

# **PMI Pune-Deccan** **India Chapter** **Election Guidelines**

Issue 1.1

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## REVISION HISTORY

<u>Version</u>	<u>Date</u>	<u>Comments</u>	<u>Author</u>
Issue 0.1	10-Jun-06	Initial version of the document	Shantanu Bhamare
Issue 0.2	30-Jun-06	<ul style="list-style-type: none"> <li>- Secretary position added as per Dhananjay's suggestion</li> <li>- Seminar Director / Lead position name changed as Programs Director to suit with other chapters</li> <li>- Communication Director / Lead name changed as Marketing &amp; Communications Director to suit with other chapters</li> <li>- Study Circle Director / Lead name changed as Development Director to suit with other chapters</li> <li>- Done additions to general guidelines as per Dhananjay Gokhale &amp; Vasu's suggestion.</li> <li>- Core team election removed as per Arun's suggestion.</li> <li>- Done changes in Candidate's Biography as per Dhananjay &amp; Vasu's suggestion.</li> <li>- Added guidelines for eVoting.</li> </ul>	Shantanu Bhamare
Issue 0.3	2-July-06	As per discussion with Dhananjay Gokhale done following changes Removed restriction of having PMP for President post. One candidate can send nomination for one position only. Candidate serving one year period on board would get 10 PDUs.	Shantanu Bhamare
<b>Issue 0.4</b>	<b>27<sup>th</sup> Feb 07</b>	- If nomination not received for certain position then current BODs would decide who would take care of the position.	Shantanu Bhamare
<b>Issue 0.9</b>	<b>26<sup>th</sup> Dec '11</b>	<ul style="list-style-type: none"> <li>- There shall be no minimum voting percentage for validity of elections and immediate declaration of result.</li> <li>- Candidate Biography form changed as per PMI format</li> <li>- Withdrawal of nomination facility added.</li> </ul>	Col Samuel Dhar
Issue 0.5	28 <sup>th</sup> Feb 07	- Added comments given by Rahul Sudame.	Shantanu Bhamare
Issue 0.6	28 <sup>th</sup> Feb 07	- Added comments given by Sandeep Shouche.	Shantanu Bhamare
Issue 0.9	26 <sup>th</sup> Dec '11	- Nomination/election Committee shall be appointed by the Board of Vice Presidents, (Boards), (BODs to Boards as approved at the AGM of 2011), at least seven weeks before the commencement of election. The members of this Committee shall be PMI members in good standing but need not be Chapter members.	Col Samuel Dhar
Issue 0.7	27 <sup>th</sup> Feb 08	- Nominations shall be received only by the	Shantanu Bhamare
Issue 0.9	26 <sup>th</sup> Dec '11	nomination/election committee and shall not be disclosed to any one else. Positions for which nominations are not received, shall	Col Samuel Dhar

<u>Version</u>	<u>Date</u>	<u>Comments</u>	<u>Author</u>
		- be made public and fresh request for nominations shall be issued by the nominations committee, in consultation with the Boards. If nomination(s) are not received even after issuance of such a request, new Boards would, then, decide on further course of action.	
Issue 0.8	18 <sup>th</sup> Feb 09	- BOD terms changed to 2 years as per latest chapter bylaws. There will be election for 50% positions every year.	Shantanu Bhamare
Issue 0.9	26 <sup>th</sup> Dec 11	- Updated to incorporate guidelines issued for all chapters in the Region by Mentor. Reviewed / agreed by all Boards. Regional Mentor & PMI review / approval will be obtained.	Col <b>Samuel</b> Dhar
Issue 1.0	13 <sup>th</sup> Aug 13	- Updated process to make President & Vice President Chapter as generic board members position as part of the election process & new board to decide who should take President & Vice President Chapter role for that term.	Girish Kadam
Issue 1.1	24 Dec 2016	- Update process to make all board positions as Generic position, after election portfolio will be allotted as per guidelines by new board.	Shyam Bhavsar

## **Guidelines for Elections**

### **General Guidelines:**

- Yearly election for Board members will be held in the month of Nov/Dec with results announced before end of Dec, so that new VPs would have a shadow period from 01<sup>st</sup> Jan to 31<sup>st</sup> March and be effective as a body from the new financial year starting 1<sup>st</sup> April.
- Election will be held for open positions
- Newly elected board will allocate following portfolios as per agreement within board or by voting process within the board.
  1. President & CEO.
  2. Executive Vice President Chapter & COO.
  3. Vice President Administration (Secretary)
  4. Vice President Finance. (Treasurer)
  5. Vice President Marketing & Communication.
  6. Vice President Programs.
  7. Vice President Membership
- Where more than 7 Officers are elected to the Board, the Board shall determine the title and role for each of the additional Officers as per roles defined by PMI in "Roles Delineation Study". All Officers elected to the Board shall have voting rights as part of the Board meetings.
- Current President becomes a Past President after election process is complete & new President takes over President's office. Past President continues to help current president for his/her term.
- All the nominees must be PMI's Pune-Deccan India Chapter members in good standing
- As per updated bylaws, each member's tenure shall be for 2 years. Voters List shall solely comprise of PMI Pune-Deccan India Chapter Members in good standing.
- Since election process must not be influenced by anyone, nominations shall be received only by the nomination/election committee and shall not be disclosed to anyone else.
- After election open board position if any, will be appointed by new board as per bylaws.
- There shall be no limitation on the minimum % of votes to be cast during e voting. E voting shall be used for mass election to all open board positions of the Board and positions for each board shall be elected by the full Board in the first board meeting following the election.
- A joint meeting of all new and old Board shall be arranged by the Outgoing Board after declaration of results, where the Nomination/election committee shall handover appointment letter and certify the election results

## **Guidelines for the Position of President**

### **Criteria:**

- Nominee should be having 20+ years of work experience including 5+ years of senior management experience holding a key position in an organization of repute.
- Must have served for at least one term as board member in PMI Pune Deccan India chapter in immediate last Six years.

### **Responsibilities:**

- Be the CEO of the Chapter. It will be his overall responsibility to ensure proper and timely execution of all decisions of the Boards.
- Receive and ensure appropriate action on all correspondence from PMI.
- Distribute information, materials and/or fees received from the PMI to appropriate persons in an appropriate manner.
- Act as the Chairman of the Board\’s and preside at all its meetings.
- Develop long-term plans and strategies and review the same from time to time with the Boards.
- With approval of the Board, establish special committees as and when needed and act as its advisor.
- Formulate a mission for the Chapter and bring-in change and innovation.
- Be a visionary viz. anticipates future trends and look out for opportunities.
- Be a decision-maker viz. formulate the mission, policies and procedures for smooth functioning of the Chapter.
- Provide leadership and direction to the Chapter
- Ensure that PMI policies and procedures are upheld in letter and spirit in all activities of the Chapter.
- Serve as liaison between the Chapter, its Boards and PMI.
- Ensure representation of the Chapter at PMI leadership meetings and events, either himself or through his nominee (A fellow Board member).
- Nominate and authorize one or more Board member to access the Chapter Reporting System (CRS)
- PMI credential’s in good standing is preferred

### **Responsibilities of the Immediate Past President:**

- Ensure free and fair election of new Board members during each year of his tenure and a smooth transition from one board to another, (Especially from himself to the next President), without hitches, glitches and delay.
- Notify the results of the yearly elections to the Chapter Administrator and all other concerned PMI officials.
- Help in good performance of the Chapter by accepting assignments as given by the President.
- Assist the current president as assigned, especially for the first six months of the formation of the New Board.

## **Guidelines for the Position of Executive Vice President (COO):**

### **Criteria:**

- Nominee should be having 20+ years of work experience including 5+ years of senior management experience holding a key position in an organization of repute.
- Must have served for at least one term as board member in PMI Pune Deccan India chapter in immediate last Six years.

### **Responsibilities:**

- Act in the capacity of the President, if that position becomes vacant due to any reason whatsoever.
- Temporarily assume duties of the President if the President is temporarily unable to do so.
- Be responsible for liaison with PMI and other related bodies/ groups.
- Perform other duties as assigned from time to time, by the President or the Boards
- Ensure performance of all statutory compliances as per the current guidelines of Government of India and other statutory authorities.
- PMI credential's in good standing is preferred
- Establish and monitor the functioning of branches

## **Guidelines for the Position of VP Admin (Secretary)**

### **Criteria:**

- Must have experience of the same role either as a professional or as a volunteer and be willing to take up the role.

### **Responsibilities:**

- Organize meetings of the Boards at regular intervals (at least once in a month), or other meetings as held from time to time and prepare/disseminate minutes of such meetings to all Board members within a week of the meeting. He will also collect/collate ATRs on each actionable point of these minutes.
- Serve as liaison with PMI for the following matters :-
  - Newly elected Board members.
  - Change of contact information.
  - Renewal of Chapter insurance.
  - Chapter Charter renewal.
  - Annual Satisfaction Survey.
- Prepare Chapter's annual report for submission to PMI Headquarters
- Collect and collate annual report from other board members for distribution at the AGM.
- Maintain the Chapter's professional development library.
- Display information about PMI literature and publications at all meetings/ seminars/events of the Chapter.

- Keep custody of all original documents of the Chapter viz., constitution/by-laws/SOPs, (Including amendments thereto), MoUs, agreements/contracts and maintain a list of such documents for information of the Board members.
- Ensure proper administration of the office executives and ensure proper functioning of the Chapter office.
- With ,Treasurer ensure timely payment for meeting expenses
- Perform other duties as assigned by the Boards.

## **Guidelines for the Position of VP Finance (Treasurer):**

### **Criteria:**

- Must have experience of the same role either as a professional or as a volunteer and be willing to take up the role
- Must have experience/expertise in financial accounting / financial matters.

### **Responsibilities:**

- Oversee day to day maintenance of the Chapter's accounts, (Both book and Bank).
- Circulate Monthly Balance Sheet of the Chapter to all Board members before monthly Board meetings.
- Keep physical safe custody of all financial documents of the Chapter.
- Serve as liaison with PMI regarding Chapter fees. Review financial aspects of any contract that the Chapter enters into.
- Ensure preparation/submission of tax filings with the appropriate authorities.
- Ensure the chapter insurance for all the assets is adequate and in force, along with appropriate records.
- Ensure that the board creates and approves a budget at the start of the fiscal year
- Report on the state of finances at board meetings and chapter meetings
- Manage cash and expenditures following GAAP
- Receive all invoices, confirm the necessary documentation and approval, and issue payments in a timely manner
- Collect registration fees for chapter meetings and events
- Maintain records of all financial transactions according to GAAP
- Assure necessary signature cards and other documentation required by the bank are maintained
- Maintains Employer Identification Number (EIN) or Tax Identification Number (TIN)
- Recommend improvements in the financial processes and institutions to the board
- Work with Board appointed external auditor and ensure the annual audit of the Chapter's financial records each year before the new board takes over.
- Prepare an annual financial statement that will be part of the PMI Chapter Charter Annual Renewal Survey submitted to PMI in alignment with the annual Charter Renewal exercise.
- Provide timely information to the independent auditor as requested
- Perform other duties as assigned by the Boards.



## **Guidelines for the Position of VP Programs:**

### **Criteria:**

- Should have experience in arranging & managing various meetings / events / workshops / seminars.
- Should have worked as a volunteer in similar role for at least one year or should have served in the capacity of Board
- Should have experience in organizing event with 100+ delegates (either Chapter or similar institute)

### **Responsibilities:**

- Provide high quality, professional programs that meet the PMI qualification criteria for Professional Development Units (PDUs)
- Plan, coordinate, and communicate information about monthly chapter meetings, national congress, facilities and programs, including the following:
- Provide meeting/event information to the Director / Leader of Communications, appropriately as per the process outlined for the nature of the event
- Arrange for suitable facilities, registration desk, speaker, special equipment, speaker handouts, speaker gratuity, evaluations, and other activities necessary for a successful meeting and delegates experience/ engagement
- Support and facilitate the co-ordination with eco-system partner events
- Perform other duties as assigned by the Boards.
- PMI credential's in good standing is preferred

## **Guidelines for the Position of VP Marketing & Communications:**

### **Criteria:**

- Should have experience in managing Marketing, Communications, Members support & Publications.
- Should have worked as a volunteer in similar role for at least one year or should have served in the capacity of Board
- Should have experience as a volunteer in marketing and communication for one year or more

### **Responsibilities:**

- Supervise the preparation of any technical publications the chapter may choose to publish.
- Submit information of chapter activities for publication in the Project Management Network magazine when deemed appropriate.
- Submit information of chapter activities for publication in Asia Pacific e-link Newsletter.
- Should be able to create awareness of the chapter by various means.

- Develop external publication programs.
- Coordinate advertisements with local media as needed.
- Solicit advertisers for the newsletter and chapter web site.
- Maintain the chapter website.
- Liaise with PMI / PMI India officials for advocacy of PM methods / communications.
- Coordinate and distribute monthly chapter meeting information to membership in a timely manner.
- Should be able manage work of Chapter Quarterly Newsletter & publish on time.
- Communicate information about other scheduled events to membership in a timely manner.
- Keep the business community informed of chapter events as appropriate.
- Perform other duties as assigned by the Boards.

### **Guidelines for the Position of VP Membership:**

#### **Criteria:**

- Should have experience in Analyzing, guiding & mentoring.

#### **Responsibilities:**

- Perform other duties as assigned by the Boards.
- Anticipate future trends and look out for opportunities. Decide terms of membership.
- The role is responsible for increasing and conditions along with other BODs for new interest group. Ensure profitability of retaining the chapter membership.
- Develop and implement a chapter membership plan that ensures continued growth through proactive recruiting, retention and member engagement, including the establishment of measurable goals and the monitoring of success metrics for appropriate action
- Develop and implement a Community Outreach Plan including commercial, not-for-profit and other professional associations about membership
- **Customer Service:-** Answer general member/non-member information inquiries and other requests for assistance with membership and its benefits
- Primary user of the Membership Data in the Chapter Reporting System (CRS) for Data Analysis and Reporting
- Maintain the membership records of the chapter
- Provide communication list/member updates to officers as requested
- Coordinate the production and distribution of timely membership reports, such as monthly membership reports by demographics (city, state, age, industry, etc.)
- **Market Research:** - Review and analyze member satisfaction survey data and enhance membership benefits
- Develop and administer lapsed (non-renewal) member survey
- Analyze and integrate survey feedback for inclusion in the strategic/operational planning
- Develop and implement a rewards and recognition program plan to recognize member milestones (such as anniversaries or awards)

## **General Duties & Responsibilities of All Board Members:**

- Adhere to PMI Code of Ethics.
- Ensure the chapter bylaws and policies and procedures are upheld and enforced.
- Ensure PMI policies and procedures are upheld as outlined in the “PMI Chapter Policy Manual”.
- Properly utilize the PMI copyright and registration of PMI trademarks.
- Ensure chapter programs and activities are properly identified as chapter activities and not an official activity of PMI.
- Actively support and attend board and chapter functions.
- Actively participate in board meetings.
- Ensure judicious use of funds for Capex as well as Opex by setting up appropriate guidelines / controls.
- Create a plan for the year describing how the assigned duties will be accomplished. Include resources.
- Create the Chapter calendar of events at the beginning of year
- Create a budget based on the plan.
- Represent the chapter in community events.
- Represent the chapter in PMI events as requested and/or approved by the Board.
- When representing the chapter, act in a manner which reflects positively on the Chapter.
- Ensure that key information is relayed to the VP Marketing and Communications and others as appropriate in a timely manner.
- Develop a candidate pool for officer positions by encouraging volunteers to assist in selected officer duties.
- Seek to continuously improve the chapter’s processes.
- Support the chapter professional development day by volunteering team to handle the functions, which correspond to his/her duties and serve as mentor and board liaison to those members.
- Perform other duties as assigned by the Boards & follow changes to existing responsibilities as suggested by it. All VPs must be present for Board/committee meetings, workshops & seminars / events. 50% attendance during a year is a MUST. He/she should carry out his/her responsibility diligently. If during six monthly performance reviews, it is found that her/his performance was below expectation, the Board will consider further action.

## **Election Process**

### **Eligibility for Nominations:**

Following common eligibility for nominations is applicable to all BOARD positions:-

- (a) Must be a PMI Pune-Deccan India Chapter member in good standing, for at least a year immediately prior to the date of submission of nomination.
- (b) Must have been an active volunteer engaged across various PMI chapter(s) activities for past immediate one year

- (c) Must adhere to PMI Code of Ethics.
- (d) He / She is not an active board / committee member of any other PMI chapter or PMI Community of Practice.
- (e) Preferred PMI credentials holders in good standing conditions. Must provide bandwidth of around 20 to 30 hours a month and be willing to spend this amount of time to effectively contribute to Chapter activities.
- (f) He /She lives in PMI Pune Deccan India chapter's geographic boundaries.

**Filing Nominations** Complete the nomination form, (Appendix A),

- 1. Complete self assessment form
- 2. Print and sign both forms,
- 3. Scan signed forms
- 4. Submit scanned forms and electronically completed forms by email to election mail ID

Each candidate standing for election should complete the attached Conflict of Interest (COI) questionnaire and agreement before submitting nomination, stating that they understand and are accountable for identifying when they are in a position that places them in conflict and that they will avoid any decision that could be considered to be in conflict with their fiduciary duties.

The filled-in COI questionnaire, must accompany the nomination form. Nominations received without COI questionnaire will not be considered. This form too need not be signed electronically.

**Conduct of Elections**

- a) The Chairman of the Nominating Committee shall preside over the elections and shall not vote.
- b) No current board member shall be a part of the Nominating/Election Committee
- c) Nomination / Election Committee shall be appointed by the current Board
- d) The Board shall appoint a current Board member for liaison between itself and the Nomination cum Election Committee
- e) No PMI Pune Deccan India Chapter's past and current Board member may propose, second, or act in support of any candidate.
- f) Candidates and their supporters must not attempt to influence the voting of any individual.
- g) Candidates shall in no way attempt to undermine the fair and democratic running of the election.
- h) All complaints from the Chapter members during the entire process of elections must be submitted in writing (or via email) to the Nomination/Election Committee responsible for overseeing the Elections, within 24 hours of the purported incident.

The aforementioned Committee will, then, conduct an emergency meeting, and enquiry, if necessary, to decide on the outcome of the complaint.

- i) Group/Panel election shall not be allowed. Board members will be elected individually.
- j) Discrimination in nomination and election procedures on the basis of race, color, creed, gender, age, marital status, national origin, religion, mental disability or any other groups, is unlawful and prohibited by PMI policy.

### **Eligibility to Vote**

All the current PMI and PMI Pune Deccan India Chapter members, in good standing as on date of election announcement, will be eligible to vote.

## **Schedule of Election Process for 20YY to the Positions of the Boards of PMI Pune Deccan India Chapter**

Activity	Date/Time
Call for nominations e-mailed to members	Nov 17, YY
E-mail nominations due back to nomination committee	Dec 1, YY /by 7pm IST
Nomination confirmation mail to Nominee	Dec 15, YY
Withdrawal of Nomination latest	Dec 16, YY /by 7pm IST
Ballots with Candidate's Biography sent by email for eVoting	Dec 17, YY
Last day of eVoting	Dec 27, YY /up to 7pm IST
Votes counting	Dec 27, YY /after 7pm IST
Declaration of positions by Nomination team	Dec 28, YY
Certification of election results by the Board Nominations/Election Committee and Coordination meeting between outgoing and incoming Boards	Dec 29, YY
Board	Jan 1 YY to March 31, YY
Term of New Boards	1 <sup>st</sup> April YY to 31 <sup>st</sup> March YY (2 years)



## **Appendix – A: Profile of the Candidate**

**Project Management Institute – Pune Deccan India Chapter**

**For 20YY Election to Board Positions**



\_\_\_\_\_

**Name:** \_\_\_\_\_

**PMI Membership ID:** \_\_\_\_\_

**PMI Credentials:** \_\_\_\_\_

**Chapter Membership (Yes / No):** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Phone No.: (Office)** \_\_\_\_\_ **(Home)**

**Mobile No. :** \_\_\_\_\_

**Current Employer:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Current Professional Position:**

*(Provide a description of your current position highlighting roles and responsibilities. Include any current leadership role in strategic planning.)*

\_\_\_\_\_  
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**Past Professional Position:**

*Provide your past professional experiences, including previous employers (no more than three) and significant achievements. Highlight leadership roles, especially leadership of international organizational units.)*

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**PMI Leadership / Volunteering Experience:**

*(Provide a list of current and past PMI leadership roles, including position and contributions made toward achieving PMI's mission/strategy.)*

**PMI / Chapter(s) Volunteer Experience:**

**Chapter / PMI Program Name:**

**Start Date**

**End Date**

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**Honors and Awards:**

*(Provide a brief description of any honors and awards received or special recognition)*

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**Professional Presentation / Speaking Experience:**

*(Provide a brief description of your public speaking experience (include audience sizes/topics delivered.)*

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**Articles and Interviews:**

*(Provide information about any presentations, books, papers or articles you have published, featuring your expertise. Describe any recent interviews by the media – subject matter and why you were selected to be interviewed.)*

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**Education:**

*(Provide a brief description of educational experience, including all undergraduate and graduate degrees and professional credentials bestowed.)*

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**Signature**