

Policy 019

Title:	<i>Nominating Committee Policy</i>	
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Policy Owner:	Past Chair	
Synopsis:	Describes Conduct of the Nominating Committee	

PURPOSE

Article VI of the PMI Atlanta Bylaws defines the guidelines for “Nominations and Elections of the Executive Board.” This policy details the guidelines by which the nominating committee provides candidates.

SCOPE and AUTHORITY

The scope of this policy encompasses the duties of the nominating committee. The committee is solely responsible for providing a slate of candidates for all open Executive Board positions, conducting the election, and establishing rules for electioneering.

POLICY

The nominating committee shall provide a slate of qualified officer candidates nominated for the Executive Board and conduct the election using the Board approved Elections and Nominating Process, a process that is open and interactive with the PMI Atlanta membership. (This process is attached to this policy as appendices A – C.)

The process document shall include the following key elements:

- rules for electioneering
- process for candidate selection
- mechanism for candidate introduction
- rules for petition acceptance
- declaration of an election calendar



Title	Nominating Committee Process			Version	1.0
Business Category	<input type="checkbox"/> Core	<input type="checkbox"/> Extended	<input checked="" type="checkbox"/> Internal Operations	Revision Date	2011-06-21
Document Type	Process			Revision Date	2011-06-21
Owner	Past Chair	Associated Policy/Bylaw(s)		Policy:P019 Bylaws: Article VI, Article VII	
Purpose	The purpose of this document is to provide guidance for the nominating committee to carry out their responsibilities.				
Scope	Nominating committee and their responsibilities as outlined in Article VI, Section 3 of the bylaws to include: - Rules for electioneering - Process for candidate selection - Mechanism for candidate introduction - Rules for petition acceptance - Declaration of an election calendar				
Prerequisite	Elections chair must be appointed. There must be at least 1 open board position.				

Roles Involved	
Role	Description
Chairman	PMI Atlanta Board Chair
Past-Chair	PMI Atlanta Board Past-Chair
Executive Board	PMI Atlanta Executive Board Members
Elections Director	PMI Atlanta Board Past-Chair or a PMI Atlanta member proposed by the Past-Chair and approved by the Executive Board. This is a non-voting position.
Nominating Committee	This 5 person committee consists of 2 VPs from PMI Atlanta Operations Group and 3 PMI Atlanta members in good-standing.

Procedure		
1.0	ROLES	
1.1	<i>Chairman</i>	PMI Atlanta Chapter Chairman, in consultation with the Board members, shall set a date for the Election as part of the obligation to provide an annual calendar. The election should be at least 90 days in the future.
1.2	<i>Past-Chair</i>	The past-chair by virtue of the position is the Elections Director. At least 90 days prior to the Election, the Past Chair may propose a PMI member in good standing to serve as the Elections Director for the Executive Board approval.
1.3	<i>Executive Board</i>	<ul style="list-style-type: none"> - Approve the Elections Director - Appoint two (2) Vice Presidents from the Ops Group to serve on the Nominating Committee after approving Elections Director - Describe the skill sets desired for the candidates
1.4	<i>Elections Director</i>	<ul style="list-style-type: none"> - Serve as head of Nominating Committee - Serves as a non-voting member
1.5	<i>Nomination Committee</i>	<ul style="list-style-type: none"> - Recruit three (3) other PMI Atlanta members in good standing - Recruit eligible and willing candidates for the slate



		<ul style="list-style-type: none"> - Distribute and regulate all election materials and conduct electioneering - Capture and tally all member votes using the Board approved service provider - Publish the elections calendar
2.0	CANDIDATE SLATE	
2.1	<p>The slate of candidates by definition is a list of candidates for various open Executive Board positions. Section 6 of the Bylaws Article VI establishes the qualifications for the candidates. The qualifications include three broad categories of Membership, Level of Activity, and Conduct.</p> <p>At least 60 days prior to the Election, the Nominating Committee shall present its slate of nominees to the general membership via the Chapter website and the closest Dinner Meeting. At this time the Nominating Committee will accept written or electronic petitions from the membership for additional candidates.</p> <p>Petitions must have original or electronic signatures from at least 25 PMI Atlanta members. PMI Atlanta members may separately sign more than one petition. Petitions must be submitted to the Elections Director at least 30 days before the election. The petitions shall include a written or electronic certification from the petitioner that all signatories were PMI Atlanta Chapter members in good standing. Failure of two or more signatures may void the petition.</p>	
3.0	CANDIDATE FORUM	
3.1	<p>At least 30 days prior to the Election, the Nominating Committee shall introduce the Candidates to the membership.</p> <p>The Nominating Committee will publish a Voter Guide on the PMI Atlanta website and host a Candidate Forum at one regularly scheduled monthly Dinner meeting and perhaps one or more lunch meetings at its discretion.</p> <p>To participate in these forums, all Candidates must have submitted the Publication Release Form.</p> <p>The Forum should follow the guidelines outlined in the Appendix.</p>	
4.0	ELECTION	
4.1	<p>At least 15 days prior to the Election, the Nominating Committee will submit the final slate of Candidates for the Election to the designated elections service.</p>	
5.0	VOTING	
5.1	<p>Voting completed by electronic voting per Article VI Section 3 of the bylaws.</p>	

Timeline – Election Milestones

Days to Election	Milestone	Supporting Activities
90 Days	Elections Director	Form Nominations Committee Develop Schedule
60 Days	Candidate Slate	Recruit Candidates Plan Forum(s) Collect release forms Public Introduction of Candidates
30 days	Candidate Forum	Host Forum Floor Nominations
15 days	Final Slate	Setup Voting Update Website



Release for Publication Form

PMI Atlanta
Voter Guide for YYYY
General Election

I hereby authorize PMI Atlanta to use the information submitted in its Voter Guide for the General Election

Answer submitted electronically, check here _____

Candidate Name _____

Candidate Signature _____

Email Address _____

Phone Number _____

Mail or email this form to us at the address listed below:

PMI Atlanta
#348
3522 Ashford Dunwoody Rd
Atlanta, GA 30319

elections@pmiatlanta.org



PMI Atlanta Candidate Forum Standards

Like all PMI Atlanta events and activities, candidate forums must be scrupulously non-partisan. Some guidelines should be followed:

Invite all candidates and treat them alike. This includes invitation and follow-up, the information you provide in advance, the questions they are asked, and the opportunities they have to respond.

Do not intervene, directly or indirectly, in the campaign on behalf of a particular candidate or party. Nothing you do at the forum can show preference for one candidate over another. Your moderator must be unbiased. Prepare carefully worded questions on a wide range of issues, in advance. If you include questions from the audience, have them write questions on index cards, and screen them before being read by the moderator.

Cover a broad range of issues. Focusing on one issue will create the appearance of endorsing some candidates over others. A broader focus will more effectively educate voters, and will avoid any appearance of bias.

Careful advance planning will ensure the success of your candidate forum. Remember that candidates are campaigning to get elected. To accept your invitation to appear at a forum, they must feel that the event is worthwhile, and they will be able to address a significant number of people. Therefore, plan carefully, and don't promise more than you can deliver. The following are factors you'll want to consider.

Consider suggestions from other PMI Directors and OpsGroup Vice Presidents, as well as key members of any co-sponsoring organizations. From this collection of ideas, the Nominating Committee will develop questions using the following criteria:

- of possible responses (e.g. – keeping the questions away from super-specific topics)
- Variety of appropriate subject matter
- Ability of the question to be answered in a positive or negative fashion
- Avoidance of questions leading to simple “yes” or “no” answers
- There should be no bias or policy-based assumption in a preamble or question.
- Preambles should be kept as brief as possible.

When possible, the first draft of questions should be proofed by at least 2 people not involved in the drafting of the questions. Readers should have a diverse perspective. Any “red flags” by proof-readers should be considered for the subsequent revisions of questions.

Collaboration: Broadening your sponsorship can increase attendance, and create wider ownership. It is important to discuss the ground rules for the forum early in the process of identifying partners, so that everyone agrees.



Focus: Invite candidates for all open positions.

Timing: Start planning well in advance, so that you are able to choose the best time for your forum, and avoid conflicts with meeting and training events.

Turnout strategy: A candidate forum with a small audience will do your credibility more harm than good. Plan your turnout strategy well ahead, and be realistic about your ability to bring out a crowd, so you don't promise more than you can deliver. Think about the networks you can mobilize.

Site: Choose a centrally located site that is easy to get to. The site should also be an appropriate size for the number of people you expect; for example, an auditorium that is too large will make your crowd appear smaller than it is. Make sure the site has appropriate sound equipment, lighting, and parking.

Format: The format of your candidate forum will play a significant role in ensuring that it remains non-partisan. Several points are important to remember:

- a) Give all candidates equal treatment. Use an unbiased means to determine speaking order (e.g., drawing straws, alphabetical order), and give each speaker the same amount of time. Designate a timekeeper who will signal the speaker when his/her time is up. Be clear about time limits with the candidates before the event starts, and stick strictly to the limits, so no one gets shortchanged.
- b) Cover a wide range of issues in your questions. Choose a moderator who will ask the questions and make sure that person uses the same wording for each candidate. If you want to take questions from the audience, give people index cards to write them on, so their questions can be screened before they are asked.
- c) Do not allow candidates to distribute campaign literature during the forum. Let them know ahead of time if you will provide a table at the back where all campaign literature can be displayed.
- d) Make sure someone arrives at the site early on the day of the forum to see that the room is set up, and that the light and sound systems are working.

Invitations: Begin by calling each candidate. Note the name of the person you speak with for follow-up purposes. Provide the date, time, and probable audience for the event (don't exaggerate the numbers), and outline the format. Once you've gotten an agreement to attend (which may take several calls), confirm the commitment with a letter that details the format. It's also wise to place a reminder call a day or two before the forum.



Leaders: Identify leaders for several roles, including moderator, timekeeper, greeters (for the candidates and others), and publicity coordinators.

Media Coverage: The best media strategy will only be on our local PMI Atlanta website with an announcement of the forum for several weeks in advance. Often, local newspapers and cable services offer community bulletin boards where you can publicize the forum. This can't hurt, but your leaders should understand this type of publicity will produce only a handful of people. A press release, along with calls to local newspaper, radio, and television reporters (especially if you've already built a relationship with them), can result in solid coverage of the forum.

Introductory Scripts: To be delivered by Nominating Committee representative, moderator, or other appropriate personnel, in any combination. The following points should be made in the Introductory Scripts:

- A. PMI Atlanta's mission statement
- B. The names of sponsoring organizations
- C. The name of the moderator, moderator's background
- D. Note that all organizations sponsoring the event are non-partisan and do not endorse candidates
- E. Introduction of moderator/panelists
- F. Introduction of candidates present, as well as candidates who were invited but declined to attend
- G. The structure of the forum/debate
- H. Request that the audience refrain from filming, videotaping, and flash photography.
- I. Request that the audience hold applause or other demonstrations of support or non-support for a candidate until the complete conclusion of the event.
- J. Notice of any PMI Atlanta use for broadcast on television, radio, or internet
- K. The following statement of copyright: "Copyright ownership of this forum belongs to PMI Atlanta. Footage or transcripts of this debate may not be used for campaign purposes by candidates, their affiliates, or assigns."

Development of Closing Scripts

The following points should be made in the Closing Scripts:

- A. A thank you to the crowd
- B. Two or three key voting reminders/instructions for the upcoming election
- C. The PMI Atlanta web site address and location of election & voting information
- D. Appropriate bullet points for any sponsoring organizations
- E. Thanks to the Audience, Moderator/Panelists and Candidates
- F. PMI Atlanta Board
- G. Key Contributors (i.e. funding organizations, event location personnel, in-kind contributors, etc.)



Candidate Handling & General Rules of Conduct

- A. Neither candidates nor press may have any preview of any of the questions.
- B. The seating and therefore questioning order of candidates should be pre-determined by a blind drawing.
- C. For a forum, each candidate should be asked the same question, in turn and given the same amount of time to respond. That time window for answering should be consistent throughout the questioning portion of the event. (90 seconds is standard, but can be shortened or lengthened depending on the race). Rebuttals should be at the discretion of the moderator and used as rarely as possible, preferably only when there is an accusatory remark directed by one candidate toward another. Rebuttals should be limited to 30 seconds.
- D. Have candidates sign an Understanding of Rules and Standards for the event. These particular rules must always be included:
 - a. Candidates will bring no notes or props. Each candidate will be provided with a pad of paper and pen for making notes during the forum.
 - b. Copyright ownership of this debate belongs to PMI Atlanta. The footage or transcripts of this debate may not be used for campaign purposes by candidates or their affiliates or assigns.
- E. Each invitation letter should contain the following information:
 - Sponsors
 - Date, arrival time, event time, and location
 - Brief information regarding the specifics of the event (e.g. format, moderator, etc.)
 - Information regarding media to be employed (Web streaming, television or radio broadcast, etc.)
 - Brief mission statement for PMI Atlanta and any other sponsor
 - R.S.V.P. contact information
 - Response deadline
- F. PMI Atlanta response to acceptance or refusal of invitation can be either email or letter sent by U.S. mail. In the response letter, it should be made clear what the contingency plan is should a candidate change his/her mind about attending, or should a candidate arrive late for the event itself.

Sponsor Qualifications

- A. Must be non-partisan
- B. Must not endorse candidates
- C. Must be willing to let the PMI Atlanta Nominating Committee have final approval of content of letters, press releases, etc. as described above.