

Luxembourg, 5 September 2011

Dear Chapter Member,

We would like to invite you to take an active role in the PMI Luxembourg Chapter and become a Chapter Officer.

As defined in the Chapter's Bylaws, every 2 years, Officers must be elected by Chapter members in a majority vote by ballot. The Officers elected this year will serve a two year term commencing 1 January 2012 until 31 December 2013. In principle, Officers are able to serve only two consecutive terms in the same office.

1. WHAT IS THE ROLE OF A CHAPTER OFFICER?

The [Elections 2011 – Roles and Responsibilities](#) document on our website describes the function of each Officer.

2. ELIGIBILITY TO STAND FOR ELECTION

To be eligible to stand for election a candidate must be a member on 30 September 2011 of both PMI (www.pmi.org) and the PMI Luxembourg Chapter (www.pmi.lu)

If you are not yet a PMI member, you can join PMI and the PMI Luxembourg Chapter via the online registration form, by going to the PMI Membership page (<http://www.pmi.org/Membership/Pages/default.aspx>) and clicking on the JOIN OR RENEW TODAY button.

If you are already a member of PMI and wish to join the PMI Luxembourg Chapter, click on "Luxembourg" on the PMI Chapters, page (<http://www.pmi.org/en/Get-Involved/Chapters-PMI-Chapters.aspx>).

Note that anyone can join; you do not need to have a PMI certification to join PMI or the Chapter.

3. ELIGIBILITY TO VOTE

In order to vote for the person you think would be best suited for the role of Chapter Officer, you must be a member of PMI Luxembourg Chapter on 31 October 2011.

4. VOLUNTEERING FOR THE NOMINATING COMMITTEE

In accordance with Chapter Bylaws, we welcome the candidature of up to two Luxembourg Chapter members to assist the Immediate Past President on the Nominating Committee, on a first come, first appointed basis by 30 September 2011, by sending an email to the Nominating Committee (elections@pmi.lu). The Nominating Committee is tasked with ensuring the correct proceeding of this election.

5. WHAT IS THE ELECTION PROCESS?

As defined in the Chapter's bylaws, the elections will be staggered. In 2011, we will elect:

1. Vice President
2. Director of Finance
3. Director of Members and Volunteers
4. Director of Events
5. Director of Professional Development

A Chapter member interested in these positions must send their candidature application, stating the three positions for which they would like to apply, by post and email on or before 18h00 on 31 October 2011 to:

Project Management Institute Luxembourg Chapter asbl
Attention: Nominating Committee, 2011 Elections
29 Avenue John F. Kennedy,
L-1855 Luxembourg
elections@pmi.lu

The application must include their CV, their motivation letter and their PMI membership number. The CV, of a maximum of one side of an A4 page, will give a short overview of the individual. The motivation letter, of a maximum of one side of an A4 page, will outline for each of the three positions their vision of what they would propose to do during their two year mandate. A copy of our business plan can be obtained by chapter members by sending a request to elections@pmi.lu.

The CVs and motivation letters, after validation by the Nominating Committee, will be sent no later than 15 November, with the invitation to vote and the instructions on how to vote, to all Chapter members. Voting will end at 18h00 on 30 November 2011.



PMI Luxembourg Chapter

Elections 2011

Call for Candidates

On or before 13 December 2011, the Nominating Committee will announce to the Board the elected officers and the votes they have obtained. The best-ranked candidate for each office will be elected.

The new officers will be announced officially on or before 20 December 2011 to Chapter members.

The voting will take place online. The Nominating Committee will organise the set-up of the online elections and will collect the results of the election.

Best regards,

Ms. Jan McIntyre

President, PMI Luxembourg Chapter

president@pmi.lu