

# PMI Houston Inc.

## Board Nominations Controls and Policies

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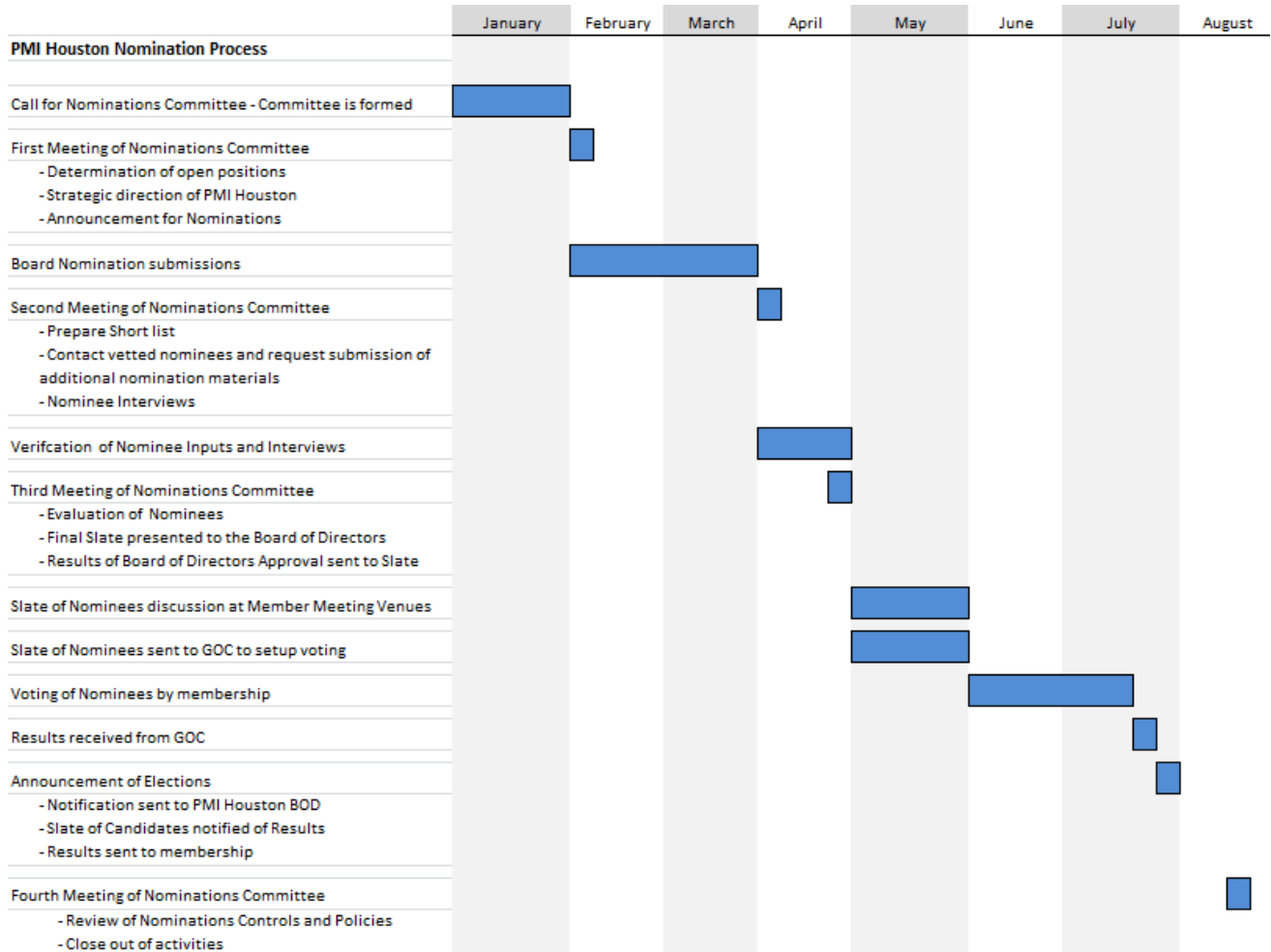
## Change Control

Description	Date	Source
Creation of Nomination policies	11/11/13	Sharon Greiff / Robert Mills
Nominations Process Timeline Changes per Nominations Committee and timing of events	12/16/14	Sharon Greiff

## Acronyms

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

# Nominations Process Timeline



## Section 1.0 Creation of the Nominations Committee

Each January a call will be made to the membership and past board members to volunteer for the PMI Houston Board of Directors Nominations Committee. The liaison between the Nominations Committee and the PMI Houston Board shall be a member of the Senior Leadership Team selected by January 1<sup>st</sup>. The responsibility of the Board Liaison is to maintain communication with the Nominations Committee chair, verify that all steps and requirements have been completed and update the PMI Houston Board on the status of the nomination process. The Nominations Committee will be appointed by the PMI Houston Board to oversee the election process for the open positions for the following year. The Nominations Committee will consist of the following:

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

Action	Responsibility	Due Date
Determination of Board Liaison	Senior Leadership Team	January 1
Email sent to Membership calling for Nominations Committee volunteer	President	January 1
Web page setup for volunteers for Nominations Committee information submittal	Board Liaison / VP Ebiz	January 1
Preparation of Nominations Committee lineup for Board	Board Liaison	January BOD meeting
Approval of Nominations Committee	PMI Houston Board	January BOD meeting
Notification to Nominations Committee and request for first meeting	Board Liaison	Thursday after BOD Meeting

## Section 2.0 Nominations Committee Process

The Nominations Committee shall meet at least four times during each election cycle via teleconference or face to face meetings. Interviews with candidates should be face to face and should be scheduled during the first Nominations Committee meeting. The Nominations Committee members are restricted from submitting nominations, supporting nominees, writing letters or speaking in support of any nominee, potential candidate or slated candidate running for office.

**2.1 First Meeting of the Nominations Committee:** The Nominations Committee will hold their first meeting with the Board Liaison the first week of February to discuss the upcoming elections, the positions that are open for election, the strategic goals for the organization and to review the nomination procedures.

The first order of business is for the Nominating Committee to select a Chair of the committee at their 1<sup>st</sup> meeting.

The deadline for submitting nominations for open board positions is April 1. Members will be notified of this opportunity via email, newsletter bulletins and announcement at member meetings. Nominees can only submit their name once in an election cycle.

**Call for Nominations – Unauthorized Activities:** No member of PMI Houston may directly contact any member of the Nominations 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.

**Write-In Candidates:** Any member interested in being a candidate for a Board of Trustees position must nominate themselves for such position and follow the vetting process. Write-In Candidates outside of the April 1 deadline date will not be accepted.

Action	Responsibility	Due Date
Setup Access to sharepoint site and <a href="mailto:nominations@pmihouston.org">nominations@pmihouston.org</a> distribution list for Nominations Committee.	VP Ebiz	First Week of February
Email sent to Membership calling for Nominations – directing interested members to web page	President	Second week of February
Web page setup for nominations : <ul style="list-style-type: none"> <li>• Positions available for current election cycle</li> <li>• Requirements for board positions</li> <li>• Unauthorized Activities</li> <li>• Confirmation of membership status</li> <li>• Attachment of Volunteer Resume - including what they have done for the committee of choice for 6 months of the past 18 months</li> <li>• Electronic signature of Conflict of Interest Statement</li> <li>• Electronic signature of responsibilities, meetings, time commitments</li> </ul>	Board Liaison / VP Ebiz	Second Week of February
Verification of completed nomination submissions	Nominations Committee	First Week of April
Vice President recommendations/performance reviews for nominees	Nominations Committee	First Week of April

## 2.2 Second Meeting of the Nominations Committee

The second meeting of the Nominations Committee will be held in the first week of April. The Nominations Committee will prepare a potential candidate "short list" and in doing so will review all nominees and materials submitted and the performance reviews from the VP's to ensure that each nominee has been vetted and is a member in good standing with the PMI Houston and has PMP Credentials for the VP of PD and VP of Financial Affairs positions.

If a position does not have a viable candidate to run; the Nominations Committee Chairperson will need to send an email to the Board Liaison and notify them of the vacancy.

Action	Responsibility	Due Date
Contact the nominees on the short list after the second Nominations Committee meeting: <ul style="list-style-type: none"> <li>• Confirm their willingness to accept the submission of their name as a potential candidate for the PMI Houston Board.</li> <li>• Confirm date they can attend face-to-face interviews.</li> <li>• Request three letters of support from active PMI Houston members. Letters may not exceed 500 words each. These letters are due by the last week of April.</li> </ul>	Nominations Chair	First week of April
Contact nominees that have not been put on the short list.	Nominations Chair	First week of April
The Nominations Chair send a copy of the following to the potential candidates: <ul style="list-style-type: none"> <li>• The mission statement for the Houston PMI Chapter</li> <li>• Organizational chart (staff, board and committees)</li> <li>• Summary of current strategic plan</li> <li>• Copy of the bylaws and policy documents</li> <li>• Board calendar and meeting date schedule</li> <li>• Summary of commitments covering time, expenses, number of meetings, how the board functions, terms, etc.</li> </ul>	Nominations Chair	Second Week of April
Complete face-to-face interviews with Nominees	Nominations Committee	Third week of April
Request from GOC Information needed for setup of voting	Nominations Chair	Third Week of April

### 2.3 Third Meeting of the Nominations Committee

The third meeting of the Nominations Committee shall be held by the fourth week of April and before the PMI Houston Board of Director Meetings. The Nominations Committee shall review all materials submitted by the short list candidates, the letters of recommendation and the results of the interviews. If the Nominations Committee finds that any of the nominees are not strong candidates they can recommend that the nominee to be not included in the final slate of candidates.

Action	Responsibility	Due Date
Review of candidate slate and preparation for PMI Houston Board Presentation	Nominations Committee	Fourth week of April
PMI Houston Board Presentation, Final approval and determination of which venues for Candidate meet and greets	Nominations Chair / Nominations Committee	Fourth Wednesday of April
Create a candidate forum to allow voting members to ask questions beyond what is included in the candidate forum	VP Ebiz	Fourth Week of April
Slate of Candidates sent to GOC for voting	Nominations Chair	Fourth Week of April
Request for Bio Information for voting and setup of information of candidate Bio's	Board Liaison / VP Ebiz	Fourth Week of April
Announcement of slate of candidates for 2015 to membership,	President	First Week of May
GOC Setup of voting mechanism and email delivery	Nominations Chair	Last Week of May
Voting by Membership		Second Week of July
Results sent to Nominations Chair	GOC	Third Week of July
Notification sent to PMI Houston Board of results	Nominations chair	Third Week of July
Slate of Candidates notified of results by phone	Nominations Chair	Third week of July
Membership notified of results via email, newsletter and web site	President / VP Ebiz	Fourth week of July
Board members elect welcomed and invited to the October Onboarding meeting and to the Strategy Session	SVP External	August 1
Board Member elect invited to the PMI LIM	VP Finance	August 1

## 2.4 Fourth Meeting of the Nominations Committee

The fourth meeting of the Nominations Committee shall be held during August; the primary purpose is to review the entire process and document any lessons learned or modifications to the process.

Action	Responsibility	Due Date
Review of process and lessons learned	Nominations Committee / Board Liaison	August 31
Changes to Nominations Process	Board Liaison	September 30



### **3.0 Candidate Campaigning**

- Candidates may not announce their candidacy at PMI Houston or professional events.
- Candidates may communicate, one-on-one, regarding their candidacy only if the communication focuses on their qualifications. Mass communications are prohibited.
- 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.
- 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.'
- Candidates may send emails but are expressly forbidden to use ANY PMI Houston mailing lists or PMI Social Media sites.
- Meet and Greets of the candidates will be scheduled for the month of May.