

CMAA

CHAPTER NOMINATING PROCEDURES

Purpose

The purpose of these Procedures is to provide CMAA Chapter Nominating Committees with Guidance on means of proceeding with the Nomination process and to help ensure the successful completion of the nominating process leading to the election of Chapter officers and chapter members of the chapter Board of Directors.

These Procedures have their foundation in the Bylaws of the Association and the goal of presenting a diverse slate of nominees to the membership that represents the most qualified potential leadership available with CMAA.

The Nominating Committee

The Nominating Committee is appointed by the Chapter President and consists of the immediate Past-President as the non-voting Chairman, and two voting members. Two of the three voting members are current Directors whose terms do not expire during the coming year, one of whom is the President-Elect (1st Vice President) or another officer position within the chapter. The balance of the Committee is representative(s) of voting members of the Chapter. The President shall exert effort to provide a Committee membership that has a diverse make-up and is geographically balanced. The Committee members must be fully eligible for nomination as Officers of the chapter, but shall recuse themselves from any voting action of the Committee on their own nomination.

The Nominating Process

Pre-Meeting Activities

The President-elect and/or nominating chair should communicate with the chapter President prior to the first meeting of the Membership, to establish a list of potential members of the Nominating Committee.

It is preferable that the President-elect selects potential members of the Nominating Committee prior to the meeting. This permits the potential members to be contacted by the incoming nominating committee, during the meeting to ascertain their willingness to serve on the Committee.

Appointment of the Nominating Committee

The nominating chair should verify the qualifications to serve for the potential members of the Committee with the Chapter President or Board of Directors. Appointment of the membership of the Nominating Committee should be done within thirty days following the request by the Chapter President.

Call for Nominations from the Nominating Committee

The Chairman of the Nominating Committee should place a Call for Nominations, by letter, e-mail, other means to each of the Committee members, shortly after appointment of the Committee. The Call should include similar comprehensive instructions for submission of an acceptable recommendation for nomination as is provided to the general membership.

Screening of Nominations

The chapter Board of Directors shall screen the recommendations for nominations from the membership and the Committee, to determine eligibility for candidacy for election to the positions for which candidates are being nominated, either Director or Officer of the Chapter. Additionally, in accordance with the Standard Regional Chapter Bylaws, “Members of the same firm shall not serve simultaneously as an elective officer or as Past President.”

Establishment of List of Qualified Potential Nominees

The Chapter President shall provide to the Chairman and each of the members of the nominating Committee, by a date set by the Chairman, a list of all nominees and recommendations received, the list of eligible nominees, the list of non-eligible with associated reasons for disqualification, and the complete Nomination Packages for all eligible nominees.

Meeting of the Nominating Committee

The Nominating Committee should meet, in person or by conference call, no less than two weeks after distribution of the list of qualified potential nominees to establish the slate of nominees for the Director and Officer positions.

The meeting should be prefaced with a thorough briefing of the Committee members on the critical nature of the Committee’s function, the current goals of the Association, and the critical role that the elected leadership has in the stewardship of the organization.

Establishing the Slate of Nominees

Typically, one candidate will be named for each position. However, the slate may include more than one nominee for each position.

In addition to the named slate, the Nominating Committee shall identify from among the list of qualified persons a priority order list of backup nominees for Director(s) and Officer(s), in the event of a vacancy.

The Nominating Committee shall reconsider a slate nomination and may declare a vacancy in the event a candidate ceases to qualify under the provisions of the CMAA Chapter Bylaws or a candidate’s circumstances materially change from those considered at the time of nomination.

Publication of the Slate of Nominees

The Chairman of the Nominating Committee shall verify the currency of qualifications of each individual on the slate of nominees, and then notify the Chapter officers and Board of the Nominating Committee's slate of nominees.

Nominations of Candidates by the Voting Membership

The Chairman of the Nominating Committee shall publish the Nominating Committee's slate of nominees following the action by the Committee. The publication shall include instructions for the submissions of additional nominations from the voting membership for any position as Director or Officer.

Nominations of candidates by the voting membership shall require the same information as required for submissions to the Nominating Committee prior to the development of the Nominating Committee's slate of nominees, plus signatures of at least five voting members of the Chapter on a petition for consideration of the nominee.

The submissions shall be sent to the President of the Chapter, no later than the date established by the Nominating Chairman.

Establishment of the List of Nominees from the Voting Membership

The Nominating Chair shall screen the voting membership nominees and establish the list of qualified candidates for the positions of Director and Officer.

Publication of the Composite List of Candidates for Office

The composite list of the Nominating Committee's slate of nominees and the qualified nominees from the membership shall be published not later than 30 days prior to the date established for chapter elections.

Election Process at the Annual Meeting of the Membership

While the election process is governed by the Bylaws of the National Association and the Chapter, it is anticipated that the Nominating Process will culminate in the election of Directors and Officers at the Chapters predisposed date for its election. If more than one individual has been nominated for election to a position or if there are more candidates for Director than positions to be elected, then a written-ballot election procedure will be followed.

QUALIFICATIONS FOR SERVICE AS A CMAA CHAPTER DIRECTOR and/or OFFICER

In accordance with the Bylaws of the Construction Management Association of America, the following requirement must be satisfied for an individual to serve as a Director and/or Chapter Officer:

1. The individual must be a voting member in good standing of CMAA chapter.

The following qualifications are deemed desirable in considering an individual to serve as an Officer and/or Director of CMAA Chapter(s):

1. Holds a position of leadership and responsibility as practitioner in a firm that is recognized in the CM industry as providing high-quality construction management services or in an owner organization that has demonstrated a good understanding and appreciation for the value of construction management services.
2. Has actively contributed to CMAA Chapter or other professional association's activities.
3. Maintains a position of respect from peers and associates within the construction industry.