

Elections Policy

Policy Owner: President	Revision: 2.0
Effective/Revision Date:	June 13, 2016
Board Approval Date:	June 13, 2016

Change Log	Effective Date	Amendment(s) Owner(s)
Revision 1.0	August 9, 2011	Immediate Past President
Revision 2.0	June 13, 2016	President – Rod Hill

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I. Purpose

PMI Heartland Nebraska / Iowa Chapter shall conduct nomination and election of Officers annually in accordance with Article VI of approved Chapter bylaws and the Leadership Policy.

II. Nominating and Election Committee

1. A board approved Chairperson who is a past Director or past Officer of the Board is responsible for board elections.
2. The Chairperson will form the committee with PMIH members in good standing with PMI and PMI Heartland Chapter.
3. Current board members may not join the committee.
4. Committee members are not permitted to stand for election in the election for which the committee is executing.
5. Committee is to be arbitrary and non-biased.
6. Committee is responsible for validating nominee's standing with PMI and PMI Heartland Chapter and determining eligibility, experience and willingness to meet board expectations to stand for election.
7. Committee or other applicable body designated by the Board will be the sole distributors of all election materials for election positions.

III. Nominations Procedures

1. Committee will ensure nomination and election processes comply with Chapter bylaws and Leadership Policy.
2. Committee will provide board position descriptions, eligibility requirements, nomination submission information and election process information to chapter members.
3. Committee will actively solicit chapter members for interest in standing for election of a board position.
4. Committee will notify eligible nominees at least 42 days before the election opens to receive ballots to confirm acceptance to stand for election before providing candidate information to chapter members.
5. Committee will collect a photo and brief biography from confirmed candidates.
6. Committee will provide list of candidate eligibility exception requests to the Board at the board meeting that occurs during the month before the month that the election opens or minimum 28 days before election opens to receive ballots.
7. Upon completing a slate of candidates, the Committee will announce the slate of candidates to the membership at least 14 days before the election opens to receive ballots.

IV. Petition Process

1. Members deemed ineligible by the Nominating and Election Committee may be nominated by petition process.
2. Members can request a Nomination by Petition application from the Nomination and Election Committee.
3. Nominations by Petition application will require the applicant, unassisted, to obtain signatures from 10% of the chapters membership in good standing as of the most recent December 31, supporting the Nomination by Petition applicant.

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4. Nomination by Petition applications must be received by the Nominating and Election committee at least 30 days before the election opens to receive ballots.
5. Success petitions must be placed on the ballot.

V. Election Procedures

1. The annual election of Officers will be announced to chapter membership by (a) newsletter; or (b) website; or (c) email, at least 60 days before the election opens to receive ballots.
2. Election shall be conducted (a) during a meeting of the membership; or (b) by mail ballot to all voting members in good standing with PMI and with PMIH; or (c) by electronic vote in compliance with the legal jurisdiction.
3. Election materials and information includes, but is not limited to: nomination forms, board position descriptions, election ballot, candidate biographical information, election process emails, and election newsletter articles.
4. The election window will be open to receive ballots for minimum of 14 consecutive days and must open on the day of a monthly meeting of chapter members.
5. Timing when the election will open and close to receive ballots will be announced to chapter members by email, newsletter and at a chapter meeting.
6. Names of candidates on the ballot will be listed in random order according to order of randomly drawn names.

VI. Member Voting

1. Each eligible member is limited to voting on a single ballot.
2. Members cannot vote by proxy form or via another delegated member.
3. Paper ballots will be provided to members for casting their vote during the monthly meeting that happens on the day the election opens to receive ballots.
4. Announcement when the election opens and closes will be emailed to chapter members.

VII. Election Results

1. Tabulation and verification of votes will be conducted by the committee chair and one other committee or PMI tellers.
2. For each board position in the election, the candidate who receives a majority of votes cast for that position shall be elected.
3. If any position election results in a tie, the chapter members will be notified by email and website that a three day election window will be opened for each tied position for chapter members that did not vote. This process will be repeated until a candidate receives a majority of votes cast.
4. Committee will provide election results to the Board at the first board meeting following the end of the election window.
5. Ratification of the election process and results will require a board meeting quorum, board motion and vote.
6. Committee will notify candidates with the election results prior to announcement of election results to chapter members.