

## Leadership Election Policy

Version 2.3 of this policy in effect as of: 14 September 2020

PLMA establishes the following as the process for electing leadership as set forth in the by-laws. Elected Positions are specific to the individual, not the member organization. The Leadership Election Policy shall be published on the PLMA website viewable by members only.

1. Election Officer
  - a. The Secretary will solicit an Election Officer from the Board of Directors during the Spring Board Meeting. The Executive Committee will appoint/approve a person from the volunteers to be the Election Officer for the election of PLMA Officers. The Election Officer cannot be a candidate in the upcoming election for any position.
2. Elected Position Term and Cycle
  - a. Term. Officers, Executive Directors and At-Large Directors are elected for a two-year term as stated in the PLMA By-Laws.
  - b. Cycle. Elections occur in a cycle with the Fall Conference. Positions take effect immediately after the Fall Conference.
    - i. Officers. PLMA Officers are elected in odd years.
    - ii. Executive Committee. PLMA Non-Officer Executive Committee members are elected in even years.
    - iii. At-Large Directors. At-Large Directors are elected in odd years.
3. Electors
  - a. The Board of Directors shall elect Officers and Executive Committee members. The voting roster of Board of Directors shall be determined 60 days prior to the Fall Board Meeting.
  - b. The At-Large Members shall elect the At-Large Directors. The voting roster of At-Large Directors shall be determined 60 days prior to the Fall Board Meeting. The number of At-Large Directors to be elected shall be based on the number of Associate and Academic Members 60 days before the Fall Board Meeting as defined in the Membership Policy
4. Leadership Election Schedule & Process
  - a. A person may not run for office unless they are a member in good standing. If the Member Organization discontinues membership during the election process, the candidate will be removed from the ballot.
  - b. On or about 45-60 days before the Fall Board meeting, the Executive Director and Election Officer will solicit self-nominations for the upcoming election: Officers, Executive Committee, or At-Large Directors. Self-Nominated Candidates will provide a brief statement including a position statement on why they are seeking the position, any objectives they would like to achieve, and initiatives they would like to undertake. The self-nominations with statement will be distributed to all voting members with the ballot.

- c. On or about 15-30 days before the Fall Board meeting, the Executive Director and Election Officer will forward the Slate for review and approval.
  - i. Officer Elections. The Executive Committee (minus Officers) will approve the Slate.
  - ii. Executive Committee Elections. The Officers will approve the Slate.
  - iii. At-Large Directors. The full Executive Committee will approve the Slate.
- d. On or about 10 days before the Fall Board meeting, the Executive Director will publish on the PLMA website viewable by members only the ballot and open electronic voting for Board members. Electronic voting will close three business days prior to the Fall Board Meeting
- e. At the Fall Board Meeting, the Executive Director may invite attendees to vote via paper ballot at beginning of the meeting. The Executive Director will determine if voting via paper ballot at the meeting will occur. An attendee's paper vote at the Fall Board Meeting supersedes their electronic vote.
- f. Staff will tabulate votes and validate results with the Election Officer. Results of the election will be announced during the Fall Board meeting. The results will also be published on the PLMA website within ten (10) days.
- g. In the event of an election vote tie, a run-off will be conducted over the next 30 days.

5. Vacancies

- a. Vacancy in elected positions may occur when:
  - i. The Member Organization discontinues membership, rendering the elected person ineligible to continue in the elected role.
  - ii. The elected person becomes ineligible for the position when they are removed from their position as the Seated Director or At-Large Representative by their Member Organization.
  - iii. When an elected individual moves to a new organization or is no longer employed.
  - iv. The elected person resigns from the elected position.
  - v. A vacancy occurs for some other reason.
- b. Notice. A person holding an elected position shall immediately notify PLMA Executive Director and/or Secretary of an elected position vacancy.

6. Remedies:

- a. In the event of a paragraph 5.a(i) or (ii) or (iii) vacancy, the elected person shall have three (3) months from the date of ineligibility to remedy the situation by obtaining a position as the Seated Director or At-Large Representative of an eligible Member Organization.

7. Replacement:

- a. If a vacancy occurs under paragraph 5 and is not remedied in the prescribed period, or a paragraph 5.a(iv) or (v) vacancy occurs, Officers may recommend a qualified replacement as described below to the Executive Committee. The Executive Committee shall ratify the recommendation by quorum vote with 51% approval. The replacement will serve until the next election for the position as stated in Section 2. Elected Position Term and Cycle.

- i. Officer vacancy: Officers recommend a member of the Executive Committee to fill the vacant office to the Executive Committee.
  - ii. Executive Committee Vacancy: Officers recommend a Director from a qualified Advisory or Sustaining member organization to fill the vacant Executive Committee seat.
  - iii. At-Large Director Vacancy: Officers recommend an At-Large Representative from a qualified Associate or Academic member organization to fill the vacant At-Large Director seat.
- b. A replacement selected as described in this section will assume those duties when the exiting person officially leaves the post, but may, as soon as approved by Executive Committee, begin to attend appropriate leadership meetings and be given access to materials to ensure a smooth transition.

### Document Revision History

Date	Version	Person	Change/ Modification Description
13 Jun 13	0.1	PLMA Executive Director	Prepared initial version for review by PLMA Officers and Executive Committee
19 Jul 13	1.0	PLMA Executive Committee	The Executive Committee discussed and approved the adoption of the policy.
7 Aug 13		PLMA Executive Director	The formal policy was sent to PLMA members and posted on PLMA website.
29 Aug 14	2.0	PLMA Secretary	Policy was updated to be general, instead of specific to the 2013 Officer election.
15 Sept 14	2.0	PLMA Executive Committee	Executive Committee Reviewed and Accepted policy revisions.
17 Sept 14	2.0	Executive Director	Election Policy published on PLMA website for member only view. All member companies were notified of the policy change.
25 Sept 15	2.1	PLMA Secretary	Election Policy updated to include elections of "At-Large Representatives"
6 May 19	2.2	PLMA Secretary	Clarify timing to determine number of At-Large Directors to be elected; add vacancy procedures in keeping with 2019 By Laws changes; correct references to At-Large Board Members
24 Sept 19		PLMA Secretary	Adjusted Policy format with additional headings, be consistent with By-Law Changes, and segment to allow for future changes based on suggestions from Board of Directors and Strategic Planning.
19 Nov 19		PLMA Executive Committee	Adopted the policy with some amendments
17 Aug 20	2.3 Draft	PLMA Secretary	Adjusted Policy to allow for an electronic election due to in person meetings not viable due to COVID-19.
11 Sept 20	2.3 Draft	PLMA Secretary	Included comments from Executive Committee Review to address some elements of the policy.
14 Sept 20	2.3 Final	PLMA Executive Committee	Approval of policy revisions