Elections Committee

Position: Elections Committee	Expected Duration: Rolling
Reporting to: Board Advisor	Expected # PDUs: 25-35
# Positions Open: 3	Last Revised Date: 05/1/2023

Position Overview: PMI recommends that elections for chapter board/leadership positions should be overseen by a semi-autonomous body (an elections committee), accountable to the chapter board/leadership, by the Board Advisor. The Board Advisor is the liaison between the Elections Committee and the Board of Directors.

The election process is broken down into three sections: prior to the election, while the election is open, and close of the election.

Checklist Prior to Election:

- Collection of final candidate documentation
    - Candidate biographies; suggested information about candidate includes:
        - PMI certifications
        - Work history aligning with aspired volunteer role
        - Past chapter volunteer experience
        - Non-PMI volunteer experience
        - Family, hobbies/interests (optional)
    - Candidate photos
        - Candidate photos are not required, but do provide added value to the election—chapter members may recognize or feel more connection to the candidates
- Begin local communication of upcoming elections to chapter members
    - Announce upcoming election on chapter website
        - Upcoming election should be announced 2–4 weeks before election start
        - Announcement should be easily visible (on home page)
        - Announce upcoming election at chapter member meeting
        - Advertise upcoming election via newsletters, social media, email, word of mouth
- If using electronic ballot via PMI chapter support staff:

- Prepare chapter members to expect regular emails from an address designated by the chapter (example: nominations@PMIMarschapter.org) on election start date
    - These emails will appear to be sent from the chapter, but will be created and scheduled by the chapter support staff and sent by the electronic ballot vendor
    - Chapter members should put this email address in contacts, to ensure email is not considered spam
- Chapters not using electronic ballot must update chapter support staff on method, progress and outcome of elections

Checklist Once Election Opens:

- Weekly voting reminders to membership
    - If using electronic ballot, the chapter support staff will create and schedule email notifications to the chapter membership
    - Chapter support staff may provide regular election updates to elections committee upon request
- Announce open election on chapter website, replacing upcoming election announcement

Checklist Once Election Closes:

- Collection of results (if using electronic ballot, CA will provide election results the next business day after election has closed)
- Communicate results to board and candidates according to the specific nominations/elections policies of the chapter
- Begin local communication of election results to chapter members
    - Announce election results on chapter website, replacing open election announcement
    - Announce election results at chapter member meeting
    - Announce election results via newsletters, social media, email, word of mouth

Qualifications and Education Requirements

- PMI knowledge and experience
- Member in good standing of PMI and PMI Central Alabama Chapter
- Ultimate team player – as a leader and team member
- Must be willing to commit to attending committee meetings, responding to emails and participating in chapter events and operations as appropriate