

Leadership Election Policy

Version 3 working copy September 25, 2024

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 Leadership Council during the Spring Leadership Council Meeting. The Board of Directors 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. Eligibility.
 - a. Candidates for elected positions must be an employee of a Member company or be approved by the Member to represent them.
3. Elected Position Term and Cycle
 - a. Term.
 - i. At-Large Leaders are elected from among At-Large-Representatives and are elected for a three (3) year term on the Leadership Council.
 - ii. Executive Committee members are elected for a one (1) year term.
 - iii. Officers are elected for a one (1) year term as stated in the PLMA By-Laws.
 - b. Cycle. Elections occur in a cycle with the Fall Leadership Council meeting. Positions take effect at the next Board meeting.
 - i. One third of Directors are elected by the Leadership Council annually.
 - ii. Executive Committee members are elected by the Directors annually.
 - iii. One third of At-Large Leaders are elected by At-Large Representatives annually.
4. Electors
 - a. The Leadership Council shall elect the Board of Directors
 - b. The Board of Directors shall elect Officers and Executive Committee members.
 - c. The At-Large representatives shall elect the At-Large Leadership Council Leaders. The number of At-Large Leaders to be elected shall be based on the number of Associate and Academic Members 60 days before the election .
5. 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 or the person running leaves the organization during the election process, the candidate will be removed from the ballot.

- b. On or about 60 days before the Leadership Council meeting, the Executive Director and Election Officer will solicit self-nominations for the upcoming Board of Directors election. 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 30-45 days before the Leadership Council meeting, the Executive Director and Election Officer will forward the Slate for review and approval by the Leadership Council.
 - i. On or about 25 days before the Leadership Council meeting, the Executive Director will provide the Council members the ballot and open electronic voting for Leaders. The At-Large Representatives will be provided a slate for the At-Large Leaders. Electronic voting will close five business days prior to the Fall Leadership Council Meeting.
- d. Staff will tabulate votes and validate results with the Election Officer. Results of the election will be announced during the Fall Leadership Council meeting. The results will also be published on the PLMA website within ten (10) days.
- e. In the event that there are vacancies on the board of varying term lengths, the top vote getters in the election will receive the directorships of the longest terms. For example, if there are 8 positions open on the Board of Directors and 6 have 3 year terms and the other 2 have one year terms, the top 6 vote-getters will receive the 3 year terms and the 7th and 8th place candidates will receive the one-year terms.
- f. In the event of an election vote tie, a run-off will be conducted over the next 30 days.

6. 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 a Leader 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.

7. 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 qualifying position in an eligible Member Organization.

8. 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. The replacement recommendation shall be ratified by quorum vote with 51% approval. The replacement will serve until the next election for the position as stated in Section 2.
- b. Elected Position Term and Cycle.
 - i. Officer vacancy: Officers recommend a member of the Board of Directors to fill the vacant office to the Board.
 - ii. Executive Committee Vacancy: Officers recommend a member of the Board of Directors to fill the vacant Executive Committee seat to the Board.
 - iii. Officer and Executive Committee replacements will assume their duties when the exiting person officially leaves the post, but may, as soon as approved by the Board, begin to attend appropriate leadership meetings and be given access to materials to ensure a smooth transition.
 - iv. Director and At-Large Leader Vacancies: Will be filled as part of the annual election for the remainder of the term of the individual being replaced. The replacement will become effective at the next meeting of their body.

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
25 Sept 24	3.0	PLMA Secretary	Changes to reflect Governance Restructuring