

# PMI Houston Inc.

## Board Nominations Controls and Policies

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## Change Control

| Description   | Date     | Source                          |
|---|----------|---------------------------------|
| Creation of Nomination policies                           | 11/11/13 | Sharon Greiff /<br>Robert Mills |
| Deleted any reference to requiring the PMP Certifications | 6/26/14  | Robert Mills                    |
|   |          |                                 |
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|   |          |                                 |

## Acronyms

| Description                      | Acronym |
|----------------------------------|---------|
| <b>Board of Directors</b>        | BOD     |
| <b>Respective Vice President</b> | RVP     |
|                                  |         |
|                                  |         |

## **Section 1.0 Creation of the Nomination Committee**

Each January a Nominating Committee will be appointed by the PMI Houston Board to oversee the election process for the following year. The Nominating Committee will consist of the following:

1. Two (2) former Board of Directors members in good standing
2. Two (2) to three (3) regular members in good standing chosen from the membership with experience in board governance and non-profit organizations.
3. Optionally, the Board of Directors may also appoint a non-member to the committee in an advisory role who has a specific background in association management and/or board governance.
4. The chair of the Nomination Committee will be chosen from one of the members on the current Nominations Committee

An email will be sent the first week of November by the current President calling for applications to be on the board. An online application will be made available on the PMI Houston web site

The applications for the regular member positions will be taken during the months of November and December and reviewed by the board. The term of the committee will be for one year. At the close of the twelve month period, members may be reappointed for a second year at the board's discretion.

## Section 2.0 Nominating Committee Meetings

The Nominating Committee shall meet at least four times during each election cycle via teleconference to select a slate of candidates and at least once in face to face interviews.

**2.1 First Meeting of the Nominating Committee:** The Nominating Committee will hold their first meeting in January to discuss the upcoming election and efforts to recruit qualified candidates first from existing list of directors and committee volunteers and then from the larger membership for positions on the Board of Directors.

The nominating committee members are restricted from submitting nominations, supporting nominees, writing letters or speaking in support of any nominee, potential candidate, slated candidate or write-in candidate running for office.

- a. **Deadline:** The deadline for submitting nominations for open board positions is April 1. Members will be notified of this opportunity in the email newsletter bulletins and direct email postings. In the event that there is no nominee submissions for a specific board position by April 1, the deadline for submitting nominations for the positions will be extended to May 1 and the Chair of the Nominating Committee will be tasked with coordinating an outreach effort to recruit more eligible nominees for such positions.
- b. **Write-In Candidates:** Any member interested in being a candidate for a Board of Directors position must nominate themselves for such position and follow the vetting process described below.
  - a) **Call for Nominations – Unauthorized Activities:** No member of PMI Houston may directly contact any member of the Nominating Committee regarding nominees for election. All letters of support should be directed to [nominatingchair@pmihouston.org](mailto:nominatingchair@pmihouston.org) Any lobbying of committee members may eliminate the nominee from consideration by the Committee.
  - b) **Prior to the Second Meeting of the Nominating Committee**
    - a. Nominees can only submit their name once in an election cycle.
    - b. Nominees must submit the required materials listed below, to the Nominating Committee, by April 1:
      - i. Current signed Conflict of Interest statement.

- ii. Current signed affirmation of member of good standing
  - iii. Current Signed Commitment and understanding of responsibilities (this should have the responsibilities and time commitment for those responsibilities, and the number of board and member meetings to attend and the PMIH, LIM and Region 6 conferences) letter
  - iv. Volunteer Resume – including what they have done for the committee of choice for 6 months of the past 18 months
- c) Nominees who fail to submit all the materials described above will be eliminated from further consideration by the Nominating Committee for the current election cycle and will also be ineligible to be a write-in candidate for the current election cycle.
- d) The Nominating Committee will contact each VP of the potential candidates and discuss the nominee’s performance. If the VP is running again for their position the SVP or President for that Vice President will be contacted for the nominee’s performance.

## **2.2 Second Meeting of the Nominating Committee**

The second meeting of the Nominating Committee will be held in the second week of April. In the event that viable candidates were not found for certain positions the nominations committee will meet again to review the second round of candidates.

The Nominating Committee will prepare a potential candidate “short list” and in doing so will review all nominees and materials submitted and the performance reviews to ensure that each nominee has been vetted and is a member in good standing with the PMI Houston and has one the PMI certifications if running for the office of VP Professional Development.

### **2.2.1 Post Second Meeting of the Nominating Committee**

- The Nominating Committee shall contact the members on the short list after the first Nominating Committee meeting to confirm their willingness to accept the submission of their name as a potential candidate for the Board of Directors.
- The Nominating Committee will request that each potential candidate submit the following to the Nominating Committee at [nominatingchair@pmihouston.org](mailto:nominatingchair@pmihouston.org) within three weeks of being notified that by the Nominating Committee that he or she is on the potential candidate short list:

- Answers to the potential candidate questions formulated by the Nominating Committee. Responses to each question may not exceed 500 words.
- Three (3) letters of support from active PMI Houston members. Letters may not exceed 700 words each.
- The Nominating Committee will also schedule a telephone call interview with each nominee and members of the Nominating Committee.
- The Nominating Committee will send a copy of the following to the potential candidates:
  - a. A letter from the President that explains the election process and the conduct expected during the elections process
  - b. The mission statement for the Houston PMI Chapter
  - c. A programs and services chart
  - d. Organizational chart (staff, board and committees)
  - e. Summary of current strategic plan
  - f. Copy of the bylaws and articles of incorporation
  - g. Board calendar and meeting date schedule
  - h. Summary of commitments covering time, expenses, number of meetings, how the board functions, terms, etc.

All unsuccessful nominees not selected by the Nominating Committee shall be called by the Nominating Committee Chair following the first meeting and thanked and acknowledged in writing for expressing an interest in serving as a nominee. This notification shall occur no later than three (3) business days after those on the short list have been contacted.

### **2.3 Third Meeting of the Nominating Committee**

The third meeting of the Nominating Committee shall be held in June.

- The Nominating Committee shall review all materials submitted by the short list candidates and shall select a final slate of candidates.
- The slate shall contain at least one (1) but preferably more candidates for each open position to be filled.

- Following its third meeting, the Nominating Committee shall confirm the willingness of each candidate to run for office.
- All unsuccessful short listed candidates not selected by the Nominating Committee shall be contacted by the Nominating Committee Chair following the third meeting and thanked and acknowledged in writing for expressing an interest in serving as a candidate. This notification shall occur no later than three business days after those on the short list have been contacted.
- The Nominating Committee Chair shall forward the final slate to the Board of Directors not later than two (2) business days following the third meeting of the Nominating Committee.
- The final slate of candidates shall be announced to the membership not later than the third (3rd) business day following the third meeting of the Nominating Committee.

#### **2.4 Fourth Meeting of the Nominating Committee**

The fourth meeting of the Nominating Committee shall be held the first week of September.

The Nominating Committee shall review the results of the elections and prepare the list of elected Board Members and the Chair will send that list to the Board of Directors. In addition

The SVP External will contact the new Board Members and invite them to the October onboarding meeting.

The VP of Financial Affairs will contact the new Board Members concerning the PMI LIM.

The Nominating Committee will contact the entire slate of candidates and notify them of the results.

### **3.0 Candidate Campaigning**

- a. A "candidate forum" will be opened on the PMI Houston SharePoint site two weeks prior to the voting cycle in July.
- b. Candidates may not announce their candidacy at PMI Houston or professional events.
- c. Candidates may communicate, one-on-one, regarding their candidacy only if the communication focuses on their qualifications. Mass communications are prohibited.
- d. The candidates may not make reference to any other candidate or any existing or past Directors. No candidate or PMI member may utilize any campaign materials such as posters, buttons/lapel pins, group activities or sponsorships to promote a candidate.
- e. As a condition of any potential nomination or candidacy, the candidate must agree that he/she will not initiate, encourage, accept or endorse conduct on behalf of his/her potential nomination or candidacy which is in violation of the policy relating to the election as adopted by the Houston Chapter Board of Directors. To violate this policy may result in revocation of his/her nomination by petition or candidacy for office.'
- f. Candidates may send emails but are expressly forbidden to use ANY PMI Houston mailing lists.
- g. An online "Meet the candidates" forum will be scheduled for the third week of July.



## **4.0 Elections**

The slate of nominees and their bio's will be sent via email to the Region 6 administrator the second week in July with instructions that the voting should begin August 1<sup>st</sup> 12:01am and finish at August 31<sup>st</sup> 11:59pm by the Nominations chair. That email should also copy the PMI Houston Board of Directors.

It is the Chair's responsibility to ensure that the information is correct and that ballots are sent on August 1<sup>st</sup>.