

PMI Kerala Chapter
Election Process Guidelines

Version 2.0

1. 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.

2. PURPOSE:

The purpose of these guidelines is to ensure that:

- The PMI Kerala 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 Election Process Guidelines documentation aid Nominations Committee to conduct clear, fair, non-exclusionary, and transparent election process.

3. NOMINATIONS COMMITTEE:

- Nominations Committee (NC) acts as an independent body responsible for conducting a free and fair election as per the election process of the Chapter and the election date has to be agreed with the Chapter Board.
- NC is appointed by the Board and is only valid for the period required to conduct the election.
- VEP can be used for inviting application for NC members. Preference should be given to those with previous experience of volunteering with Chapter and those who understand Chapter Governance, Bylaws and the election process, preferably ex-board members.
- As the NC is appointed by the Board, no board member can be a part of the committee. NC members shall not be current Executive Office bearers of the Chapter.
- Nominations Committee should be established at least 45 days before the announcement of election.
- NC shall consist of minimum of THREE members (recommended odd number of committee members), who shall select/appoint a Chair from amongst them, who will act as the Election Chair, responsible for conducting the election and interact with the Chapter Board through the Board Liaison and PMI Chapter Development (CD) team. The Chapter Board cannot select/appoint the Chair of the NC.
- NC membership is a voluntary and an honorary role.
- NC members are neither eligible to contest nor vote in the election. Furthermore, to uphold the principle of fairness and prevent any conflicts of interest, no current member of the

Nominations Committee may resign from their position on the committee with the intention to run for a Board Candidate position.

- NC members have to sign the Conflict of Interest (COI), PMI Kerala Chapter Confidentiality and Records Compliance Agreement form and any applicable Declaration required by the Chapter.
- NC members should have a good understanding of the objectives, policies and functioning of PMI and its Chapters.

4. ROLES, RESPONSIBILITIES, AND AUTHORITIES OF THE NOMINATIONS COMMITTEE:

- The Chair of Nominations Committee shall preside over the Chapter election in accordance with Chapter Handbook and Chapter Election Policy for Election Process and Guidelines.
- The Nominations Committee is responsible for:
 - Publishing the open Board Portfolio Positions
 - Publicizing board responsibilities
 - Announcing nomination criteria
 - Evaluating, Accepting/Rejecting nominations
 - Checking nominees' credentials and experience
 - Conducting fair and on time election to maintain the highest integrity of the process
 - Communicating timelines, processes, and results
- The Nominations Committee must obtain specific consent from the Chapter Board for the following:
 - Any exceptions to the election collaterals or election process of the Chapter
 - Eligibility Criteria for the Board Member Nominations
 - Election Communication to members
 - Any change in the constitution of the Nominations Committee and its authority, roles and responsibilities
 - Any expenses that may have to be incurred towards conducting the elections
- The Nominations Committee can use the Chapter facilities and resources as may be required but shall not use these for any purpose other than to conduct the elections.
- Membership data that is shared with the Nominations Committee is confidential information and must not be shared with any of the candidates.
- Nominations Committee should mandate that all election related discussions should be avoided in any Board/Chapter meetings & events during NC tenure.

5. ROLES, RESPONSIBILITIES, AND AUTHORITIES OF BOARD LIAISON

- Board shall identify one board member as the Authorised Board Liaison or the Single Point of Contact, other than President and President Elect to help the election officer to conduct the election using the Chapter resources.
- The Board Liaison will provide the Nominations Committee with:
 - The election collaterals required for conducting the elections.
 - Email address to be used specifically for election requirements.
 - Electronic file space and physical folders to store all documents, applications and forms related to the elections.
- The Board Liaison will support the Nominations Committee in distributing the emails to its members for communicating information during the various stages of the Election process.

- Assist the Nominations Committee in coordinating with PMI and help set up the electronic voting platform, as necessary.

6. ELECTION COLLATERALS:

- The Chapter will share with the Nominations Committee the following collaterals, based on which the upcoming election is to be conducted:
 - Election Process and Guidelines – as per Chapter Handbook, Bylaws, PMI Charter Agreement and any proposed amendments by the Board to the above as per Chapter’s needs. It is the responsibility of the Chapter to get the amendments approved by the responsible authorities. The Nominations Committee will accept the amendments as approved by the Chapter Board and presented to it for use.
 - The above includes the Job Descriptions, eligibility criteria, consent forms, instruction forms and evaluation criteria for the positions to be put up for the election.
 - Content/format for communication to be used during the election, related to Inviting Applications, Election Announcements and Announcing the results. This can be adapted, improved, modified by the NC as appropriate. Board needs to agree with the content that is being communicated to its members.
 - The NC along with email communication can choose to use social media platforms and the Chapter website to make the membership base aware of ongoing elections. This can be executed by the VP Marketing.
- The final set of collaterals used during the election must be submitted by the Nominations Committee back to the Board at the end of the election.

7. CODE OF CONDUCT FOR ELECTIONS:

- In accordance with PMI policies, practices, procedures, rules and directives, no funds or resources of PMI or the Chapter may be used to support the election of any candidate or group of candidates for PMI, Chapter or public office.
- No other type of organized electioneering, communications, fund-raising or other organized activity on behalf of a candidate shall be permitted.
- The Nominations Committee will be the sole distributor of all materials related to the election.
- Concerns, if any from members during the election must immediately be submitted through email to the Nominations Committee responsible for overseeing the Elections, within 24 hours of the incident. The Nominations Committee will then organize a meeting to decide on the outcome of the concern.
- In the event that there is only one approved and validated nomination for any office, that nominee shall be deemed elected un-opposed.
- Group election will not be allowed. Board members will be elected individually.
- Discrimination in election and nomination procedures on the basis of race, color, creed, gender, age, marital status, ethnicity, sexual orientation, ancestry, national origin, religion, physical or mental disability, or unlawful purpose is prohibited.

8. OPEN POSITIONS:

- The Board positions would fall vacant as a result of expiry of two-year term, or due to resignation or removal of existing Board Members.
- Positions of the President and Past President are not elected positions; they are automatic transitions from the roles of President Elect and President respectively.
- All Vice Presidents shall be appointed through an electoral process as per the Chapter Bylaw. The elections to all Vice President positions are staggered so that a minimum of THREE Board positions will go for election during Election Year. The intent is to ensure that not all positions of the board are up for elections.
- If any Board position becomes vacant due to resignation or removal, within THREE months from the next election cycle, then this position may be opened for the next election cycle, which is open for all the members, except for the signatory positions, where additional criteria are specified.
- Nominations will be called for all open portfolio positions, and election will be conducted only for the portfolios where there is more than one approved and validated nomination.

9. ELIGIBILITY FOR NOMINATIONS:

Candidates filing nominations must meet the following criteria:

- Any Chapter member in good standing for the past TWELVE months prior to the announcement of election can nominate themselves if they can justify their eligibility data. Similarly, any Chapter member in good standing as above can nominate any other Chapter member who meets the eligibility criteria.
- In addition to good standing criteria as above, the nominee should have contributed at least THIRTY hours of volunteer effort as approved by Board in the past TWENTY FOUR months.
- However, for the positions of VP Operations and VP Finance, being authorized signatory positions, additional criteria are that they should be the respective portfolio Associate Vice President (AVP) or a current Board member in good standing with the Chapter with at least THREE consecutive years in office.
- The applicant must not be PMI certified ATP owner or trainer at the time of contesting elections or during their tenure.
- Must not be under the employment of the Kerala Chapter or PMI or other Chapters of PMI at the time of contesting elections or during their tenure.
- Candidates can file their nominations for only one position at a time.
- Must commit to retain membership during their tenure on the Board.
- Must have been and is also currently a Chapter member in good standing and the present occupation must not have general conflict of interest with the Chapter initiatives and activities.
- Should be a resident of Kerala State most of the time during their tenure.
- Should meet necessary volunteer hours per month as stipulated for the Board Member of the Chapter as per PMI Kerala Chapter Board Roles definition.
- Will attend at least 85% of Board meetings throughout the year.
- Will sign a Conflict of Interest and a Non-Disclosure Agreement regarding Board operations and related information.

10. OFFICE TERM:

- In accordance to Article V – PMI KERALA CHAPTER Board of Directors of Chapter Bylaws.
- Candidates who are elected shall take office on the first day the CALENDAR MONTH following their election, or on a specific date as declared in the election communication approved by the Board.
- The elections will be conducted preferably during the months of January/February with official transitions taking place in April usually to give sufficient time for newly elected board members to meet with those in current office for a smoother transition.
- Elected members shall hold office for the duration of their terms or until their successors have been elected and qualified.
- In the event the President is unable or unwilling to complete the current term of office, the President Elect shall assume the duties and office of the presiding officer for the remainder of the term. In the event of non-availability or lack of willingness by the President Elect, the Board shall by a TWO-THIRDS (2/3) majority appoint any other officer from the Board as the President for the remaining period.

11. CHAPTER BOARD POSITIONS, ROLES AND RESPONSIBILITIES:

- Please refer to Article V – PMI KERALA CHAPTER Board of Directors of Chapter Bylaws and PMI Kerala Chapter Board Roles & Responsibilities document for information on Chapter Board Positions, Roles and Responsibilities.

12. ELECTION PROCESS:

12.1 Frequency

- Election should be conducted annually. Typically, election is held in January or February, with newly elected Officers taking their positions from first day of April or first of the month following the announcement of election result.
- The Board may call for special election, if necessitated vide Section 17 A & B of Article V – PMI KERALA CHAPTER Board of Directors of Chapter Bylaws.

12.2 Information

- President or Board Liaison must inform PMI CD Team as soon as the election planning is started.
- After the Nominations Committee is appointed, the President/Board Liaison must inform the PMI CD Team with details of the Nominations Committee members and the Chair / Election Officer, to collaborate further for the forthcoming election and oversight.

12.3 Nominations Committee (NC) Formation

- The Nominations Committee is announced by the Board.
- Kickoff of the Nominations Committee Meeting.
- The committee reviews the Election collaterals, plans and agrees on the Nominations Committee processes and timelines to be followed for the election.
- Sample Election Calendar

	Milestone Activity	Completion Date
1	Appoint the Nominations Committee Members	12 Jan 2025
2	Announce election by Chair of the Nominations Committee	14 Jan 2025
3	Call for nominations for the positions that are up for election	15 Jan 2025
4	Close of nomination window	16 Feb 2025, 05:00 PM IST
5	Publish nomination status at Chapter website	21 Feb 2025
6	Last day for withdrawal of nominations	23 Feb 2025
7	Announce to Chapter members the Final Shortlisted Nominees and positions for election	24 Feb 2025
8	Complete the Setup in electronic voting tool and Go-live Readiness Check	08 Mar 2025
9	Initiate Electronic Voting in electronic voting tool	10 Mar 2025
10	Voting Ends	16 Mar 2025, 05:00 PM IST
11	Present Results to the Board / Members	23 Mar 2025
12	Election Process Closure approved by Board	29 Mar 2025
13	Chapter AGM	05 Apr 2025

12.4 Nomination Process

- Election process is initiated by sending a communication to all Chapter Members, as per member database downloaded on the date of election announcement.
- Election initiating communication to members should consist of
 - Number of open Board positions along with the generic roles and responsibilities of Chapter Board members
 - Eligibility for nominations, for each of the positions
 - Introducing the Election Officer – Chair of Nominations Committee
 - Sharing generic email id of NC
 - Election calendar with key dates
 - Process for filing nominations
- The Nominations Committee shall prepare a list containing nominees for each Open Board positions and shall determine the eligibility and willingness of each nominee to stand for election.
- Candidates with incomplete Nomination Forms or unable to furnish the required information within stipulated date will be automatically rejected.
- Each shortlisted candidate is invited to submit a brief biography (limited to TWO HUNDRED FIFTY words) for publication by the Chapter. The candidates also need to send in Consent Form, Conflict of Interest and PMI Confidentiality and Records Compliance Agreement.
- Candidates are evaluated and scored on the basis of their Nomination form and interviews prior to finalizing the Shortlisted Nominees.

- The decision by Nominations Committee shall be final in terms of list of approved and validated nominees.
- Once the candidate list is completed, the Election Officer will announce the names of the candidates to the members at least FOURTEEN days in advance of the election.
- If there is no nomination for a particular portfolio open position, the Nomination Committee shall renotify the election communication to the members with extended timelines.

12.5 Setting up the Online Ballot

- Election process will initiate if there is more than one eligible candidate for a portfolio open position.
- Nominations Committee will setup an Online Ballot for Chapter members to vote and select from among the eligible candidates.
- Nominations Committee can use the electronic voting system offered by PMI, however a lead time of TEN working days will be required to set up the Online Ballot.
- Online Ballot will manage communication to voters, collection of votes and collation of results
- PMI CD Team shall provide support to Nominations Committee to gain familiarity, set up the tool, and provide technical assistance in the usage of the tool for conducting the elections.
- A set of collaterals are required for setting up the Online Ballot:
 1. Name of ballot
 2. Timeframe for election– open date, close date
 3. Wordings for email notifications
 4. Positions that are up for elections
 5. Candidate Names & Bios, together with Positions they are applying for
 6. Web address we want the voters to be sent to after they confirm their vote

12.6 Voting Process

- The online tool initiates the voting process by sending out a mail to eligible voters. All the current PMI Kerala Chapter members (as on date of election announcement) in good standing will be eligible to vote.
- At the end of the voting period a Thank you / Closeout mail is sent to announce the closure of the voting process.
- No proxy votes shall be permitted.

12.7 Announcement of Results and Closure

- Collation of results from Online Ballot will be done by the Nominations Committee with support from PMI CD team and Board Liaison.
- The candidate who receives a majority of votes cast for each portfolio shall be elected for that position.
- In case of a voting tie for a particular Portfolio Position, the current Board members who have not contested for the current election can cast their vote, and Nomination Committee can declare the person with majority of vote.
- The results are presented to the Board, and the Nomination Committee will declare the Election Results to the Chapter members.

- Closeout meeting is conducted to discuss the lessons learnt and the documents related to the elections are filed for future reference.

12.8 Newly elected Board members will be inducted in the next Annual General Body meeting.

- Elected Board Members are given proper orientation on their roles.
- The Chapter Secretary or a representative of the Chapter Board would inform PMI, Local authorities and the relevant stakeholders of the Appointees to the Board positions including any shift of portfolios of existing Board Members.

13. ARBITRATION PROCESS:

Any conflicts would be mitigated through the official PMI conflict resolution program.

14. DEFINITIONS:

- Chapter: PMI Kerala Chapter
- Election: A formal and organized process for Chapter members to elect candidates from the Chapter membership to its Board of Directors.
- Nominations Committee: A semi-autonomous group formed by Chapter members and appointed by the Board for the purpose of evaluating the nomination candidates for Chapter Board positions and executing the Chapter’s documented elections process in a transparent, inclusive, and fair manner.

15. REVISION / AMENDMENTS:

Version	Date	Authors	Section	Nature of Amendments
1.0	05 Nov 2021	Venkata Subramanian (VP-Governance)	All	New
2.0	08 Jan 2025	Akhila Gowri Shankar (VP Operations)	3 to 12.4	In line with Chapter Bylaws V3.0

16. APPENDIX

- Appendix-A: Invitation for Nominations Committee
- Appendix-B: Election Notification Template
- Appendix-C: Candidate’s Nomination Form
- Appendix-D: Validation Guidelines for Nomination form

- Appendix-E: Election Ballot Template
- Appendix-F: Announcement of Result Template

