Chapter Nomination Process

Step One: Select a Nominating Committee according to your chapter bylaws and policies. Each chapter should have a nomination policy in place to support how your committee will handle the process of selecting a recommended slate for your chapter. It is recommended that this step is completed by the end of August. Chapter Succession/Nomination resources are available on the Chapter Leaders Resource area at http://www.mpiweb.org/ChapterAdmin/documents-president

Step Two: Nominating Committee according to chapter bylaws and policies will present a recommended slate for the new incoming BOD on the template provided (Chapter Slate Template). Slate should be presented to the current board by the January board meeting at the latest. The current BOD will then approve the recommended officers as required by the chapter bylaws.

Step Three: The Chapter Slate Template is then sent to membership on behalf of the nominating committee for membership approval on the directors. Chapters should send this out to membership allowing 30 days for it to be contested. (Should be sent to membership no later than January 29th to ensure bylaw deadlines are met)

Step Four: Submit your chapters approved slate on the Internal slate template provided in the chapter leader’s resource area to your Chapter Business Manager no later than March 1st as per your bylaw requirements. It is required to include the membership ID number for each member of the approved slate.

Step Five: Submit a complete board roster with full contact information to your Chapter Business Manager no later than May 1st.

Step Six: Install your board at your annual meeting or other as required by your chapter bylaws. A sample installation is provided in the chapter leader’s resource area.