

# PMI Mile Hi Chapter Board Elections

## Recommendations for Policy & Procedures

Approved by PMI Mile Hi Chapter Board 1/24/2024

### **PMI Mile Hi Chapter Election/Nominating Committee**

Chapter elections will be managed by an Election/Nominating Committee made up of a “Lead” and a minimum of 2 additional members. The Lead shall be a volunteer whom the Board recruits. The additional members will be chosen by the Lead. The committee is independent of the Board as it relates to elections. The Committee shall adhere to all Chapter Bylaws and Election Policies and Procedures.

### **Board Officer Election Timeline, Schedule, and Contacts**

The nomination and election of Board Officers shall be conducted every year with approximately half of the Board positions open for election each year, resulting in staggered terms on the Board.

The election cycle through 2028 is detailed in **Exhibit A**.

### **Call for Nominations.**

Call for Nominations should be made via Chapter website, weekly newsletter and chapter meetings by the end of March of the election year (approximately 6 weeks prior to start of election) Call for nominations ends by mid-April of election year.

### **Candidates for Election and election info Finalized.**

List of Candidates finalized by third week of April; candidate submissions via email returned by end of April in the following format:

1. Photos in JPG format at least 300KB /100 x 200
2. Candidates MUST reply with their intentions to run after receiving information.
3. Essay 250 words.
  - a. Name; running for XXX position
  - b. Related experience to position
  - c. Chapter involvement

### **Election Duration**

Election will open from Wednesday to Wednesday approximately 1<sup>st</sup> week of May through the 3<sup>rd</sup> week of May (21 days) with results sent to Election Committee Lead approximately 5 days after the conclusion.

### **Election Results**

Election results will be shared by the Election Committee Lead with the current board and the candidates as soon as contact can be made.

Results will be shared on the Chapter Website, Newsletter and announced at the next scheduled chapter meeting usually in June of the election year.

### **Ballots and Election Tabulation**

All ballots and tabulation will be conducted through PMI Global.

The contact is:

Kitty Heite

Chapter Operations Analyst II South Central America Region

Project Management Institute

14 Campus Blvd.

Newtown Square, PA 19073

Email: [Kitty.Heite@pmi.org](mailto:Kitty.Heite@pmi.org)

### **Eligibility criteria to run for and hold Board Officer positions**

Individual Mile Hi Chapter Members in good standing (paid membership) are eligible to run for election and hold board positions. The only exception is the position of President. In order to run for election and/or hold the position of President the member must have served in one of the other elected positions for a full term prior to running for President. This is detailed in the Mile Hi Chapter By-Laws.

PMI, Mile Hi Chapter prohibits someone from having two elected positions within the same chapter or different chapter at the same time.

Student Members are not eligible to hold office.

### **Eligibility criteria to vote in the Board Officer Election**

Individual Mile Hi Chapter Members in good standing are eligible to vote in Board Officer Elections. Paid membership/renewals must be in place at least one (1) month prior to the start of the election cycle; approximately by April 1<sup>st</sup> of the election year in order to receive a ballot.

Student Members are eligible to vote in elections.

### **Term of Board Positions**

Terms of office for the Officers shall be two (2) years in duration, limited to three (3) consecutive terms in the same position, and no more than five (5) consecutive terms on the board in general.

### **Completion of a Term**

Approved 1/24/2024

A completed term is defined as the completion of the full duration of the term of office two (2) years). Should any Board Member not complete their full term without the expressed review and approval of the current Board of officers, they will not be eligible to run for elected office in future elections.

**Filling Board Vacancy**

If any officer position becomes vacant, the Board will appoint a successor to fill the office for the unexpired portion of the term for the vacant position. In the event the President is unable or unwilling to complete the current term of office, the Vice President Professional Development shall assume the duties and office of the President for the remainder of the term. If the Vice President Professional Development doesn't meet the eligibility criteria to hold the President position, the Board will call for a special election by the chapter's membership to fill the vacant position.

The time of service filling an officer vacancy will count as time served in an elected position on the Board for a cumulative period of up to 2 years.

PMI Mile Hi Chapter Bylaws can be accessed from this link:

<https://pmimilehi.org/about-us>

**Exhibit A**

Board Election Cycles						
Position		Election Complete date	Elect start	Board Start	Board End date	Term
VP Finance- Joe		6/10/2022	7/1/2022	1/1/2023	12/31/2024	2 years
VP Membership-Sree		6/10/2022	7/1/2022	1/1/2023	12/31/2024	2 years
VP Marketing-Penny Hill		6/10/2022	7/1/2022	1/1/2023	12/31/2024	2 years
VP Technology-Emily Cellars		6/10/2022	7/1/2022	1/1/2023	12/31/2024	2 years
Position	Process Start	Election Complete date	Elect start	Board Start	Board End date	Term
VP Outreach- J Deckert	3/15/2023	6/10/2023	7/1/2023	1/1/2024	12/31/2025	2 years
VP Professional Development-Liz Muscia	3/15/2023	6/10/2023	7/1/2023	1/1/2024	12/31/2025	2 years
President -James McCoy	3/15/2023	6/10/2023	7/1/2023	1/1/2024	12/31/2025	2 years
Position	Process Start	Election Complete date	Elect start	Board Start	Board End date	Term
VP Finance	3/15/2024	6/10/2024	7/1/2024	1/1/2025	12/31/2026	2 years
VP Membership	3/15/2024	6/10/2024	7/1/2024	1/1/2025	12/31/2026	2 years
VP Marketing	3/15/2024	6/10/2024	7/1/2024	1/1/2025	12/31/2026	2 years
VP Technology	3/15/2024	6/10/2024	7/1/2024	1/1/2025	12/31/2026	2 years
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VP Outreach	3/15/2025	6/10/2025	7/1/2025	1/1/2026	12/31/2027	2 years
VP Professional Development	3/15/2025	6/10/2025	7/1/2025	1/1/2026	12/31/2027	2 years
President	3/15/2025	6/10/2025	7/1/2025	1/1/2026	12/31/2027	2 years
<b>Position</b>	<b>Process Start</b>	<b>Election Complete date</b>	<b>Elect start</b>	<b>Board Start</b>	<b>Board End date</b>	<b>Term</b>
VP Finance	3/15/2026	6/10/2026	7/1/2026	1/1/2027	12/31/2028	2 years
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VP Marketing	3/15/2026	6/10/2026	7/1/2026	1/1/2027	12/31/2028	2 years
VP Technology	3/15/2026	6/10/2026	7/1/2026	1/1/2027	12/31/2028	2 years