



POLICIES AND PROCEDURES

**Project Management Institute
Tallahassee, Florida Chapter**

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Introduction

PMI – Tallahassee, Florida Chapter, Inc. (PMITLH) is a local Chapter of the Project Management Institute. PMITLH exists to promote project management in this geographical area and to support the growing community of project management practitioners. PMITLH provides opportunities to learn more about project management from some of the top experts in the country. And our meetings and events provide the perfect setting for developing valuable relationships with other project management professionals.

This manual is designed for use by all those interested in participating in the affairs of PMITLH. It is not meant to be a detailed specification on all aspects of the organization, nor is it intended to include detailed tasks for each position. The officers, committee chairs, and committee members of PMITLH, both appointed and elected, should develop and maintain working documents which detail the recommended procedures to be followed in their areas of responsibility.

Chapter 1 describes the requirements, benefits, duties, and responsibilities for membership in PMITLH.

Chapter 2 describes the structure and responsibilities of the PMITLH Board of Directors.

Chapter 3 describes the responsibilities and activities of the PMITLH Committees that promote the values of PMI and the PMI Tallahassee Chapter. The creation of committees is at the discretion of the Vice President in office. Activities and responsibilities are listed so that direction exists should the VP create a committee to assist in promoting the goals and objectives of the Chapter.

Chapter 4 describes the work of PMITLH. This section describes the activities that PMITLH promotes to accomplish its objective.

Chapter 5 describes the standard policies utilized by PMITLH.

Chapter 6 describes the PMITLH election process.

Chapter 7 describes the process required to modify this Policies and Procedures Manual.

1 Responsibilities and benefits of PMITLH membership

Membership in the PMITLH chapter of PMI is accomplished by registering for and submitting payment for inclusion in PMITLH via the registration functionality on the official PMI website (<http://www.PMI.org>). Once a person becomes a member of PMITLH, they secure certain responsibilities and benefits of membership in PMITLH which are in addition to the responsibilities and benefits of membership in PMI.

1.1 Responsibilities of PMITLH members

To attain membership in PMITLH, a member must be both a current member of PMI and request membership in the PMITLH chapter and pay appropriate membership fees. Both PMI and PMITLH memberships must be renewed annually for the member to retain his/her membership in PMITLH.

All members must abide by the membership guidelines as defined by PMI and PMITLH. Membership guidelines state that as practitioners of project management, we are committed to doing what is right and honorable. We set high standards for ourselves and we aspire to meet these standards in all aspects of our lives—at work, at home, and in service to our profession. Project managers should strive for continual improvement, growth, and increased proficiency. PMITLH expects that project management professionals, in the pursuit of their profession, affect the quality of life for all people in our society. Therefore, it is vital that project management professionals conduct their work in an ethical manner to earn and maintain the confidence of team members, colleagues, employees, clients, and the public.

1.2 Benefits of PMITLH membership

PMITLH provides a variety of benefits to its members.

▪ Chapter meetings

PMITLH offers chapter meetings the first Monday of the even-numbered months (February, April, June, August, October, and December). These meetings provide an opportunity for members to network with other project management practitioners and benefit from speakers who share their project management expertise and experiences. Members are offered a reduced registration fee for the chapter meetings which normally include a meal.

▪ Opportunities for professional development

PMITLH sponsors professional development sessions to allow members to obtain additional training in project management topics. Members are generally offered a reduced registration fee for these sessions which are open to the general public.

▪ Volunteer opportunities

PMITLH members have a variety of opportunities to volunteer as a means of improving their experience and assisting the chapter to accomplish their goals.

These opportunities include committee membership, serving on the Board of Directors, and teaching units of chapter-offered training sessions.

- **Members-only portions of website**

Membership in PMITLH allows the member to access portions of the PMITLH website (<http://www.pmitlh.org>) that are reserved for members only.

- **Earn Professional Development Units (PDUs)**

PMITLH members qualify for 1.5 PDUs for each chapter meeting which they attend and may obtain additional PDUs for the professional development sessions provided by PMITLH. PDUs may also be available to members who volunteer for activities that benefit PMITLH and its members.

2 Structure of PMITLH – Board of Directors

2.1 Board of Directors

The Board of Directors is the body of PMITLH members elected by the PMITLH membership who organize and operate the PMITLH chapter as defined in the PMITLH bylaws. Individuals elected to the Board of Directors must be members in good standing with PMI and the Tallahassee Chapter of PMI.

This section describes the organization and structure of PMITLH. Specific detailed activities and expectations for the positions are defined in the PMITLH Board Position Description document.

2.1.1 President

The PMITLH President leads and directs the Board and Chapter and represents PMI Tallahassee Chapter, Inc. in all business and PMI matters.

NOTE: The Board positions listed as follows are in the order PMITLH Bylaws Article V, Section 7 specifies for assuming office of President in the event the President position becomes vacant.

2.1.2 First Vice President (President Elect)

The PMITLH First Vice President (President Elect) is a successor to the President, assists the President with his or her duties, and assumes the role of President if the President is unable to perform duties for any reason.

2.1.3 Past President

The PMITLH Past President is the immediate former President and assumes the role of President if the President is unable to perform duties for any reason.

NOTE: Only one of these two positions (First VP and Past President) is active at any point in time. See PMITLH Bylaws (Article IV, Section 2) for description of terms of office for First Vice President and Past President.

2.1.4 VP of Membership

The PMITLH VP of Membership is responsible for addressing the needs of Chapter membership in accordance with Chapter policies and bylaws.

2.1.5 VP of Programs

The PMITLH VP of Programs is responsible for production of Chapter meetings in accordance with Chapter policies and bylaws.

2.1.6 VP of Professional Development

The PMITLH VP of Professional Development is responsible for professional development, education and Chapter events in accordance with Chapter policies and bylaws.

2.1.7 VP of Communications

The PMITLH VP of Communications is responsible for managing and coordinating communication channels in accordance with Chapter policies and bylaws.

2.1.8 VP of Finance

The PMITLH VP of Finance is responsible for maintaining and presenting all financial records required for Chapter operations in accordance with Chapter policies and bylaws.

2.1.9 VP of Administration

The PMITLH VP of Administration is responsible for preparing, maintaining, recording, and circulating all records, correspondence, minutes of meetings, and related affairs of the Chapter in accordance with Chapter policies and bylaws.

2.1.10 VP of Volunteers

The PMITLH VP of Volunteers is responsible for overseeing and managing the Chapter's volunteer programs and services in accordance with Chapter policies and bylaws.

2.2 Non-Board Member Volunteer Positions

2.2.1 Director of Professional Development Training Events

The Director of Professional Development Events is an appointed position (not elected by the chapter membership) responsible for the production of professional development programs for Chapter members to help the accrue the professional development units (PDUs) necessary for retaining PMI certifications.

2.2.2 Director of Sponsorship Development

The Director of Sponsorship Development is an appointed position (not elected by chapter membership) responsible for Chapter-based marketing and public relations to increase awareness of the Chapter and the PMI brand within the territory.

2.2.3 Board Liaison

The Board Liaison is an appointed position (not elected by chapter membership) that assists the Chapter President and the board on an as-needed basis.

3 Committees

PMITLH sustains several committees intended to perform activities in support of PMITLH goals and objectives, and to assist the associated Board of Directors liaison in performing their associated responsibilities. The Board of Directors can create or dissolve committees at its discretion.

Each Committee is comprised of the appropriate PMITLH Board of Directors Officer as the chairperson and chapter members appointed by the President or his/her designee in accordance with Article VII – Section 2 of the Bylaws.

Members may be appointed to committees at any time as deemed appropriate by the President or his/her designee.

Committees will meet at least four (4) times annually or more frequently as circumstances require and as requested by the chairperson. Meeting length, meeting times, and meeting sites will be established by the chairperson and announced as part of the committee meeting agenda.

3.1 Communications Committee

▪ Purpose of the Communications Committee

The purpose of the Communications Committee is to facilitate the ongoing maintenance and improvements to the Chapter newsletter, website, social media and email communications to keep membership and others interested in project management informed of Chapter and other project management activities.

▪ Composition of the Communications Committee

The Communications Committee shall be comprised of the Vice President of Communications as the chairperson and PMITLH chapter members appointed by the President or his/her designee. Committee membership will include individuals that can manage the PMITLH website, PMITLH Facebook site, and PMITLH LinkedIn site.

3.2 Finance Committee

- **Purpose of the Finance Committee**

The purpose of the Finance Committee shall be to assist the VP of Finance in performing assigned duties.

- **Composition of the Finance Committee**

The Finance Committee shall be comprised of the VP Finance as the chairperson and PMITLH chapter members appointed by the President or his/her designee.

3.3 Membership Committee

- **Purpose of the Membership Committee**

The purpose of the Membership Committee is to assist members and other interested parties with questions regarding the Project Management Institute and the Tallahassee Chapter of PMI. The committee will also assist with the recruitment of members for the chapter and promotion of the standards of PMI. The VP for Membership and the committee research and monitor the demographics of the membership and seek ways to be responsive to member needs.

- **Composition of the Membership Committee**

The Membership Committee shall be comprised of the Vice President of Membership as the chairperson and other volunteers as needed to accomplish tasks associated with the researching and monitoring membership demographics and membership needs.

3.4 Professional Development Committee

- **Purpose of the Professional Development Committee**

The purpose of the Professional Development Committee is to facilitate opportunities for enhancing project management skills and expertise for members of the chapter and for interested individuals in the Tallahassee area.

This purpose will be accomplished by methods including but not limited to providing and disbursing information related to education, certification, professional growth, ethics, language, skills, techniques, career development, quality performance, and mentoring.

- **Composition of the Professional Development Committee**

The Professional Development Committee shall be comprised of the Vice President of Professional Development as the chairperson, chapter members appointed by the President or his/her designee and the Director of Professional Development Events.

4 Activities of PMITLH

PMITLH provides regular and periodic meetings and events.

4.1 Board Meetings

The PMITLH Board of Directors holds monthly meetings to review issues and plan for future chapter meetings and other events. These meetings are open to all PMITLH chapter members. The schedule and location of each board meeting is available by contacting any Board member.

4.2 Chapter Meetings

PMITLH holds bi-monthly (i.e., every second month) chapter meetings on the first Monday of even numbered months (i.e., February, April, June, August, October, and December). These meetings are generally comprised of the following activities:

- Social time, networking, and dinner
- PMITLH Business items
- Guest speaker

The date/time, location, and cost of each chapter meeting is published on the website. Attendees can register for and pay online for these chapter meetings. Attendees may also register and pay by credit card, check or cash by contacting the designated board member for the event.

4.3 PMP Certification Training

PMITLH coordinates PMP Certification training to assist members in preparation for taking the PMP Certification exam. Dates, times, locations, and cost of these training sessions are published on the PMITLH website, announced at chapter meetings and communicated via Chapter newsletter and/or email.

4.4 PMP Advanced Training

Periodically, PMITLH provides PMP training to assist members in expanding their PMP expertise. Dates, times, locations, and cost of these training sessions are published on the PMITLH website, announced at chapter meetings and communicated via Chapter newsletter and/or email.

4.5 PMITLH ToastMasters International (TMI) Club

PMITLH sponsors and supports the PMITLH ToastMasters International Club, chartered in July 2013. The club follows the guidelines and leadership of TMI, an international organization that helps members develop public speaking and leadership skills with a particular emphasis on project management topics.

Members of the PMITLH ToastMasters International Club receive PDU credits for attending meetings. Meeting schedules are published on the PMITLH website and are announced via email to the PMITLH membership.

5 Standard Operating Policies and Procedures

The following policies and procedures exist to define the conduct and behavior for PMITLH members and volunteers.

5.1 PMITLH name and abbreviation

According to the Articles of Incorporation for PMITLH, the official name of the organization is PMI – Tallahassee, Florida Chapter, Inc. PMITLH has been adopted by the Board of Directors as the official abbreviation for the chapter.

5.2 Board of Directors restrictions

Officers of PMITLH (i.e., members of the Board of Directors) are not eligible for any raffles, door prizes, or other giveaways provided by PMITLH at chapter meetings or other official PMITLH gatherings. However, if an officer is a featured speaker at a chapter dinner meeting, the officer (and their guest, if applicable) may receive a complimentary dinner at that meeting, as a courtesy for the planning and preparation required as a presenter.

6 Election procedures

PMITLH holds elections for selected officers on the Board of Directors at or coinciding with the annual meeting each year as defined in Article IV, Sections 1 and 3 and Article VI of the PMITLH Bylaws.

6.1 Election of the Board of Directors

Members of the Board of Directors are elected by the PMITLH membership in accordance with the Bylaws of PMITLH. In accordance with the Bylaws of PMITLH, the Board of Directors has designated the annual (October) meeting as the meeting at which elections take place if voting will be in-person. If elections are held via electronic ballot, the ballots will be delivered to all Chapter members coinciding on or near the date of the annual meeting.

6.2 Nominating Committee

The President will appoint a Nominating Committee prior to any election which will prepare a slate containing nominees for each Board position. The Committee will determine the eligibility and willingness of each nominee to stand for election. The slate of candidates will be published to the membership prior to the October (annual) meeting.

Qualifications for election are specified in the Bylaws (Article IV). The Nominating Committee will verify the qualifications of each candidate according to the Bylaws of PMITLH and Board Position Descriptions document. All decisions of the Nominating Committee are final.

Each candidate will be permitted to submit a written candidate statement of not more than 600 words which will be published within a reasonable time, without editing, on the PMITLH website until the beginning of the Annual Meeting (October

Chapter Meeting). A candidate form reviewed and approved by the Board is prepared for the membership's information. This form reflects the name of the candidate(s) for the appropriate Board position. The form also reflects when the candidate joined PMI, joined PMITLH, participation in PMI committees and an unedited statement from the candidate on why he/she is seeking this position.

Candidates will be provided an opportunity to give a short introduction of themselves to the membership in attendance at the October meeting. Candidates are not permitted to distribute campaign buttons or any other form of campaign material.

6.3 Voting

Voting for candidates for office is restricted to PMITLH members as defined in the Bylaws, (Article III). If the election will be by in-person ballot, each member present at the annual meeting is eligible to cast one (1) ballot. If the election will be by electronic ballot, each member in good standing is eligible to cast one (1) ballot. No votes by proxy or in absentia will be allowed.

Voting will be either by paper ballot, cast during the annual (October) meeting or by electronic ballot coinciding on or near the date of the annual meeting. Paper ballot election results are to be announced during the same meeting. Electronic ballot results are to be announced after receipt of results delivered from PMI after the close of the ballot.

6.4 Tabulation of ballots

Tabulation of ballots will be conducted by the Nominating Committee and such individuals designated by the President to assist in the tabulation process immediately following the close of balloting. The candidate for an office receiving a simple plurality vote will be declared the winner. Should additional balloting be required at in-person voting, balloting will be held during the same annual meeting (October chapter meeting) at which elections are held.

Additional balloting will be held if two or more candidates for a single office receive the same number of votes.

In such a case another vote will be taken. The winner is the one who receives a simple plurality vote. If there is a second tie vote, the selection of one of the two candidates will be delegated to the Board of Directors who will meet as soon as possible for the purpose of breaking the tie.

6.5 Election Results

The results of all balloting will be announced at the October Meeting at which in-person elections were held or upon receipt of the electronic ballot results from PMI. Results will be published on the PMITLH website.

7 Guidelines for Modifying Policies and Procedures

This section defines the process required to modify the Policies and Procedures Manual and how new Policies and Procedures are developed, enacted, and communicated to the membership.

7.1 Assign Policies and Procedures Revision Committee

When changes to the Policies and Procedures Manual are deemed necessary, the President will create a revision committee. This committee will be comprised of Officers and/or PMITLH chapter members. The purpose of the committee is to review the chapter policies and procedures and prepare the additions, modifications, and/or deletions to the current Policies and Procedures Manual for further review.

7.2 Board review of proposed revisions

The chair of the Policies and Procedures review committee will present the proposed changes to the Board of Directors who will review the proposed modifications and suggest any possible revisions.

7.3 Board approval of proposed revisions

The chair of the Policies and Procedures review committee will request to have the approval of the revised Policies and Procedures Manual added to the agenda of a regular Board of Directors meeting. The Board of Directors will vote to approve/reject the revised Policies and Procedures Manual.

7.4 Action after approval/rejection

If the Board of Directors approves the revised Policies and Procedures Manual, the VP Communications will arrange to publish it on the PMITLH website, and an announcement of the new Policies and Procedures Manual will be made at the next chapter meeting and communicated in the Chapter newsletter and/or email. The date the amendments are approved will be added to the cover page of the Policies and Procedures Manual so that a complete history of revision dates is presented.

If the Board of Directors rejects the revised Policies and Procedures Manual, the Policies and Procedures review committee will work to revise the content based on the guidance provided by the Board of Directors. The newly revised Policies and Procedures Manual will then be returned to the Board of Directors for their review and approval.

7.5 Emergency Exception to Chapter Procedures

In the event of a specific emergency that requires a temporary exception to procedures described in this document, the Board of Directors may authorize alternate action by vote. This section of the Policies and Procedures must be cited in the minutes documenting the discussion of the emergency, actions to be taken, and board vote to approve/reject the temporary exception.