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|  | Department – Board of Directors |
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Policy Statement

Purpose

To codify a structured, fair, and transparent election process for PMI Dallas Chapter Board positions, ensuring compliance with Chapter Bylaws.

Guidelines

Annual nominations and elections shall be conducted in accordance with Article VI of the PMI Dallas Chapter Bylaws to ensure a fair and impartial process. This section outlines the governance of the nomination and election process, including

- 1. Roles**
- 2. Timelines**
- 3. Procedures**
- 4. Governance Process**

In special circumstances, the Board reserves the authority to deliberate and render additional decisions related to elections as deemed by the Board to be in the best interest of the Chapter.

1. Roles

- There are two primary roles involved with managing Chapter elections: the elections Board Liaison and the Nominations and Election Committee (NEC).
- **Eligibility (Board Liaison and NEC roles)**
 - Must be a member of the PMI Dallas Chapter and PMI in good standing

- Must not be a candidate for election and have no plans to become a candidate during the current election
- Must not be a current voting member of the Chapter Board of Directors
- Must sign the Conflict of Interest Disclosure acknowledgement
- Must sign the Confidentiality and Records Compliance Agreement
- Must agree to uphold Chapter Bylaws and policies, including prohibitions against campaigning and electioneering
- To uphold the principle of fairness and prevent any conflicts of interest, no current member of the NEC may resign from their position on the committee during the current term with the intention to run for a Board Candidate position.

A. Board Liaison Role

The Board Liaison may be any non-voting Board or leadership member (such as a Program Manager, AVP, Director or Advisor) in good standing, to be nominated by the President and approved by the Board.

Board Liaison does not sit on the Nominations and Election Committee (NEC). This role is primarily responsible for communications between the NEC and the Board.

Board Liaison Responsibilities

- Forms and supports the Nominations and Election Committee (see NEC description below).
- Provides NEC with documentation, including:
 - Chapter Bylaws and Policy Manual
 - List of open positions for election
 - Eligibility criteria

- Process documentation for nominations and elections
- Communicates requirements around conflict of interest, confidentiality, and Chapter Bylaws prohibiting campaigning and electioneering to Chapter Board, candidates, NEC, and membership at large.
- The Board Liaison is the sole point of contact between the NEC and the Chapter Board of Directors
- Provides status updates on NEC activities to the Board.
- Communicates Board direction or feedback to NEC.
- Coordinates with regional PMI Chapter Support staff for any elections support required, including support for electronic ballots and communications.
- Communicates results of election to Board.

B. Nominating and Election Committee (NEC) Role

- Chapter Board elections shall be overseen by a semi-autonomous body, which is the NEC.
- The NEC is accountable to the Chapter Board and communicates with such via the Board Liaison role.
- The NEC is comprised of a minimum of three members, one of which will be designated by the Board Liaison as Committee Chair. Additional NEC members may be appointed, as long as an odd number is maintained.

C. Candidates for Election

- Candidates must be a member of the PMI Dallas Chapter and PMI in good standing.
- Candidates may never have been removed for cause from the Board or a committee.

- Candidates must not have exceeded the term limits for Board service as specified in the Chapter Bylaws. Term limits include:
 - A maximum of four (4) consecutive elected years in the same role
 - A maximum of eight (8) consecutive elected years on the Board.
- Candidates must complete the Chapter Board Election Nomination Form, and review and sign acknowledgment of:
 - PMI Dallas Chapter Bylaws
 - Chapter Election Policy (this document)
- Incomplete Chapter Board Election Nomination Forms submitted without the required signed acknowledgments may result in candidate rejection, to be communicated by the NEC to the candidate.

2. Timelines

NEC should begin planning at least 12 weeks before the desired ballot open date.

Ideally elections occur during the summer months so they can be completed in time for fall planning and turnover.

Board Liaison should communicate with PMI Support Staff to determine their preferred timelines each year. Below is an example for planning purposes.

- April – Board appoints the Board Liaison. Board Liaison appoints the NEC Chair and committee members.
- May – Upcoming elections are announced to membership and nominations open.
- June – NEC vets nominations and prepares slate for PMI Support Staff.
- July – PMI Support Staff sends electronic ballot link to membership.
- August – Voting concludes. PMI Chapter Support staff notifies NEC of election results. NEC communicates results to the Board Liaison, who notifies the Board and all candidates in writing within two (2) business days. (Note: Specific vote counts are not publicly disclosed.)

- September – New Board members announced to membership and transition begins.
- Jan 1 – New Board members fully assume office.

3. Procedures

Pre-Election

- Board Liaison should announce open Board positions and election rules to the membership through Chapter communication channels, such as email and newsletter.
- NEC shall accept both self-nominations and member-nominations via the Chapter nomination form. All submissions must include candidate bio and required acknowledgment signatures, and may include a candidate photo.
- The NEC shall verify candidate member eligibility (with support of Chapter Data Team).
- NEC shall confirm receipt of completed nomination forms and required signed acknowledgments and conduct interviews if needed to clarify information as submitted on the nomination form.
- Candidates who do not meet eligibility requirements shall be notified via email with a formal rejection notification (see process below for candidate appeals).
- Upon completion of the review process, the NEC shall finalize the slate of qualified candidates and submit it to the Board Liaison for communication to PMI to create the electronic ballot for membership voting.

Election Process

- NEC Committee Chair shall coordinate with the PMI Chapter Support staff to set up the annual electronic ballot.

- NEC receives and reviews election results and reports outcomes to Board Liaison.

Procedure in the Event of a Tie Vote

- In the event of a tie vote for any elected position, the NEC shall first verify the vote count with PMI Chapter Support staff.
- If the tie is confirmed, a runoff election shall be conducted between the tied candidates.
- If a runoff election cannot be reasonably conducted (per the sole discretion and decision of the Board), the Board of Directors shall resolve the tie by secret ballot. The decision of the Board shall be final and recorded in the official minutes.

4. Governance Process

Election Campaign Rules

Per the PMI Dallas Chapter Bylaws, no “electioneering, communications, fund-raising, or other organized activity on behalf of a candidate shall be permitted.” This includes but is not limited to the following examples:

- No mass communications from or on behalf of a candidate promoting the candidate’s running for office — including social media posts, email blasts, group messages, or messages sent individually or in bulk.
- No campaign materials — such as flyers, posters, digital graphics, or promotional items.
- No sponsored promotions or public endorsements intended to influence voting.

Unsolicited outreach by the candidate or anyone acting on behalf of or at the direction of the candidate including mass messaging or promotional communication of any kind is strictly prohibited and may result in disqualification of the candidate.

Candidates may engage in one-on-one communication in response to direct member inquiries about their qualification for office. These inquiries may be initiated by non-candidates only, and communication responses from candidates are to be directed to the member requesting the information only.

Violation of this or any other PMI Dallas Chapter Bylaws or policies may lead to disqualification of the candidature for the current election.

Violation Review

In the event that a complaint or potential violation of Bylaws, policies or other reason for disqualification of a candidate is communicated to the NEC, before or during the nomination or election process, the following procedures shall apply:

Review and Verification

The NEC shall, to the best of their ability, quickly investigate, review and verify the facts to assess whether the candidate's eligibility may be inconsistent with the requirements of the Chapter Bylaws, policies or other governing documents.

Notice and Opportunity to Respond

The candidate shall be notified in writing of the issue and provided with a reasonable opportunity to respond within three (3) business days.

Determination and Documentation

Following the additional review, the NEC shall determine whether the candidate remains eligible to continue in the election process. The decision, rationale, and supporting documentation shall be recorded in meeting minutes of the NEC (as outlined below) and reported to the Board Liaison for communication to the Board of Directors.

The Board of Directors shall be informed of the NEC's determination and any actions taken or recommended. The Board reserves the authority to

affirm, modify, or take additional action as deemed necessary to uphold the integrity of the election and the Chapter's compliance with Bylaws, policies or other governing documents.

The NEC shall prepare two formal incident reports along with the ruling:

1. One report that **excludes** the identity of the individual(s) who originally reported the issue, suitable to share with the Board and the candidate.
2. One report with the identity of the individual(s) who reported the violation to be kept confidential and retained for auditing purposes.

Both reports shall be retained internally following the Chapter document retention policy BOD00006. The Board shall maintain the confidentiality of the individual(s) reporting the violation, using such methods as it deems appropriate to protect the individual(s)' identity while preserving the information necessary for future audit or dispute resolution purposes.

Candidate Appeal Process

Candidates are entitled to appeal a decision once they have been notified of rejection by the NEC.

- Candidate must send documentation stating why he or she is appealing the decision.
- NEC may review the appeal and accept or reject the candidate's appeal request.
- Candidate will be notified of the decision in writing including reasons why the appeal has been accepted or rejected.

Election Adjustment and Compliance with PMI Chapter Standards

If the candidate is determined to have violated Bylaws, policies or otherwise determined to be ineligible, the following process applies depending on whether voting has commenced or not.

Before Election

If voting has not commenced, the candidate's name shall be removed from nomination consideration for election in the current term.

During Election

If voting has already begun, the NEC shall, in consultation with the Board and consistent with Bylaws and election policy—including principles of fairness, transparency, and impartiality, along with the prohibition of campaigning—take appropriate corrective measures. Such measures may include suspending, reissuing, or extending the election if needed in order to preserve the integrity of the process.

After Election

If a violation is identified, reviewed or validated after the election results have been announced and confirmed, the elected position shall be declared vacant, and will be filled following the process for vacant Board positions in Article V, Section 18 of Chapter Bylaws.

Post-Election Review and Continuous Improvement

Prior to or following the completion of the election, the Board shall review the incident to determine whether revisions to the Chapter's election policies, procedures, or governance practices are warranted to ensure ongoing compliance with Chapter Bylaws and election governance standards.

Reference

- PMI Dallas Chapter Bylaws: https://pmidallas.org/downloads/pmi_dallas_Chapter_Bylaws.pdf
- PMI Global [Conflict-of-interest-policy.pdf](#)
- PMI Global [Confidentiality and Records Compliance Agreement](#)
- PMI 2021, Chapter Leadership Essentials, Chapter Leaders Guide, Chapter Elections, ccp.pmi.org
- PMI Dallas Chapter Nomination Form