



MPI Governance and Nominations Committee

MPI Chapter Policy Manual (Adopted August 1, 2023)

Article V, Section 1

- 1.1.2 **Governance and Nominating Committee.** The Governance and Nominating Committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to developing and implementing sound governance policies as well as a nomination process for directors and officers. The Immediate Past President shall chair it. The President-Elect shall serve as a non-voting member of the committee. The remaining members of the Governance and Nominating Committee shall be appointed by the President, who may not serve as a member of the committee, which will be ratified by the Board of Directors. There shall be at least six (6) members, including the Immediate Past President as chair, having a quorum of 5 for action. A Governance and Nominating Committee member who may consider serving as an officer shall recuse themselves from the Board development process related to the nomination and development of a slate of officers. In the case of a resignation, the President will be authorized to fill a vacancy. The Governance and Nominating Committee shall be in place no later than the date stated by MPI with final slate submission as stated by MPI.

Formation:

- The committee is appointed in January by the then current Chapter President. It is a 12-month commitment.
- The IPP chairs the committee, and the PE participates as a non-voting member.
- See local Chapter-specific policies for required demographics of committee members (example: XX Past Presidents, XX Former Board Members, XX Members who have not served on the Chapter Board of Directors, etc.). If a policy doesn't exist, one should be created.
- It is recommended that the committee be made up of a variety of member types. Avoid appointing all Past Presidents to the committee, as this can create a perception that could deter individuals from applying for positions. Though individuals can be re-appointed year after year, consider a three-year term limit so the committee doesn't become stale.
- The committee should be made up of an odd number of voting members (with a minimum of 6 total members including the non-voting President Elect).
- If any appointed member is considering applying for the following year's board, they should recuse themselves from the committee and an alternative member should be appointed.

Duties:

- Upon formation, review current MPI Bylaws, MPI Policy Manual, MPI Chapter Bylaws and MPI Chapter Policy Manual.

The IPP (as chair) should review resources on the Chapter Leader Resource Page under the Office of the President section. Share necessary templates and information with the committee (January).

- Review nominations process, current job descriptions and forms. Set timeline for the nominations process, ensuring MPI deadlines are incorporated (February).
- Review current organization chart. Confirm it is correct for the following fiscal year. If adjustments are required, drive the review and approval process through the current Board of Directors (March).
- Call for Nominations (April/May).
- Conduct candidate interviews (June).
- Submit proposed slate to current Board of Directors (who approve the action of distributing the slate to the membership for election by acclamation. (June))
- Distribute proposed slate to membership for 30-day election by acclamation (July 1). During the election period, the committee will monitor any contested positions and work through the process as defined in MPI Chapter Policy Manual, Section 2.2.
- Should a member wish to contest the slate, the following steps will be executed:
 - Step 1: A Chapter member may contest a candidate by identifying the contested candidate in writing to the Governance and Nominations Committee (supported by 10% of the Chapter Members) and submitting a Candidate Interest Form (Board Application) for the replacement nominee.
 - Chapter members may self-nominate.
 - The Chapter member will submit notice of contesting of a candidate and the signed petition to the Governance and Nominating Committee Chair prior to the published closing date of the election period.
 - The additional nomination for the contested position must be supported by a petition signed by 10% of the official Chapter membership as of the date provided.
 - The Chair of the Governance & Nominations Committee confirms that the nominated member is a Chapter member in good standing.
 - Step 2: If additional nominations are received, Chapter members shall vote on the contested positions (positions having 2 nominees) in accordance with Article V of the MPI Chapter Bylaws.

- At least twenty percent (20%) of all members eligible to vote must vote for the action either in person or via electronic media to be valid, and a majority of those voting shall determine the action.
 - If the run-off election is not valid (example – less than 20% of eligible members participate), the vote needs to be rescheduled.
 - If the run-off election is complete and valid, the results will be submitted to MPI Global.
- All uncontested positions are deemed elected by acclamation on the closing date of the election period.
- Submit final slate to MPI (August 1).
- When the nominations process is complete, focus on the following:
 - Continuing to grow the volunteer pipeline for the next nominations process.
 - When vacancies arise on the current board, conduct the nominations process from start to finish for each position (announcement, application acceptance, interviews, suggesting a nominee to the sitting Board of Directors).
 - Continue to review governance documents to ensure they are current and make recommendations for policy revisions and additions to the sitting Board.
 - If there is an RFP process for the Association Management Company, this committee can be activated to create the RFP (in conjunction with the Office of the President), accept and review applications, interview candidates and making recommendations to the sitting board.
- Works with the President Elect to ensure a smooth transition process between Board cycles.