

PMI ROCHESTER CHAPTER ELECTION POLICY

The PMI Rochester Chapter's governing body is comprised of a Board of Directors as established in the Chapter's Bylaws in Article V. The sole responsibility for chapter management rests with these officers. Each elected officer Vice President serves a two-year term. The President-Elect will serve one year as President Elect, then two years as President, and one year as Past President. The election process starts each year approximately two weeks prior to the Chapter's Professional Development Day in May. Approximately half the Board is up for election at any given time. The schedule is as follows:

Even numbered years:

- Vice President Finance
- Vice President Marketing & Communications
- Vice President Governance

Odd numbered years:

- President Elect
- Vice President Ithaca Branch
- Vice President Membership
- Vice President Professional Development
- Vice President Outreach

New Board Members will take office on the first day of September following their election and will have up to three months of overlap with the outgoing officer for transition into the role. Board members will be in place in time to approve the budget for the following fiscal year, which starts in January.

PMI's Guidelines for Electioneering

The PMI Rochester Chapter is a component of the Project Management Institute and subject to its policies and procedures to maintain our charter. PMI's guidelines related to chapter officer election and selection process is contained in the Chapter Bylaws in Article VI and is as follows: "In accordance with PMI policies, practices, procedures, rules and directives, no funds or resources of PMI or the component may be used to support the election of any candidate or group of candidates for PMI, the component or a public office. No other type of organized electioneering, communications, fundraising or other organized activity on behalf of a candidate shall be permitted. The Component Nominating Committee, or other applicable body designated by the component, will be the sole distributor of all election materials for component elected positions." Elections for all roles shall be open to all eligible persons without regard to race, age, sexual orientation, gender, appearance, education level, veteran status, ethnicity, religion, or disability.

Election Activities Rules Defined:

1. **Funding:** No funds or resources of PMI or the chapter can be used to support the nomination or election of a candidate.
2. **Communications:** All information regarding the candidates will be distributed exclusively by the Nomination Committee through established Chapter communications. Candidates may communicate one-on-one regarding their candidacy only if the communication focuses on their qualifications. Mass communications are prohibited.
3. **Harassment and Discrimination:** Harassment, and discrimination, during the elections season and at any time, will not be tolerated. Any concerns related to harassment and discrimination should be immediately reported to any Chapter leader for an investigation. Disqualification may occur should a candidate not uphold Chapter values of diversity, inclusion, and equity. Chapter members, leaders, and volunteers are held to these standards.
3. **Marketing materials:** No candidate, PMI member, or third party may utilize any campaign materials such as posters, lapel pins, sponsorships or group activities designed to promote a candidate.
4. **Compliance with Election Activity Rules.** The Nominating Committee will ensure that all nominees, as a condition of expressing their interest in being a nominee, will submit a signed copy of this Rule of the Board verifying that they have read, understand and agree to abide by these policies and rules. This includes the following statement:

As a condition of my potential nomination or candidacy, I agree that I will not initiate, encourage, accept or endorse conduct on behalf of my potential nomination or candidacy which is in violation of the policy relating to the election as adopted by the Board. To violate this policy may result in revocation of my nomination or candidacy for office.

Nominations Committee Guidelines and Chapter Officer Selection Policy

Candidate eligibility requirements can be found in the Chapter's Bylaws Article V, and are further documented as part of the below Chapter's Officer Selection Policy as outlined below. As a PMI member and potential PMI Rochester Board candidate, all individuals considering a Board position

must abide by the Project Management Institute's Code of Ethics and Professional Conduct. Any violation of the Code (or pending complaint) prohibits a member from serving on the Board.

A candidate must:

1. be a PMI and PMI Rochester chapter member in good standing
2. be willing and able to commit to a two-year term for Vice President roles, and a four-year term for President Elect (1 year as President Elect, 2 years as President, 1 year as Past President in a non-voting advisory capacity)
3. be willing and able to commit to attend a monthly 3-hour board meeting in the evening, a monthly 1-hour operations conference call, an annual strategic planning weekend, 2 annual Directors' meetings (one full Saturday in the Spring and a conference call in the Fall), and member chapter meetings. The President must also participate in one Regional Conference call per month.
4. have been actively involved as a chapter volunteer within the last eighteen months. Active involvement is defined as a minimum of 6 continuous months of service in any formal chapter volunteer role. If prospective nominee does not meet this minimum involvement criteria, he or she can submit a petition. for nomination to the Nominations Committee. The Nomination Committee reserves the right to screen out candidates who do meet this involvement criteria.

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

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. The candidate does not need to have a certification in project management, or serve a career in the field, but should have a passion for the mission and vision of the organization.
2. Attention to growth of the Chapter: the candidate can help formulate a future vision for an organization and can help to describe a strategy to achieve it, has the ability to 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. 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.

4. The attention to address systemic racism and inequity: The candidate is aware of and is willing to advance the chapter's mission to serve as a diverse, equitable, and inclusive space for all members.

The Nominating 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. The Nominations Committee shall also have each candidate submit a completed "Nomination Form", sign and submit the candidate agreement and submit a resume for review by the Nominations Committee.

For the President Elect role, candidate evaluation will include a formal interview. The Nomination Committee will strive to identify a minimum of 2 candidates for each position. However, candidates interviewing for President Elect must have an overall passing interview score to secure a nomination. Interviews will be behavioral based, with questions to assess alignment to expected characteristics and competencies of a successful Chapter President. As with all roles, the President Elect position is open to all eligible persons without regard to race, age, sexual orientation, gender, appearance, education level, veteran status, ethnicity, religion, or disability. The President Elect position is critical to operational success and this leader should understand the Chapter's mission to advance and improve diversity, inclusion, and equity for all members, volunteers, and local community.

Responses will be objectively scored based on alignment to competencies. If more than 2 candidates achieve passing scores, the nomination committee may narrow the selection down to 2 candidates if there is a clear difference in ratings. For example, if 2 candidates score in the exemplary range (beyond nomination level) on a majority of questions, the nomination committee may choose to screen out candidates who score on the low end of the minimum number of points required to pass.

Election and Officer Selection Frequently Asked Questions (FAQs)

Interested in being a chapter officer? You probably have some questions such as:

- **What kind of commitment will this involve?** Chapter officers are expected to be actively involved and visibly present at a variety of chapter events as they relate to their duties. Generally speaking, an elected officer can expect to spend up to 15-30 hours a month on their duties. It varies with the role. As a board member, you will have one or more teams that report to you and there will be additional meetings to manage teams and projects. In addition, elected officers must attend monthly Board meetings (approximately 3 hours), a monthly operations meeting conference call, the annual strategic planning events (1 or 2 days), an annual Director meeting (half day), and monthly Chapter dinner meetings.
- **What are the benefits of serving as a chapter officer?** As a chapter officer, you will have an opportunity to develop your own management, leadership and project management skills. The Chapter will provide leadership development opportunities for its officers, which may include attending regional conference events and PMI Global Leadership Institute Meetings (LIM). Being an officer provides you with great networking opportunities, and of course PDUs. Board members receive free admittance to Chapter dinner meetings and the annual Professional Development Day, offering the ability to earn at least 16 PDU hours in the Talent Triangle. As an officer, you may also be able to earn up to 25 PDU's per renewal cycle in the Giving Back category.
- **Where can I find more information about specific role descriptions?** The officer roles and responsibilities descriptions are available [here](#).
- **When do newly elected officers take up their role? What training will I get for the role?** Elections are held every year in June/July and newly elected officers take their positions effective September 1st. The outgoing officer is responsible for training as part of a three-month transition process. Newly elected officers will be provided training on awareness and education on managing an organization with diversity, equity, and inclusion.
- **I'm interested in being considered for an elected officer role, what's the next step?** First of all, take the time to read through the position's roles and responsibilities. Contact the current officer and learn more from them.

If you are ready to take the next step, then please contact the Nominations Committee Chair at elections@pmirochester.org for more details.