PMI Lakeshore Ontario Chapter
Nominations and Elections Policies

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Policy Title: Nomination and Election Policies

Purpose: The purpose of these policies is to establish rules relating to the governance of the election process, the nomination and election of candidates for the Chapter Board of Directors, the assignment of Board Roles and election of the Executive Roles, and any applicable restrictions.

Effective Date: March 9, 2026

Disclaimer: Should a discrepancy exist between the Chapter Bylaws and these policies, the Chapter Bylaws shall take precedence.

1. Election Timetable and Voting Tools

1.1. Elections for the Board of Directors shall be held during the Annual Meeting of the Members (AMM).

1.2. The date for the Annual Meeting of the Members will be set by the Board of Directors no later than the last day of February.

1.3. Notice of all Elections shall be sent by the Board to all Chapter members at least forty-five (45) calendar days in advance of the AMM.

1.4. Voting will be conducted during the AMM by those members present.

1.5. Elections may be conducted by paper or digital ballot

1.6. Any digital voting solution must support anonymous voting and ensure that eligible members can only vote once per election.

1.7. Ballot information and individual access credentials shall be sent by email during the AMM, prior to the opening of the voting period, to the email address on record for each Chapter member. This shall be deemed to be adequate notice.

1.8. Voting shall take place during the AMM, with the results being announced as the last agenda item.

2. Nominations Committee

2.1. The President, with the approval of the Board of Directors, shall appoint a Chairperson and members of a Nominations Committee.

2.2. All candidates for membership of the Nominations Committee must be current Chapter members, in good standing for at least five (5) consecutive years.

2.3. The Nominations Committee shall comprise the Chairperson, and at least two (2) and up to three (3) additional members.

2.4. In addition to the Committee members selected by the President, the Nominations Committee shall include any nomination made by a petition signed by at least fifty (50) members of the Chapter.

2.5. The Nominations Committee shall prepare a slate containing nominees for the appropriate number of Directors-at-Large and shall determine the eligibility and willingness of each nominee to stand for election.

2.6. The Nominations Committee shall ensure the timely review of the credentials of qualified Board Nominees, and the timely presentation of qualified, individual nominees and slates of candidates for open board positions.

2.7. Each candidate shall submit a completed “Nomination Form”, sign and submit the candidate agreement, and submit a resume for review by the Nominations Committee.

3. Candidate Qualifications

3.1. To be placed on the election ballot, nominees shall be Chapter members in good standing, preferably hold at least one (1) current PMI professional designation and must agree to serve if elected.

3.2. Candidates shall commit to attend a monthly evening two and a half (2.5) hour board meeting in-person or via conference call, a monthly one (1) hour operations conference call, one (1) annual strategic planning weekend, one (1) annual Directors’ meeting (one (1) full Saturday in the Fall), and member chapter meetings. The President shall also participate in one (1) Regional Conference call per month. Approximately twenty (20) hours per month is required for Board business and Chapter activities.

3.3. Candidates shall have been actively involved as a chapter volunteer within the last twelve months in a leadership position (Portfolio Manager, Program Manager); active involvement is defined as a minimum of six (6) continuous months of service. If a prospective nominee does not meet this minimum involvement criteria, he or she can submit a petition for nomination to the Nominations Committee. The Nominations Committee reserves the right to exclude candidates who do not meet this involvement criteria.

3.4. Each candidate shall possess, and be evaluated by the Nominations Committee against, the following set of expected characteristics:

3.4.1. An appreciation of the value of the profession served by PMI: The candidate has a good understanding of the profession served by PMI, along with PMI’s Strategic Plan and the vision and mission of the Chapter;

3.4.2. The candidate can help formulate a future vision for an organization and can help to describe a strategy to achieve it, can identify and understand strategic risks and offer strategic guidance for resolving them, and has the capacity to provide a strategic perspective while leading a volunteer team to execute the operational details;

3.4.3. The willingness and ability to serve others: The candidate possesses passion and energy to understand and respond to the needs of others in an open, honest, humble, and altruistic manner, has actively participated in achieving constructive outcomes for others without regard to personal benefit, and has a strong interest in working on the advancement of PMI, its stakeholders, and the profession; and

3.4.4. Candidates must demonstrate that they have excellent team leadership skills and are a proven team player.

4. Nomination Sponsorship

4.1. The nomination of each candidate shall be supported by the sponsorship of two (2) current Chapter members who meet the following conditions:

4.1.1. Current Board members may not sponsor a nomination.

4.1.2. Current Portfolio Managers may not sponsor a nomination.

4.1.3. A Program Manager may not sponsor their current Portfolio Manager or Portfolio Director.

4.1.4. A volunteer may not sponsor their current Portfolio Manager or Portfolio Director.

4.1.5. A member may sponsor no more than two nominations.

5. Nomination and Election of Directors-at-Large

5.1. Directors-at-Large shall be nominated and elected annually as per the Chapter Bylaws and this policy.

5.2. The Nomination Period shall open the day following the Notice of Elections being sent to the members.

5.3. The Nomination Period shall be open for no less than fifteen (15) and no more than twenty-two (22) calendar days.

5.4. Nomination documents will be available on the official Chapter website.

5.5. Nominations may be made at any time during the Nomination Period.

5.6. Nominated persons shall comply with all directions and requests from the Nominations Committee, in the timeframe stipulated by the Committee.

5.7. After nominations are closed, information about the qualified candidates shall be posted on the Chapter's website for members to review.

6. Election

6.1. Election results shall be announced via email and be posted on the Chapter website within two (2) business days following the completion of the Election voting period.

6.2. Paper ballots shall be counted by the Nominations Committee or by tellers designated by the Board.

6.3. Candidates are elected for a term of two (2) years.

6.4. If the number of candidates is less than the number of vacant Board positions, the unfilled Board positions shall remain vacant unless and until the Board chooses to appoint an interim Director.

6.5. If the number of candidates is higher than the number of vacant Board positions, candidates will be ranked in descending order according to the number of votes received, and Board vacancies will be filled starting with the first candidate on the list until all vacant positions are filled.

6.6. Section 6.5 notwithstanding, if any Board position is vacant due to the mid-term resignation of a Board member, then the qualifying candidate with the least number of votes shall be elected for a term of one (1) year.

7. Board Roles

7.1. At the first Board meeting of each new Board of Directors, the members of the Board members shall determine amongst themselves who will assume Directorship of the Portfolios.

7.2. At the first Board meeting of each new Board of Directors, the Board members shall determine amongst themselves who will assume the duties of the two mandatory Officers, Treasurer and Secretary.

7.3. A Board member may simultaneously hold one (1) Office and have Directorship of one (1) Portfolio.

7.4. A Board member may simultaneously hold Directorship of a maximum of two (2) Portfolios.

7.5. At the first Board meeting of each new Board of Directors, eligible Board members may put their name forward as a candidate for the office of President Elect.

7.6. Each Board member will receive one ballot to vote for the candidate of their choice for President Elect, with the candidate receiving the most votes being elected.

8. Term Restrictions

8.1. Board members may serve any combination of full or partial terms, to a maximum of six (6) consecutive years in total. This may comprise:

8.1.1. Three (3) full 2-year terms as a Director-at-Large; or

8.1.2. One (1) full 2-year term and one (1) partial 1-year term as a Director-at-Large and one (1) term of three (3) years in the Executive role (President Elect | President | Past President).

8.2. Board members who serve the maximum of six (6) years shall leave the Board for a period of at least one (1) year before putting themselves forward again as candidates for election to the Board.

8.3. Candidates for President Elect must have served on the Chapter Board of Directors for at least two (2) full years.

8.3.1. In the event that there are no candidates with a minimum of two (2) full years of board service, then candidates will be accepted who have served for at least one (1) full year.

8.4. Candidates for President Elect must announce their candidacy no later than the beginning of the second (2^{nd}) year of their second (2^{nd}) elected term.

8.5. In order to facilitate broad understanding of the Chapter's business, to develop an experienced Board, and to facilitate succession planning:

8.5.1. Individuals shall serve in the Office of Treasurer or Secretary for a maximum of one (1) elected term of two (2) years.

9. Amendments

9.1. Changes to these policies can only be proposed by the Board of Directors or by a Committee established by the Board of Directors for the purpose of reviewing these policies.

9.2. Changes to these policies shall be approved by the Board of Directors.

10. Change History

Change	Effective Date
These policies have been extracted from Bylaws #4 and accepted by the BOD (Board of Directors of the Lakeshore chapter) as "grandfathered". Where there are discrepancies between these policies and the current Bylaws (#5, approved at AGM on April 4, 2016), the bylaws take priority	2016-04-04
This policy has been updated, based on the Chapter Bylaws adopted on April 30, 2019, to include Candidate Qualifications (Section 3), the process for assignment of Board Roles (Section 6) and to clarify the Restrictions (Section 7) on terms of service by Board Members	2019-12-01
Policy 7.3 has been updated to reduce requirement for Board service from two (2) years to one (1) year	2020-09-28
Policy 7.3 has been updated to reinstate the previous requirement for minimum Board service of two (2) years, with a proviso for situations when there are no candidates with that minimum	2020-10-26
Section 1 has been updated to reflect the voting requirements of the Ontario Not-for-Profit Corporations Act, with voting conducted during the AMM Section 4 has been added to ensure that PMILOC has an open, transparent and equitable nomination process	2026-03-09