must been an active PMI NI chapter member for last six months, and must have participated in volunteering activities offered by the chapter.
- (e) He/ She must meet at least one condition in chapter participation criteria defined below
 - a. Attended / Participated in at least two chapter supported or sponsored events in last twelve months
 - b. S/he is part of any one of the PMI NI chapter's committees
 - c. S/he has been recognized by PMI NI chapter for voluntary participation in last twelve months
 - d. Volunteered for the chapter through any of the opportunities made available by chapter in last 12 months
- (f) Volunteers who resign from their voluntary position or are removed from the position by chapter board will not be entitled to stand for any elected / nominated position as defined in chapter bylaws for a period of 3 years from his / her date of resignation / removal.

- (g) He/ She must have good knowledge and experience in the project management domain
- (h) He/ She must be able to devote around 20 to 25 hours a month to effectively contribute to Chapter Activities
- (i) If candidate is contesting for President position, he/she must meet the following additional criteria:
 - a. He/ She must have completed at least one full term on chapter board as an elected board member, and must have served / serving the chapter board in a board position in any of the last 4 calendar years
 - b. His/ Her chapter membership must not have been terminated through any provisions of chapter bylaws and/or by PMI
 - c. His / Her Chapter membership should have been continuous during last 4 years period.

OFFICE TERM

Please refer Article 5, Section 2 of chapter bylaws for information on Office Term.

CHAPTER BOARD POSITIONS, ROLES AND RESPONSIBILITIES

Please refer Section 2 of chapter bylaws for information on Chapter Board Positions, Roles and Responsibilities.

VOTING

ELIGIBILITY TO VOTE

All the current PMI North India Chapter members in good standing as on date of election announcement will be eligible to vote. No proxy/absentee votes shall be permitted.

VOTING PLATFORM

To maintain the highest integrity of the process, online ballots must be used,

- Ensuring only chapter members in good standing can vote.
- Each member can cast vote only once.
- The voting platform shall provide method for quick counting of votes.

COUNTING OF VOTES

- Votes must be counted on end of election for each position
- **Winner:** The candidate with the simple majority of votes for each position will be adjudged the winner – one scoring the maximum number of votes polled for the respective position

ELECTION PROCESS

1. Election process shall be run by a Nominating Committee formed by North India Chapter board
2. Election process shall be initiated by sending a communication to all Chapter Members, as per PMI provided database downloaded on the date of announcement.
3. Election initiating communication to members should consist of
 - a. List of open positions, with clear definition of term, respective roles and responsibilities for each of the positions
 - b. Eligibility for nominations, for each of the positions
 - c. Election calendar (sample format provided below)

No.	Activity	Date
1	Invite nominations for positions	
2	Deadline for the nominations	
3	Publish candidate list	
4	Withdrawal of nomination	
5	Publish Final candidate list	
6	Voting begins	
7	Voting ends	
8	Publish elected Board members	
9	New Board Takes Over	

- d. Process for filing nominations (Sample communication provided below)

Attached nomination form has to be filled indicating the position and a self-assessment on eligibility. Filled in form must be sent to <Nominating Committee Email Address> on or before end of last date for accepting nominations, as provided in the Election Calendar

Each candidate standing for election should complete the attached Conflict of Interest (COI) questionnaire and agreement before running for the election, stating that they understand and are accountable for identifying when they are in a position that places them in conflict, and that they will avoid any decision that could be considered to be in conflict with their fiduciary duties.

The filled in COI questionnaire duly signed, must accompany the nomination form. Nominations received without COI questionnaire will not be considered.

- e. Conduct in Elections
- f. Vote Counting

SUPPORTING DOCUMENTS

- Nomination Form
- Conflict Of Interest Questionnaire and Agreement

DEFINITIONS:

- **Chapter:** PMI North India Chapter
- **Absentee vote:** A vote cast by a Chapter member who is unable to be physically present at the location where the chapter election is taking place (e.g. at the Annual General Meeting).
- **Election:** A formal and organized process for Chapter members to elect candidates from the Chapter membership to its Board of Directors.
- **Nominating Committee:** A semi-autonomous group formed by Chapter members for the purpose of nominating candidates for Chapter Board positions and executing the Chapter's documented elections process in a transparent, inclusive, and fair manner.
- **Proxy vote:** A vote cast by one Chapter member on behalf of another Chapter member.