

Project Librarian

PMI COLOMBO SRI LANKA CHAPTER

Election Process Guidelines

Version 2.3

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 COLOMBO SRI LANKA 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 aids the Nominations Committee to conduct a 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 agreed with the Chapter Board.
- Is appointed by the Board and is valid for the period required to conduct the election. The Volunteer Engagement Platform (VEP) shall be used for inviting applications for NC members.
- As the Nominations Committee 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.
- The Board shall notify the membership of the formation of the Nominations Committee at least thirty (30) days in advance of an election.
- Shall consist of a minimum of 3 members, who shall select/appoint a Chair from amongst them, who will act as the Election Commissioner, responsible for conducting the election and interact with the Chapter Board through the Board Liaison and PMI 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. (The only exception to this is in the event of a tie, where the Nominations Committee can use voting privileges to decide a winner.)

- Preference should be given to those with previous experience of volunteering with Chapter as Chapter leaders and those who understand chapter governance, by-laws and the election process.
- NC members have to sign the Conflict of Interest (COI), PMI COLOMBO SRI LANKA 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 Chairman of Nominations Committee shall preside over the Chapter election in accordance with Chapter Handbook, Chapter Election Policy, and Chapter Election Guidelines and process.
- The Nominations Committee is responsible for:
 - Publicizing board responsibilities
 - Announce nomination criteria
 - Evaluating, Accepting/Rejecting nominations
 - Checking nominees' credentials and experience
 - Implementing the timeline of the election process to maintain the highest integrity of the process
 - Communicating timelines, processes, and results
- The Nominations Committee must obtain specific consent from the Chapter for the following:
 - Any Exceptions to the Election collaterals or process of the Chapter
 - Eligibility Criteria for the Directors
 - 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.
- The 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

- The Chapter Board will appoint a Board Liaison, who is not contesting for upcoming elections, to work with the Nominations Committee.
- The Board Liaison will provide the Nominations Committee with:
 - The Election collateral 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, Byelaws, 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. The 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 Communications VP.
- 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 Component may be used to support the election of any candidate or group of candidates for PMI, Component 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.
- All complaints from the general public during the entire election duration must immediately be submitted in writing (or via email) to the Nominations Committee responsible for overseeing the Elections, within 24 hours of the incident. The Nominations Committee will then conduct a meeting to decide on the outcome of the complaint.
- In the event that there is only one nomination for any office, that nominee shall be deemed elected un-opposed.
- Group elections 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 term, due to resignation or removal of existing Board Members. The terms in office of the elected officer positions are staggered so that approximately two-third (2/3) for a three-year term and half (1/2) for a two-year term of the elected members still stay while the other positions, i.e., one-third (1/3) for a three-year term and half (1/2) for a two year term will be going for election. The intent is to ensure that not all positions of the board are up for elections. (This is subjected to Chapter's bylaws)
- A minimum of 3 board positions will go for election during Election Year. (This is subject to Chapter's bylaws)
- The positions for each Board member shall be finalized by the full Board in the first Board meeting following the elections.

9. ELIGIBILITY FOR NOMINATIONS:

Candidates filing nominations must meet the criteria defined in the Bylaws and meet following criteria:

- Has been a member in good standing of both PMI and the Chapter for at least one year at the time of election.
- 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 PMI Colombo Sri Lanka Chapter or PMI or other Chapters of PMI at the time of contesting elections or during their tenure.
- Candidates must have 05 years of project management work experience.
- 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 made at least 60 hours of volunteer contributions to the Chapter within the past two years, and at least 25 hours within the last one year.
- 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 Sri Lanka
- Willingness to devote at least 10 hours per month as an Officer of the Chapter.
- Will attend at least 75% of Board meetings throughout the year.
- If a candidate is contesting for President, Treasurer or Secretary positions, he/she must have been a member of the Chapter Board for at least 02 tenure and meet the criteria as per the Chapter bylaw.
- Will sign a Conflict of Interest and a Non-Disclosure Agreement regarding Board operations and related information.

10. OFFICE TERM:

- In accordance to Chapter Bylaws The Board shall consist of an odd number of officers and preferably be no less than nine (9) and no more than thirteen (13) officers
- Candidates who are elected shall take office on the first day of February or first of the month following the announcement of election results.
- The elections will be conducted preferably during the months of November or December with official transitions taking place in January of the following year 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.
- The positions for each Board shall be elected by the full Board in the first Board meeting following the elections.

11. CHAPTER BOARD POSITIONS, ROLES AND RESPONSIBILITIES:

- Please refer Article V of Chapter Bylaws and Chapter Handbook for information on Chapter Board Positions, Roles and Responsibilities.

12. ELECTION PROCESS:

12.1 Frequency

Elections should be conducted annually. Typically, elections are held in December, with newly elected Officers taking their positions from the first day of January or first of the month following the announcement of election results.

12.2 Information

- The President or Board Liaison must inform the Chapter Development (CD) Team as soon as the election planning is started.
- After the Nominations Committee is appointed, the President/Board Liaison must inform the 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	November 20
2	Announce Election by Chair of the Nominations Committee	December 05
3	Call for Nominations for the positions that are up for election	December 10
4	Announce to Chapter members the Final Shortlisted Nominees and Positions for election	December 20
5	Complete the Setup in electronic voting tool/Printed ballot papers and Go-live Readiness Check	December 23
6	Initiate Electronic Voting in electronic voting tool (Optional)	December 26
7	Voting Ends	December 28
8	Present Results to the Board / Members	December 30
9	Election Process Closure approved by Board along with lessons learned with NC	December 31

12.4 Nomination Process

- Election process is initiated by sending a communication to all Chapter Members, as per CRS database downloaded on the date of election announcement.
- Election initiating communication to members should consist of
 - Number of open Board positions (with tentative open positions subject to change during first Board meeting after Election to fit the right candidate in right role as per Experience & Aspiration & Board need), 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 slate containing nominees for each Open Board positions and shall determine the eligibility and willingness of each nominee to stand for election.
- Candidates for Board positions may also be nominated by petition process established by the Nominations Committee or the Board.
- Candidates with incomplete Nomination Forms or unable to furnish the required information within the stipulated date will be automatically rejected.
- Each shortlisted candidate is invited to submit a brief biographical statement (limited to 250 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.
- Once the candidate slate is completed, the Election Officer will announce the names of the candidates to the members at least thirty (30) days in advance of the election.

- If the number of Shortlisted Candidates is less than the number of Open positions, the Nominations Committee will declare the Names of the Shortlisted Nominees as winners and declare the rest of the open positions as “Vacant”. No voting process needs to be set up or followed in this situation.

12.5 Setting up the Online Ballot

- In case the number of shortlisted nominees is more than the number of open positions the Nominations Committee will set up an Online Ballot for Chapter members to vote and select from among the eligible candidates.
- Nominations Committee can use the electronic voting system used by other PMI Chapters for conducting the elections.
- Preferable for Chapter to use Online Ballot facility for faster, fairer, error-free election process. Ensures only chapter members in good standing can vote and each member can cast vote only once.
- A lead time of 10 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
- The Chapter shall provide support to the 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. Verbiage for emails notifications
 4. Positions that are up for elections
 5. Candidate Names & Bios, Positions that 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 COLOMBO SRI LANKA 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/absentee votes shall be permitted.

12.7 Announcement of Results and Closure

- The candidate who receives a majority of votes cast for each office shall be elected.
- The candidates will be ranked according to the highest number of votes received. The first set of candidates from the top of the list will be declared as the Winners based on the number of Open positions that are being elected.

- Ballots shall be counted by the Nominations Committee or by tellers designated by the Board.
- In case of a voting tie, the new Board will do a simple majority vote.
- In case no fewer number of nominations are received or found eligible for a particular position during the Election Process, the Nominations Committee would declare the remaining position “Vacant”.
- The results are presented to the Board and the Chapter Members
- A closeout meeting is conducted to discuss the lessons learnt and the documents related to the elections are filed for future reference.

12.8 The positions for the elected Board Members will be selected by the full Board in the first Board Meeting immediately after the Election results are announced by the Election Officer – Chair of the Nominations Committee.

- A Board Meeting, where, full or 75% of the board is present.
- Candidates are given proper orientation regarding the election process
- The Eligible candidates for each of the positions would be published based on the eligibility criteria for the specific positions viz. President, Secretary and Treasurer etc.
- The candidates can nominate themselves for the position or can be proposed by other board members.
- If there are more than one nomination for a particular position, the Board will elect the respective office bearers among the eligible candidates elected by the chapter membership through a Secret-ballot system.
- Candidates are given a chance to present their viewpoint on the position and value add they wish to bring to the role.
- Ballot is conducted in the presence of all the present board members
- Counting is by an unbiased 3rd party, who will announce the results
- The candidates would abide by the decision of this election
- If the board is unable to come to a consensus, a simple majority vote will be conducted (eg. Raising up hands etc). In the event of a tie, a lot shall be drawn to determine who shall take up the role.
- The Board Members would formally accept the portfolios allocated as an outcome of this meeting.
- The Chapter Secretary or a representative of the Chapter Board would inform the Chapter members, 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 COLOMBO SRI LANKA Chapter

- Absentee vote: A vote cast by a Chapter member who is unable to be physically present at the location where the chapter election is taking place (e.g. at the Annual General Meeting).
- 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.
- Proxy vote: A vote cast by one Chapter member on behalf of another Chapter member.

15. REVISION / AMENDMENTS:

Version	Date	Authors	Section	Nature of Amendments
2.0	03 – 02 - 2021			Initial Template
2.1	04 – 05 -2023	Lalith Withana, Dhammike Mendis	Overall update	Updated as per PL Phase 2 meeting
2.2	23 – 12 - 2024	Dhammike Mendis	Section 3	Use of VEP in NC appointment added
2.3	27 – 02 - 2025	All Board	Section 9	Volunteering experience with chapter

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



Templates of EG
Appendices-Proposed