



PMI Central Indiana Chapter Election Policy

Intent of this Policy

The intent of the PMICIC Election Policy is to ensure a transparent, inclusive, and equitable nomination and election process for all board positions. This policy provides clear standards and guidance for how candidates are identified, vetted, and elected to serve in leadership roles within the chapter. It is designed to protect the integrity of the chapter's governance while promoting participation from a diverse and representative group of members.

This policy aims to:

- Support fair, ethical, and consistent election procedures that align with PMI's values and governance standards.
- Define the roles and responsibilities of the Nominating Committee and ensure accountability in candidate vetting.
- Encourage participation from underrepresented groups and provide accommodations as needed.
- Establish a clear annual calendar and guidelines for board succession and transitions.
- Maintain member trust in the election process through transparency, documentation, and review.

This document should be reviewed annually in coordination with the Leadership Policy and maintained in the chapter's Policy Hub.



I. Eligibility Requirements

All candidates for elected positions must:

- Be a current member in good standing with both PMI Global and PMICIC.
- Reside in the PMICIC geographic area for a minimum of six months each year.
- Comply with:
 - The current [PMICIC Bylaws](#) (specifically Article VI).
 - The [PMI Code of Ethics and Professional Conduct](#).
 - Indiana state law applicable to not-for-profit organizations
- Submit a signed Leadership Commitment Agreement prior to inclusion on the ballot.
- Not currently hold a voting board position at any other PMI chapter or affiliate.
- Not have been terminated or asked to resign from a previous PMICIC board or volunteer position.
- Have not voluntarily resigned from more than two (2) prior leadership roles without completing the term, unless due to extenuating circumstances communicated to and accepted by the board
- Not self-promote (e.g. videos, direct campaigning), but may participate in equal-access candidate promotions as provided by the Chapter via the Nominating Committee

Prior volunteer or functional experience may be required if documented appropriately (i.e. within role description or Job Description of role posting)



II: Purpose of the Nominating Committee

The Nominating Committee is an appointed body responsible for administering a fair and inclusive candidate nomination process in alignment with chapter policy, bylaws, and PMI standards.

Composition & Appointment

- Appointed annually by the board by August 1
- Comprised of 3 to 5 independent chapter members in good standing
- Committee members must:
 - Have two (2) or more years of active chapter involvement with PMICIC
 - Not be current board members or board candidates
 - Sign conflict-of-interest and confidentiality agreements
- The committee selects its own Chair and organizes its work independently, with oversight from the Director of Governance (or equivalent) or designated board liaison.

The Nominating Committee shall:

- Actively solicit a diverse pool of candidates through multiple communication channels (including diversity across skills, identities, geography, and lived experience, aligning with strategic needs and term-limit cycles).
- Review and verify candidate eligibility using a standardized checklist
- Interview selected candidates via Google Meet or other virtual methods
- Confirm willingness to serve and obtain signed leadership agreements from all nominees
- Finalize and present a full candidate slate to the board each fall (exact timing to be determined by each year's Nominating Committee in conjunction with the active Board of Directors)
- Maintain accurate, confidential, and complete records of the entire nomination process
- Ensure that the chapter does not engage in any partisan campaign activity throughout the annual election cycle (endorsements, candidate fundraising or coordinated support).



By contrast, neutral voter education and campaign awareness efforts are permitted if strictly nonpartisan.

- Ensure officer listings are updated in the PMI Component System (CS) within 30 days of announcement of election results.
- Ensure no electioneering or perception of electioneering via the following assurances:
 - Candidates may not self-promote (e.g. videos, direct campaigning)
 - Providing equal exposure to candidates (bios, meet-the-candidate sessions, etc.)
 - Ensure expectations are clearly documented in election materials/policies



III: Proposed Annual Election Timeline*

** may be adjusted based on the needs of the Board and at the discretion of the Board*

Phase	Deadline
Board determines which positions are new, vacant or up for election	July
Nominating Committee appointed	On or before August 1
Candidate solicitation, review, and interview	August 2-31
Slate finalized	September 1
Nominating Committee lead submits candidates to PMI for ballot compilation	September 2 (PMI requires about two weeks to compile)
Chapter member voting period	September 15-30
Results announced	On or before October 15
Board transition (incoming/outgoing board member transition)	October - December
Update officers listing in PMI Component System (CS)	Within 30 days of election results announcement



IV: Voting Procedures

- Acceptable voting methods include:
 - Administered through PMI's electronic voting system to streamline voting, enable anonymous ballots, record outcomes, and meet audit requirements.
 - In the case of a system failure, secure paper ballots may be used as a contingency.
- All voting members in good standing receive one (1) ballot
- Candidates must receive a majority of “yes” votes to be elected in uncontested races
- Tie votes will be resolved by a majority vote of the current board
- The Nominating Committee will audit and certify the final results before formal announcement to the membership

V: Vacancy & Succession Management

- Uncontested positions:
 - Single candidates require majority "yes" votes
 - If a position receives no eligible candidates, it will remain vacant until filled by board appointment
- Mid-term vacancies are filled by board appointment per the chapter's bylaws
- Emergency succession will follow protocols outlined in the PMICIC Leadership Policy



VI: Alignment to PMI Core Values and Inclusion Practices

PMICIC is committed to diversity, equity, inclusion, and accessibility. The election process shall reflect these values:

- The Nominating Committee will proactively seek candidates from underrepresented backgrounds.
- Communications will be crafted using inclusive and accessible language, with a target reading level of grade 8.
- Accommodations will be made for candidates or members with disabilities.
- Election materials can be translated upon request to support diverse participation.

VII: Fiduciary and Ethical Responsibilities

All candidates and Nominating Committee members must understand, commit to, and uphold PMI's Code of Ethics and Professional Conduct and the chapter's fiduciary responsibilities, including:

- Duty of care: Exercise thoughtful, informed participation in the nomination and voting process.
- Duty of loyalty: Make impartial decisions in the best interest of the chapter, avoiding conflicts of interest.
- Duty of integrity: Maintain confidentiality and fairness in all dealings, and disclose any concerns to the board immediately.

VIII: Policy Governance

Repository & Access

- The official and most current version of the policy shall be maintained in PMICIC's Policy Hub.
- Current and historical versions shall be made accessible to all members.

Review & Alignment

- This policy shall be reviewed consistently alongside the Leadership Policy and Volunteer Agreement and:
 - After every election.
 - Whenever there is a governance or legal update.
 - In consultation with volunteers and members.
- Effective date: July 31

This policy replaces all previous versions and takes effect immediately upon board approval.

The complete document is available in the chapter's Policy Hub with revision tracking enabled.

Version Control

Version Control Usage

The following table and associated field descriptions are used to document the version history of this document. No field may be left blank; use “N/A” or “Unknown” as-needed.

- **Version:** Incremented, unique identifier for each iteration. Use a “X.Y” convention for drafts and whole numbers (“X.0”) for approved versions, where X is the most recent approved version and Y is 0 for approved version and incremented for subsequent drafts. Example series: 0.1 (initial draft), 0.2 (second draft), 1.0 (first approved version), 1.1 (first draft following first approved version), 2.0 (second approved version)
- **Date of Update:** In DD-MMM-YYYY format. Represents Date of Approval for approved versions.
- **Author/Revised By:** Name of the person/s who made the change/s.
- **Description of Change:** For Draft versions, include a brief summary explaining what was modified, added, or deleted. For Approved versions, Description of Change should be listed as “Approved Version”.
- **Approved By:** Initials or name of the person/s who formally approved that specific version. For Draft versions, enter “N/A”.

Version	Date	Author	Description of Change	Approved By
1.0	28-JUL-2025	K. Sandstrom	Initial Version	BoD
1.1	29-MAY-2026	P. Henninger	Added residency and experience requirements to section I. Added officers listing update to PMI CS to section II, III. Added Version Control section to end of document. Added anti-electioneering verbiage to section I, II. Clarified sentence structure in section VIII. Minor paragraph formatting changes made throughout. Updated file naming for clarity and ease of organization.	N/A
1.2	03-JUN-2026	P. Henninger	Updated section I to include hyperlinks to referenced documents and corrected ‘nonprofit’ to ‘not-for-profit’. Corrected Version Control information for v1.0 of document.	N/A
2.0	22-JUL-2026	P. Henninger	Approved by Board of Directors.	BoD



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