

## **Overview**

### **The Board:**

The PMI Toronto Chapter Board of Directors consists of a minimum of nine and a maximum of twelve elected Directors, each serving a two-year term. The Board terms are separated so that half the Board is on opposite terms. Up to six eligible Board positions are available by election or appointment to the Board each year.

Existing Board members may seek re-election subject to specific conditions in the Bylaw related to the length of time on the board. Additional candidates may be nominated to run for election each year, along with any current Board member who is seeking re-election. If there are Board vacancies (due to transfers, resignations), additional candidates may be appointed by the Board to fill open positions depending on the remaining time left in their term.

Eligibility for standing for PMI TORONTO election is limited to being a member in good standing with the Chapter for at least one complete fiscal year (July 1-June 30) by the time they are a Board member. Each candidate, including previous Board Members, are required to complete the Candidate Nomination and Self Evaluation Application Form, which was introduced prior to the 2011 election, modified in February 2012, and January 2020, and submit it for consideration according to the specified instructions.

### **Election Process:**

The PMI TORONTO Nominating Committee oversees the TORONTO BOD election process. The Nominating Committee Chair is usually appointed by the Governance Committee and reports to the President. If the President is running for re-election, the Nominating Committee Chair is appointed by and reports to the Governance Committee. If no Nominating Chair is available, a member of the Governance Committee, who is not re-running, may be appointed to oversee the Committee.

The Chair or Governance member overseeing the Nominating Committee selects other committee members (total of three or four). The Nominating Committee operates independently from the Board. All Board members who are re-running are prohibited from interfering in the operation of the Nominating Committee.

The Nominating Committee is responsible for communication to members on the election, recruiting potential candidates and ensuring prospective candidates follow the approved process. They are also responsible for ensuring the qualifications of potential candidates.

The PMI Toronto office provides the Nominating Committee with administrative support, such as collecting candidates' information for posting, administering the registration forms, online voting, etc.

### **Election Qualification:**

Some candidates, who are applying to stand for election, may be relatively new to the chapter or have little or no exposure to the chapter activities. This has occasionally translated into limited knowledge and understanding of the chapter's role and objectives, impacting chapter operations and delivery of services to our membership. Other candidates may have many years of experience volunteering for PMI, PMI Toronto and other not-for-profit organizations. It is recommended that all new nominees reach out to current Board members prior. And some candidates will be existing Board members who are seeking re-election.

In order to streamline the selection process of the potential Board candidates, a questionnaire was introduced in 2011. The questionnaire, called the PMI Toronto Candidate Nomination and Self-Evaluation Form, has been used by the Nominating Committee to review the qualifications of potential candidates.

## 1. Nominating Committee

Selection of the members of the Nominating Committee is very important, and the following steps should take place:

- a. An effort has been made to select the Nominating Committee Chair from the roster of the past-Presidents or Directors (past-Presidents from other chapters can be considered as well). If none is found, a member of the Governance Committee, who is not re-running, may oversee the Committee.
- b. In addition, an effort has been made to select the Nominating Committee members from the roster of the past-Directors of the chapter (past-Directors from other chapters can be considered as well).
- c. The President of PMI Toronto will orient the Nominating Committee Chair at the outset which includes details of the roles and responsibilities of the Chair and Nominating committee members, plus those expected by potential PMI Toronto Board members.

## 2. Timelines & Forms

All elections materials including the Candidate Nomination & Self Evaluation Form, the PMI Toronto Conflict of Interest Form and Election Timetable are updated and reviewed annually to reflect the lessons learned from the previous election process.

The Nominating Committee coordinates with the PMI Toronto's PMI Chapter Partner and PMI Chapter Administrator to ensure communication to potential candidates and members follows the approved timelines, in accordance to requirements within the PMI Toronto Bylaws.

## 3. Candidates Pre-Qualification Process:

- a. PMI Toronto Board Orientation Session:  
To make sure that candidates' (new and potential returning) expectations are properly aligned with the reality of serving on the PMI Toronto Board, a Board orientation presentation for all candidates are mandatory. It is suggested that the Nominating Committee provides two (2) different dates to hold the orientation sessions.  
  
This presentation concentrates on PMI and the PMI Toronto Chapter structure, operation, by laws, expectations of other Board members, plus an overview of a typical director's role and responsibility, and lastly a Q&A.

b. Candidates Nomination and Self-Evaluation Form

As part of candidate's preparation for election and in order to set-up their expectations of the director's role, candidates are required to conduct a self-evaluation of her/his compatibility to the director role.

This evaluation consists of the following assessment of the candidate qualities:

- i. Capable to express clearly why he/she wants to be on the board
- ii. Has experience/capable to manage volunteers
- iii. Has experience in strategic planning and/or establishing organizational/departmental goals
- iv. Has experience delivering objectives with minimum authority
- v. Is capable and willing to participate as a team member
- vi. Understands the time commitment required
- vii. Identifies potential for conflict of interests between candidates personal and professional life and duties of director on the PMI Toronto Board.
- viii. Cares about the success of the Chapter and learning and growing with PMI
- ix. Has personal experience in at least one of the following disciplines: business development, marketing, communications, finance, operations, not-for-profit

Each potential candidate must complete this form and then submit it according to the details included within the instructions.

c. Conflict of Interest Form

Each potential candidate must sign a conflict of interest form, and attach it to their completed Nomination form

d. Confidentiality and Records Compliance Agreement Form

Each potential candidate must sign a volunteer confidentiality agreement form, and attach it to their completed Nomination form.

#### 4. Nominating Committee's Candidate Review

- a. After the Nominating Committee has checked the Candidate's Nomination and Self Evaluation Forms, Committee members based on their discretion, may conduct an individual interview with the candidate, during which the Nomination content may be challenged, clarifications requested from, and offered to, the candidate
- b. The Nominating Committee, at its discretion, can request the candidate provide supporting documents, such as, but not limited to resume, statement confirmation, references, etc.

- c. In addition to completing the Candidate Nomination and Self-Evaluation form according to Board elections guidelines, the Nominating Committee will also consider the following criteria in order for candidate to be considered as eligible for election:
- (i) Member of the chapter for a minimum of one year by the time they are a Board member;
  - (ii) Volunteering for the chapter or PMI for at least one year or serving as a volunteer on any not-for-profit association.
  - (iii) Appropriate qualifications as outlined by PMI's Criteria, Election Activity and Candidate Communication including:
    - 1. "An appreciation for the value of the profession served by PMI
    - 2. The willingness and experience to serve others
    - 3. The experience and appreciation of working in a collaborate, collegial, respective, and productive way with people having diverse backgrounds and viewpoints
    - 4. The experience of performing governing duties to meet legal and regulatory requirements inherent in the fiduciary oversight of a board"
- d. The Nominating Committee will also review the Candidates Nomination and Self-Evaluation form for existing Board members who decide to stand for re-election. Previous Board contributions will be evaluated.

## 5. PMI Toronto Board Elections Ballot

- a. After the Nominating Committee's Candidate review has been completed, all of the potential candidates will be notified.
- b. The final qualified candidates will then be requested to supply additional information, if required, for inclusion within the posted PMI Toronto Board ballot, for further communication to the membership for review during the voting process.