

Nominating Committee Manual

The Nominating Committee Operating Guide

Primarily used by the Nominating Committee Members.

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1 Society Policies and Bylaws

Please refer to the 2 items below by clicking on them and being forwarded to the ASME Website:

ASME [Constitution and By-Laws](#)

ASME [Society Policies](#)

Board Minutes and Agendas can be found at

https://community.asme.org/board_of_governors/default.aspx

2 Statement for a Diverse and Inclusive ASME Leadership

The Purpose of this Model Statement is to explain how diversity and inclusion is defined in ASME's culture.

Diversity means understanding that each individual is unique and recognizes and respects our individual differences and experiences.

What shapes the future is more than what we have in common, it also includes the interplay of our differing strengths and experiences.

ASME has a strong commitment to diversity and recognizes the many benefits of being a diverse and inclusive organization. In particular, our commitment to diversity and inclusion enhances our business models, while at the same time aligns with our ethical obligation to ensure our organization is welcoming and attractive to all potential members and customers.

ASME's Vision is to be the essential resource for mechanical engineers and other technical professionals throughout the world for solutions that benefit humankind. No one type of person, or group of people, has all the skills and talents needed to achieve this vision. Top organizations are focusing on how to leverage diversity as their competitive differentiator. ASME celebrates this model of innovation through diversity. We see these same benefits in our own context, with ASME's unique combination of roles in industry, government, and academia as the top professional organization for mechanical engineers.

ASME believes that diversity is both the ways in which we differ as individuals or organizations as well as the commonalities that justify and motivate diverse people and entities to work collaboratively together, in order to achieve mutually beneficial outcomes. Diversity includes differences such as age, race, ethnicity, sex, gender, gender identity, gender expression, physical appearance, thought styles, nationality, citizenship, socio-economic status, belief systems (political and/or religious), sexual or romantic orientation, level of ability or disability, veteran or military status, education, and any other visible or non-visible differences.

Closely linked to diversity is the concept of inclusion. ASME's policies define inclusion as creation of opportunities and the elimination of barriers to allow all people to participate in and contribute to ideation, planning, projects, programs, processes, teams, organizations, social

activities, fun or any other meaningful opportunity, that helps achieve successful outcomes. ASME is committed to inclusion in the following ways:

- Becoming indispensable to early career engineers by leveraging age diversity and creating member leadership opportunities.
- Making a priority of globalization by leveraging geographic and cultural diversity.
- Achieving a multi-disciplinary approach by leveraging technical diversity.
- Increasing the number of women and minorities within the ASME membership.

Inclusion and diversity within ASME leadership at all levels will be a complex, on-going change process, designed to increase organizational capability by:

- Fully utilizing the potential contributions of all customers and members.
- Eliminating/reducing barriers that stand in the way of inclusion and full participation.
- Unleashing the creativity that results from drawing from different ideas and backgrounds.
- Building relationships and demonstrating respect and fairness in interactions with members, customers, suppliers, partners and communities.

By incorporating diversity and inclusiveness in its leadership structure and business plan, ASME may anticipate the following results:

Attraction and retention of top talent. Continued success depends on ASME's ability to attract and fully utilize the diverse pool of talent in the engineering profession. As our field diversifies to include more early career engineers, women, and minorities we must ensure ASME is attractive and welcoming to new members and customers.

Increased productivity. Members and customers who feel respected, valued and connected develop stronger relationships and become more involved in their work. This in turn leads to enhanced teamwork, increased innovation and productivity, decreased member turnover and reduced costs.

Stronger customer/market focus. A diverse membership base leads to better understanding and responsiveness to increasingly diverse and global customers and markets.

Recognition by the public. The public is a diverse group representing many unique individuals. The public values and supports those organizations that recognize the differences among people.

Pride in our organization. ASME is a leader in diversity and inclusion for professional engineering organizations. By following our principles and enhancing our business attractiveness, we inspire our members to be proud of their work with ASME which contributes and reflects positively on our organization.

3 Definitions

Advisors	Three consenting and available past Presidents who have been out of office for one year or more and invited by the Nominating Committee to advise the Committee (Section 6.2).
Alternate	Non-Voting Alternate Member of the current Nominating Committee who has been elected at a prior business meeting. Alternates receive the same training as Voting Members, so they are prepared to assume the responsibilities of a Voting Member if needed. If a Voting Member is unable to attend the Selection Meeting, then an Alternate is elevated to that Voting Member's position.
Alternate Nominee	A Selected Candidate that is not part of the three selected nominees for the office of member-at-large Board of Governors.
Alternate Volunteer	A Current Nominating Committee Alternate who assists at the Selection Meeting.
Application	A single word to describe the Candidate Application.
Ballot	A listing of the Candidates to be voted on by the Nominating Committee either written or electronic.
Ballot Round	A ballot round is used to fill one vacancy position at a time for President and member-at-large Board of Governors. Multiple voting rounds may make up a ballot round. A ballot round is concluded when a single Candidate remains and received consensus.
Candidate	An ASME member who is running for society office.
Candidate Application (Application)	The application and accompanying support letters submitted to the Nominating Committee by a Candidate.
Committee on Organization and Rules (COR)	This committee is responsible for supporting some of the Board of Governors' (BOG) most important tasks regarding the operation and leadership of the Society. In particular, COR reviews and provides recommendations to the BOG on changes to the Society Constitution, By-Laws, and Policies, and provides advice to the BOG on Society appointments needing approval by the BOG. In addition, COR reviews Sector Operations Guides, and supports the

	Nominating Committee in the development and publication of the Nominating Committee Manual.
Consensus	A 2/3 majority of the total voting members present and voting on candidate selection, with a quorum in attendance.
Congress	International Mechanical Engineering Congress and Exposition (IMECE) of the ASME, also known as “the Congress”. It refers to the first ASME business meeting of the ASME fiscal year, typically held in November.
Consultants	The immediate past Chair and Secretary of the Nominating Committee. (Section 6.3).
Corporate Member	The Corporate Membership shall consist of Honorary Members, Fellows and Members. The non-corporate Membership shall consist of Affiliates and Student Members. (ASME Constitution Article C3.1.1).
Final Selected Nominees	The official list of selected nominees to be used on the Society Officer Election Ballot. This list is signed by all Voting Members and Alternates who were present during deliberations at the Selection Meeting.
Groups	ASME groups include technical divisions, institutes, affinity groups, sections, sub-sections, technical chapters, research committees and participant-created groups.
Majority (Vote)	For the greater part, or more than half, of the total members present and voting on Committee business matters, with a quorum in attendance.
Nominating Committee (Committee or NC)	A committee of volunteer ASME members, who are nominated by their Sectors and elected by the ASME membership, at either Business Meeting of the fiscal year, whose responsibility, is to select individual Members competent and available to serve as ASME’s President and members-at-large Board of Governors, and propose these selected Members to the membership for election.(For more information please reference By-Law B4.2).
Subcommittees	See Section 7.3.4 of this manual for subcommittee descriptions.

Nominee	An ASME member selected by the Nominating Committee considered for election by the Membership for office in ASME.
Quorum	A quorum of nine (9) Voting Members, based on 17 Voting Members, will be needed to hold a Nominating Committee Meeting and take a committee vote.
Proposed Alternate	An ASME member indicated as an Alternate member of the Nominating Committee on the list to be presented at the Business Meeting during the Annual Meeting, typically held in June, or at the Congress for election to the next year's Nominating Committee.
Proposed Member	An ASME member indicated as a Voting Member of the Nominating Committee on the list to be presented at the Business Meeting during the Annual Meeting, typically held in June, or at the Congress for election to the next year's Nominating Committee.
Proposer	An ASME member who proposes another ASME member as a Candidate. The Proposer is also the individual that signs the Letter of Intent along with the Candidate. This person may also help prepare the Application for the Candidate running for President or members-at-large Board of Governors.
Sector	<p>A group of Units within ASME, which are led by a council and chaired by a Senior Vice President (Sr.VP). The Sectors reporting to the Board of Governors are:</p> <ul style="list-style-type: none"> • the Student and Early Career Development Sector (SECD) • the Public Affairs and Outreach Sector (PAO) • the Standards and Certification Sector (S&C) • the Technical Events and Content Sector (TEC)
Slate of Nominees	The group of Nominees and Alternate Nominees who have been selected by the Nominating Committee. Only the Nominees' names will appear on the ASME Society Officer Election Ballot.
Society Officer Election Ballot	The proxy ballot, with the names of the selected Nominees for President and members-at-large Board of Governors, that goes out to eligible ASME Corporate Members in good standing.

Special Nominating
Committee

A special nominating committee may be organized by one per cent of the corporate membership of the Society in good standing certifying to the Executive Director in writing their joint intention to organize such a committee. ([By-Law B4.2.8](#)). A special nominating committee is comprised of members not serving on the NC and has the purpose of proposing an alternative nominee for President or Member-at-Large of the Board of Governors on the slate of nominees for election by the membership.

Supporter

An ASME member or professional peer who writes a Letter of Support for a Candidate.

Unit

An organized entity in ASME. Examples are Sector Councils, Sector Leadership Teams, Committees, Sections, and Divisions.

Vote

A mark for one position vacancy on a ballot by a Voting Member of the Nominating Committee.

Voting Round

Distributing, marking, collecting and tallying votes on a ballot. In general, a voting round will result in either one Candidate receiving consensus, or one or more Candidate(s) being eliminated from consideration.

VOLT

Volunteer Orientation and Leadership Training (VOLT) Academy for ASME volunteers.

Voting Member

A current Nominating Committee member eligible to vote on Nominating Committee business and on the selection of Candidates at the Selection Meeting.

White Paper

The White Paper, as it pertains to the Nominating Committee, is a document composed by the outgoing NC Chair and Secretary. It may include miscellaneous items, suggestions and thoughts for the next Nominating Committee to consider reviewing. Any member of the Nominating Committee may suggest an item that can be added to the White Paper.

4 Purpose of this Manual

The purpose of the Manual is to aid the Nominating Committee in performing its function of selecting Nominees for Society offices, and to provide guidance to Candidates, their Speaker and Supporters during the proposal, nomination, and selection period.

5 The Nominating Committee

5.1 What is the Nominating Committee?

The Nominating Committee stands as a unique, independent, and representative body, drawing its Membership from the Sectors. Its makeup, procedures, and activities address the single purpose of selecting ASME Members competent and available to serve as elected Society Officers.

Its Voting Members are backed up by Alternates, virtually guaranteeing 100 percent Voting Member participation at every Selection Meeting. The Nominating Committee has the experience of the previous year's activities represented by approximately 50 percent of the Voting Members, and the stimulation of an influx of approximately 50 percent of new Voting Members. The wisdom and experience of past Presidents Advisors and the past Nominating Committee Chair and Secretary as Consultants are available to the Nominating Committee during the Selection Meetings.

The effectiveness of the activity is critically dependent upon the individuals serving the Society as members of this Committee. It is, therefore, a matter of great importance that each Sector selects experienced individuals who understand the issues challenges and opportunities in their respective constituencies. Since these constituencies vary widely in definition by geographic boundaries, overlapping engineering specialties, interrelated with such abstractions as communications, ethics, safety, standardization, etc., it is to be expected that the selection process will reflect the organizational formats serving those constituencies.

Each Sector will develop its own procedures for generating proposals for the members and alternates of the Nominating Committee for which that Sector has a responsibility, and those procedures shall be specified in the Sector's Operation Guide. ([ASME By-Law B4.2.2.3](#)). Names of the incoming members should be forwarded to the Nominating Committee Support Staff by April 1 of each year.

It is also vitally important that the Sector procedures address the need for candidates for all the Society offices required to be filled by the selection and election process.

5.2 An Assignment of High Trust

Service on the Nominating Committee is an assignment of high trust, which places upon its Voting Members, Alternates, Advisors, Consultants and the Nominating Committee Support Staff the responsibility to maintain the confidential nature of the work of the Nominating Committee, particularly concerning the Selection Meeting. This confidentiality extends to not disclosing information specific to the authors of the Letters of Support.

Any contact in regard to committee business by people outside of the Nominating Committee shall not be permitted, especially if the contact is initiated by the outside entity.

All information provided to the Nominating Committee and the Nominating Committee Support Staff as well as deliberations of the Nominating Committee is privileged and confidential. Any discussion of material pertinent to the Selection Meeting must not be disseminated outside of the Selection Meeting at any time throughout the year or in the future. Nominating Committee Members may use generic information disclosed in their questions to the Candidates but must be very careful not to disclose the source. However, any discussions/comments on the presentations and/or discussions should be delayed until after the end of the entire Selection Meeting. All Applications and related materials will be disposed of upon completion of the Selection Meeting, as detailed in Section 7.7. The proceedings of the Selection Meeting will not be discussed with anyone nor will the slate be divulged until appropriate announcement has been made by the Society. This announcement is normally made during the President's Dinner at the Annual Meeting, typically held in June.

5.3 Nominating Committee Responsibilities

The Nominating Committee is to have free action in the selection of Nominees, subject only to the requirements of the ASME Constitution and By-Laws, Society Policies, and the laws of the State of New York. It is not the intention that the Nominating Committee be forced to select only from the persons proposed to the committee.

6 Organization of the Nominating Committee

The organization of the Nominating Committee includes Voting and Alternate Members, Advisors and Consultants.

6.1 Voting and Alternate Members

The Nominating Committee shall consist of Voting members and alternates selected by each sector but who serve on the Nominating Committee as members-at-large not representing their Sectors.

The TEC Sector shall have five Voting members and five alternates selected by the TEC Sector Council. One Voting Member and one Alternate for the TEC Sector shall be nominated by the Group Engagement Committee for as long as such Committee exists and reports to the Sector

Management Committee. The S&C Sector shall have four Voting members and three Alternates selected by the Council on Standards and Certification. The PAO Sector shall have four Voting members and three Alternates selected by the PAO Sector Council. The SECD Sector shall have four Voting Members and three Alternates selected by the SECD Sector Council.

Approximately one-half of the Voting Members will have terms that expire annually. Nominations for open positions for Voting members and Alternates shall be made as provided in [By-Law B4.2.2.3](#) and shall be voted upon at the Business Meetings as provided in [By-Law B4.2.2.1](#).

Voting members and alternates shall be of the Member or Fellow grade and not currently serving in any elective office of the Society. ([ASME By-Law B4.2.2.2](#)).

The Nominating Committee has a fairly rigorous training program on the specifics of being a Nominating Committee member, the Society's goals, and officers' responsibilities. Training averages one hour per session with an average of one session a month from July until May, culminating with the Nominating Committee Selection Meeting each June.

6.1.1 Voting Member Position Description

Term

- Two-year commitment. After a two-year term, a Voting member may be re-appointed as a Voting member, but at least one year needs to pass before they can be reinstated.
Voting Members should serve as an Alternate the year prior to becoming a Voting Member.
- A term on the Nominating Committee coincides with ASME's Fiscal Year, July through June.
- Each year, a new Nominating Committee commences with an Organizational Meeting.

Travel

- Voting Members are required to travel once a year to the Selection Meeting at the selected venue.
- Voting Members are eligible to receive a travel expense contribution for the days they attend the Selection Meetings whenever travel funds are available in the budget.

Meeting Participation – throughout the year.

- Satisfactory performance of a Voting Member requires attendance at scheduled business meetings and / or training sessions.
 - The appointing Sector Senior Vice President will be contacted for action if satisfactory performance is not being met.
- All meetings are either held virtually via web conference or teleconference. The Selection Meeting in June is the only planned in-person meeting.

Desired Characteristics of the NC Voting Member

- Commitment to become engaged and participate in all NC business meetings and training sessions and follow up with all action items and preparatory work.
- Individuals that are active and represent broad interests in their respective constituencies.
- Experience as an active volunteer leader, understanding of the Society operations, including cross-sector activities, and a commitment to the goals and requirements of the Nominating Committee.

6.1.2 Alternate Member Position Description

Term

- One-year term. The one-year term may be renewed each year. The NC Support Staff shall be notified by the appointing Sector's Senior Vice President if an Alternate's term is being renewed.
- A term on the NC coincides with ASME's Fiscal Year, July through June.
- Each year, a new NC commences with an Organizational Meeting in July, conducted via a webinar.

Travel

- Alternate Members are encouraged to provide help at the Selection Meeting. (refer to the "Selection Meeting Assistance" item for more details.)
- Alternate Members of the Committee who have specific assigned duties and help with the Selection Meeting and work minimum of one full day, are eligible to receive a travel expense contribution as per the ASME Travel Expense Contribution policy. ([Society Policy P-4.5](#))

Meeting Participation

- Alternates are expected to participate in all NC business meetings and training sessions in order to be eligible to be moved into a Voting Member's position if one becomes available at the start of the Selection Meeting.
- All meetings are either held virtually via web conference or teleconference. The Selection Meeting in June is the only planned in-person meeting.
-

Desired Characteristics of the NC Alternate Member

- Commitment to become engaged and participate in all NC business meetings and training sessions and follow up with all action items and preparatory work.
- Individuals that are active and represent broad interests in their respective constituencies.

- Experience as an active volunteer leader, understanding of the Society operations, including cross-sector activities, and a commitment to the goals and requirements of the Nominating Committee.

Selection Meeting Assistance

A minimum of six (6) Alternate Members are recommended to have a successful, orderly and efficient operation of the check in process for Candidates. The check in process is staffed by current Alternates on the Nominating Committee and/or Proposed Voting and Alternate members of the incoming Nominating Committee.

If, at the call-to-order of the Selection Meeting, a Voting Member is not present and there is no evidence that the Voting Member will be present before a substantial portion of the business has transpired, then a current Alternate, may be asked to step in and participate for all three days as a Voting Member. At the discretion of the NC Chair, current Alternates must have participated in a majority of scheduled meeting and/or training sessions to be eligible to be moved into a Voting Member's position if one becomes available at the start of the Selection Meeting.

Proposed Alternates will not be eligible until they have gone through a year of NC training sessions.

6.2 Advisors

By-Law B4.2.2.4 states "The Nominating Committee will be assisted by a non-voting group of Advisors consisting of three consenting and available past Presidents who have been out of office for one year or more. These Advisors, invited by the Nominating Committee, shall attend all meetings of the Nominating Committee and participate in all its discussions, although they will remain impartial and not state their opinions regarding any one Candidate.

At the option of the Nominating Committee, they may also be present during the casting of votes for the slate of nominees. The functions of this group shall be:

- to acquaint the Nominating Committee of the short and long range Society plans;
- to make available their experience in, and their knowledge of, the requirements for Society offices,"

6.3 Consultants

The immediate or any Past Chair and Past Secretary of the Committee may be selected to serve as non-voting Consultants by the current Nominating Committee Chair.

7 Nominating Committee Operations

7.1 Duties of the Committee

The Nominating Committee is charged with the responsibility of nominating ASME Members of experience, high standing, and active participation in the work of the Society for the various

offices. Nominees may be selected from Candidate Applications made by individual Members of the Society, or from the Nominating Committee's own deliberations as it sees fit. ([ASME By-Law B4.2.1](#)).

7.2 Nominating Committee Terms of Office

Voting Members of the Nominating Committee shall be elected for two years. Alternate Members shall be elected for one year and may be renewed each year.

A person who has been in office as Voting Member of the Nominating Committee for a term or portion of a term which includes more than one Nominating Committee Selection Meeting is eligible to be proposed for a later term as Voting Member or Alternate only if the later term begins one year or more after the ending of the term in which the person served as a Voting Member. ([ASME By-Law B4.2.3.2](#)).

Elected Voting Members and Alternates shall begin their terms at the close of the Business Meeting at which they are elected. ([ASME By-Law B4.2.2.1](#)).

7.2.1 Filling Vacancies of Nominating Committee Members

A Voting Member may be replaced by an Alternate, typically in the following scenarios shown below.

Filling a Voting Member's position after the first Society Business Meeting of the fiscal year.

If a Voting Member is unable to serve out their term and/or attend a Selection Meeting they shall notify their Senior Vice President and the Nominating Committee Support Staff. An Alternate member from the same Sector would then become the Voting Member.

- In the case where the Voting Member's position had a second year of service to follow, it is at the discretion of the Sector to have the same Alternate continue to serve out the second year of the term or allow the original Voting Member to serve out the second year of the term.
- In the case where the Voting Member is in their second year of service, the Alternate would then serve out the term, which would end at the close of the Selection Meeting of that fiscal year.
- If that Alternate was scheduled to become a Voting Member with the next year's Nominating Committee, they would still be eligible for a full two-year term, hence being on the committee for three years in a row.
- If any Alternate becomes a Voting Member after the first ASME Business Meeting of the fiscal year, that Alternate's position stays vacant.
- If there is no Alternate available from the Sector, another Alternate from the pool of Alternates shall be chosen by the Sector's Senior Vice President.
- If no Alternate is available to become a Voting Member for the Selection Meeting, no replacement will be made at that time and the record will show that the missing Voting Member was absent for that Selection Meeting.

A Voting Member, once seated during a Selection Meeting, cannot be replaced during the Selection Meeting by an Alternate. If the Voting Member cannot complete the Selection Meeting, the meeting shall continue with the number of Voting Members reduced.

7.3 Nominating Committee Member Functions

7.3.1 Chair

The Chair is a Voting Member of the Nominating Committee and directs the activities and presides over all meetings of the Committee.

Duties

- In consultation with the Secretary and Nominating Committee Support Staff, makes subcommittee appointments, may form ad hoc subcommittees, and is an ex officio member of Nominating Committee subcommittees.
- In consultation with the Secretary and Nominating Committee Support Staff, reviews and may revise the Candidate Application, the candidate assessment form and the interview procedures.
- In collaboration with the Secretary, the Chair shall submit a White Paper to the incoming Nominating Committee Chair and Secretary on observations and opportunities for improvement of the Nominating Committee.
- Holds periodic meetings throughout the year with Nominating Committee Support Staff.
- Responsible for announcing the results of the Nominating Committee Selection Meeting to the Society at the President's Dinner on Tuesday Evening at the Annual Meeting.
- If possible, attend IMECE Business Meeting to report Society Officer Election Ballot results.
- Collaborates and approves all meeting/training agendas and slide decks.
- Nominating Committee liaison when needed to communicate with other areas of ASME and volunteers. (Includes but not limited to, Sector SVPs, the Committee of Past Presidents and ASME General Counsel.).
- After serving a one-year term, will serve an additional one year as a non-voting consultant to the Nominating Committee with a reduced time commitment as the Past Chair. The Past Chair is expected to attend all teleconferences/meetings of the Committee.

Time Commitment

- Periodic teleconferences with Nominating Committee Secretary and Support Staff – 1 hour.
- Nominating Committee training/teleconferences – 10 to 12 hours during the year. Includes meeting preparation.
- Subcommittee Work – 3 to 4 hours a month, includes prep work and meeting times.
- Nominating Committee Selection Meeting, arriving on Saturday morning through the President's Dinner on Tuesday evening.

7.3.2 Secretary

The Secretary is a Voting Member of the Nominating Committee and is responsible for all business aspects of the Nominating Committee.

If the Chair is unable to complete his/her term, the Secretary will serve as Chair, and will appoint one of the Nominating Committee Voting Members to be Secretary for the remainder of the term.

Duties

- Voting Member of the Nominating Committee.
- Responsible for all business aspects of the Nominating Committee, including coordinating with the Nominating Committee Support Staff and Chair to plan the meeting calendar, set agendas, record and review meeting minutes, and support the functioning of the sub-committees.
 - In collaboration with the Chair, identify opportunities to improve the functioning of the Nominating Committee throughout the year, and implement changes in the process where appropriate.
- Serve as Chair, if the Chair is unable to complete his/her term.
 - Appoint one of the Nominating Committee Voting Members to be Secretary for the remainder of the term.
- Conduct meetings of the Nominating Committee, if the Chair is temporarily unable to attend.
 - Secretary will serve as Acting Chair and will appoint an Acting Secretary, both serving in this acting capacity for the duration of the Chair's absence.
- Ex officio member of NC subcommittees.
- Parliamentarian for the Nominating Committee.
 - Be familiar with the Nominating Committee Operating Manual and relevant Society policies / bylaws, to ensure appropriate due process at all meeting.
- Be responsible for tabulating the results of the Nominating Committee Selection Meeting for the Chair.
- In collaboration with the Chair, the Secretary shall submit a White Paper to the incoming NC Chair and Secretary on observations and opportunities for improvement of the Nominating Committee.
- In consultation with the Chair and Nominating Committee Support Staff, reviews and may revise the Candidate Application, the candidate assessment form and the interview procedures.
- Secretary and the NC Support Staff shall retain a confidential record of the final votes until the results of an election are reported at the ASME Business Meeting in November; after which the records are destroyed.

- After serving a one-year term, serves an additional one year as a non-voting consultant to the Nominating Committee with a reduced time commitment as the Past Secretary. The Past Secretary is expected to attend all teleconferences/meetings of the Committee.

Time Commitment

- Periodic teleconferences with Nominating Committee Secretary and Support Staff – 1 hour.
- Nominating Committee training/teleconferences – 10 to 12 hours during the year. Includes meeting preparation.
- Subcommittee Work – 3 to 4 hours a month, includes prep work and meeting times.
- Nominating Committee Selection Meeting, arriving on Saturday morning through the President’s Dinner on Tuesday evening.

7.3.3 Nominating Committee Support Staff

The Nominating Committee Support Staff is not a Voting Member of the Nominating Committee but is responsible for business and operations of the Committee and serves at the highest level of trust and confidentiality.

The Nominating Committee Support Staff keeps records of all Nominating Committee Voting and Alternate Members, assures their agreement to appointment terms, and interacts with Sector Senior Vice Presidents if there is a need to promote an Alternate to Voting Member. This person is the liaison to other organizations within ASME such as VOLT, the Presidential Executive Director Team (PEDT), the Board, etc., scheduling their participation in Nominating Committee training and planning. The Nominating Committee Support Staff prepares agendas, keeps minutes, and posts all internal documents, and manages and fields questions on the Candidate Application pre- and post-selection. Meeting responsibilities include: scheduling Candidates, facilities arrangements and setup, travel reimbursement of the Nominating Committee and verify that the Chair and Secretary are properly trained on Robert’s Rules of Order and how the rules will apply to the discussion, deliberation and the selection process at the Selection Meeting.

A run through of the Selection Meeting, including the slide decks, shall be scheduled the day before the Selection Meeting starts.

Meeting Room and Check in Setup can be found in [Appendix B](#).

7.3.4 Subcommittees

The Nominating Committee has subcommittees. Subcommittees can be combined and/or added as needed.

The Nominating Chair and Secretary are appointed as an ex officio of all subcommittees and may vote on subcommittee business.

The NC Support Staff and Managing Director of Governance may serve as non-voting members of a Subcommittee.

7.3.4.1 Manual Review Subcommittee

The Manual Review Subcommittee reviews and proposes revisions to this Nominating Committee Manual, MM-10, to improve its usefulness. The Subcommittee completes its work each year, no later than December 1, so it can submit any proposed changes to the Committee on Organization and Rules for review and recommendation prior to uploading the revised MM-10 on the Nominating Committee Website. ([ASME By-Law B4.2.7](#)).

The Nominating Committee is encouraged to accept recommendations from the Committee on Organization and Rules. However, the final approval of the manual shall be executed by the Nominating Committee.

7.3.4.2 Candidate Search Subcommittee

(See Appendix A: Candidate Search subcommittee guidelines)

The Candidate Search Subcommittee assures that there are at least three (3) qualified Candidates for President and at least two or more qualified Candidates for each open position for Governor. This subcommittee will also prepare any announcements regarding the solicitation of ASME members to run for Society Officer Positions.

7.3.4.3 Questions Subcommittee

(See Appendix C: Questions Subcommittee for guidelines)

The Questions Subcommittee will deliver a prioritized list of questions for use by the Nominating Committee during the interview portion of the Selection Meeting.

The Goal shall be to develop clear, concise, unambiguous questions, within the specific categories for each office.

The lists of questions will be used by the Nominating Committee without need for protracted discussion or significant re-write. The Nominating Committee, during the Selection Meeting, will review the questions to be used for each office and will determine which Nominating Committee Member will ask which question.

7.4 Nominating Committee Quorum

A quorum of nine (9) Voting Members, based on 17 Voting Members, will be needed to hold a Nominating Committee Business Meeting and take a committee vote.

7.5 Nominating Committee Meetings and Training Sessions

All Nominating Committee Meetings are closed, unless a guest is asked to make a presentation with the approval of the Nominating Committee Chair.

The Nominating Committee holds several meetings and training sessions annually. All members of the Nominating Committee, including Alternates, Advisors and Consultants, should attend all meetings and training sessions.

7.5.1 Organization Meeting

This meeting is held virtually during the first quarter of ASME's fiscal year. It may run up to 1.5 hours. Agenda items for this meeting typically include:

- Announcement of the newly elected Chair and Secretary of the Nominating Committee.
- Roles and Responsibilities of a Nominating Committee Member.
- Business items from the previous Nominating Committee
- How to access the Nominating Committee Website
- Overview of the Calendar of Events for the year

7.5.2 Business Meetings

Business Meetings are held at various times throughout the year via Webinar and telephone. The meetings will run approximately 1 hour. Agenda items for the meetings typically include Proposed Revisions to the Nominating Committee Manual - MM-10; proposed dates and times for upcoming meetings; and any other necessary business.

7.5.3 Training Sessions

The number of training sessions may vary from year to year. Training sessions typically include Diversity and Inclusion, What to look for in a Candidate, and How to prepare for the Selection Meeting.

Any person providing training or leading a presentation for the Nominating Committee may not support a Candidate by signing a Letter of Intent or writing a Letter of Support. To achieve fair access for all Candidates, this ensures that no Candidate has unequal exposure to the Nominating Committee.

7.5.4 Selection Meeting

(See [Section 9.3](#) for operation guidelines)

This meeting shall be held in conjunction with the ASME Annual Meeting held in June. All Nominating Committee participants must arrive a day prior to the Selection Meeting, be present for all three (3) days of the Selection Meeting, deliberations, the selection process and until the meeting is officially adjourned. Advisors, Consultants, and contracted technical support staff may be present during the deliberations and selection process.

Alternates who volunteer to help at the Selection Meeting may also be present during the deliberations and selection process at the discretion of the Nominating Committee Chair.

During a Selection Meeting, the Selection Meeting Operations Guidelines may be changed temporarily by a 2/3 vote of those Members present.

If necessary, the Selection Meeting may be extended beyond the three (3) days, See Section 11.

Before the meeting is adjourned, the following agenda items shall be covered;

- Debrief of the Selection Process,
- Debrief on the questions that were presented to the Candidates, and suggestions for improvements.
- Selection of the incoming Chair and Secretary
 - Each position shall have its own individual secret ballot round process. (e.g. If two people run for Chair and one gets the majority of the votes, the other person isn't automatically the Secretary. A separate ballot round needs to be taken.)
 - Applicants may be asked to give a one-minute speech on why they would like to be either Chair or Secretary.
 - The election of a new Chair and Secretary shall be conducted as stated below by electing the new Chair first.
 - All Members who will complete their terms at the next Selection Meeting shall, be automatically nominated for Chair and Secretary, unless they request their names be removed. The current Chair will announce the ballot results after each vote is taken.
 - A Majority of Voting Members present shall elect the Chair and Secretary. If there are more than two applicants for each position, the applicant with the least number of votes shall be dropped, and a vote shall be taken again; if there is a tie for the least number of votes, a coin shall be flipped to determine the name of the applicant to stay in a two-way tie; if there is a three-way-or-more tie for the least number of votes, a name from those in the tie shall be drawn to determine the name of the applicant to be removed from the ballot.

This process shall continue until there are two applicants, one of whom can obtain a majority. If the ultimate ballot results in a tie, there shall be discussion and a second ballot shall be taken. If the ballot results are tie, a coin shall be flipped to determine the winner.

- Announce Three Past-President Advisors; and
- Select Consultants

7.6 Nominating Committee Financial Administration

7.6.1 Committee Budget

A nominal budget is provided for the Nominating Committee's incidental expenses, such as postage, phone, travel and so forth. The Nominating Committee Support Staff shall keep an itemized account of expenses and submit them to the ASME Accounting Department for reimbursement.

7.6.2 Travel Expense Contribution

Travel and per diem expense contribution for attendance at the Selection Meeting of the Nominating Committee shall be in accordance with [ASME Policy P-4.5](#).

Voting Members, Consultants, and Advisors are eligible to receive a travel expense contribution for the days they attend the Selection Meeting whenever travel funds are available in the budget. Alternate Members of the Nominating Committee who have specific assigned duties and work a minimum of one full day in the Anteroom are also eligible to receive a travel expense contribution for the days worked to attend the Selection Meeting whenever travel funds are available in the budget. ([ASME Policy P-4.5](#)) All those eligible may receive up to four (4) days total on their per diem based on their travel.

If additional days beyond the original schedule are required to complete the deliberations of the Nominating Committee, the travel and per diem contributions for the extra day(s) shall be covered.

Proposed Members and Proposed Alternates of the Committee who have specific assigned duties and help a minimum of one full day at the Selection Meeting are also eligible to receive a travel expense contribution for the days worked.

(Travel Expense Forms and submission information can be found on the [Nominating Committee Community Website](#))

7.7 Disposition of Files after the Selection Meeting

The Nominating Committee Support Staff will file the applications of the Nominees selected by the Nominating Committee and file them in the Nominee's biographic folder. All documents distributed to Members, Alternates, Advisors and Consultants for evaluation of Candidates during the Selection Meeting shall be destroyed immediately following the Meeting.

The files of the Nominating Committee are not open Society records and it is the responsibility of the Chair and Secretary of the outgoing Nominating Committee to turn over any files to the incoming Chair and Secretary, respectively.

Candidate Applications shall be retained for a period of five years by the Nominating Committee Support Staff.

7.8 Revisions of the NC Manual

Each Nominating Committee may amend, revise, or replace this manual subject to the provisions of the Constitution and By-Laws and Society Policies. This action is usually taken at the October Business Meeting.

"Each year, not later than December 1, the Nominating Committee shall submit any proposed changes to Manual MM 10 to the Committee on Organization and Rules for review and recommendation." ([ASME By Law B4.2.7](#))

The Manual Review Subcommittee shall submit revisions to the Nominating Committee and action at the October Business Meeting shall be taken to approve the revisions in principle and specify what further steps shall be taken for final approval or decide to operate under the current Manual without revision, or take any combination of these steps.

A revision shall be tentatively operative as soon as approved, but any actions taken are subject to reconsideration if the revision is found to be inconsistent with the Constitution and By-Laws or Society Policies.

8 Proposing Nominees for Society Office

The Nominating Committee is charged with the responsibility of nominating members of experience, high standing and active participation in the work of the Society to those offices specified in [Article C4.1.8](#) of the Constitution. The Nominees may be selected from proposals by individual members in the Society or from the Nominating Committee's own deliberations as it sees fit. ([ASME By-Law B4.2.1](#) and [ASME Policy P1.3](#))

Any Member of the Society may propose, and is encouraged to propose, directly to the Nominating Committee, nominees for President or for the Board of Governors. ([ASME By-Law B4.2.12](#)). A Member of the society refers to a Corporate Member as stated in [Article C3.1.1](#) of the Constitution. The corporate membership shall consist of Honorary Members, Fellows and Members. The non-corporate membership shall consist of Affiliates and Student Members.

The exception is that Nominating Committee Voting Members, Alternates, Advisors, and Consultants may not support Candidates by signing a Letter of Intent or writing a Letter of Support. ASME staff members may not support Candidates by signing a Letter of Intent or writing a Letter of Support for a Candidate. Any person providing training or leading a presentation for the Nominating Committee may not support a Candidate by signing a Letter of Intent or writing a Letter of Support.

Candidates running for the offices of President and Board of Governors shall hold a corporate membership grade. As defined in [Article C3.1.1](#) the corporate membership shall consist of Honorary Members, Fellows and Members. The non-corporate membership shall consist of Affiliates and Student Members. Affiliates and Student members are not eligible to run for office.

Candidates must disclose on the “Expression of Commitment and Disposition of Information” Section of the Candidate Application Form if they meet the criteria of an “Independent Director” under the New York State Laws for Not-for-Profit Corporations. Failure to meet the criteria could result in being disqualified as a candidate.

Members of the Board of Governors must complete the Conflict of Interest form shown in [Appendix D](#) each year of their term.

Sitting members of the Board of Governors may not receive compensation from ASME. Examples of such compensation situations include but are not limited to: teaching courses, performing conformity assessments, authoring publications or similar activities.

According to Section III.A.2 of Society Policy P-4.4, “Members-at-large of the Board of Governors should not serve as a member of any other unit except as specified in the By-Laws.”

A Nominating Committee member, who encourages a Candidate and will later vote on that Candidate, shall not have a conflict of interest as long as support is not implied.

Traditionally, the current President, President-elect, and immediate Past President do not provide written or verbal sponsorship for Candidates for elected office.

Candidates may be proposed as follows:

- A Letter of Intent may be submitted from a Society Sector see [Section 8.1.1](#), or
- A Letter of Intent may be submitted by a Society Member, or
- As a result of the NC’s deliberations.

Candidates are responsible to cover travel and other expenses on their own in connection with their nomination and travel to the Selection Meeting in accordance with [ASME Policy P 4.5](#).

In order to effectively discharge its duties, the Nominating Committee seeks the number of Applications for the various elective offices as follows:

President:	three or more
Governors:	two or more for each vacant position

The Candidate Search process consists of four stages.

- First, being mindful of ASME’s position on diversity and inclusion, the Nominating Committee Voting Members and Alternates shall contact their appointing Sector Board or Council and, Senior Vice President, to discuss potential candidates for all vacant positions.
- Second is to develop a potential list of candidates that will be contacted by the Candidate Search Subcommittee.
- The third stage is the process of solicitation, by reaching out across the Society to find interested candidates.
- The final stage is to translate interest into actual Applications.

The Candidate Search Subcommittee shall ensure the minimum number of high-quality Candidates for each position. However, it is at the discretion of the Nominating Committee Chair to cease action should they feel the Subcommittee and Nominating Committee have done due diligence with their search.

8.1 Process when running for Society Office

All Applications, presentations and/or in absentia presentations shall be done in English.

Candidates are strongly encouraged to appear in-person before the Nominating Committee. However, in exceptional cases and with an appropriate justification request to the Nominating Committee Chair and Nominating Committee Support Staff, the Candidate will be allowed to make a presentation in absentia. Please contact the Nominating Committee Support Staff for more information.

8.1.1 The Letter of Intent-Preliminary Endorsement of a Candidate

The Letter of Intent is due on or before January 15 with a copy of the Candidate’s resume or CV. At that time, the Nominating Committee Support Staff can begin to organize the interview schedule. The Nominating Committee Support Staff will advise the Nominating Committee Chair and Secretary, and the members of the Candidate Search Committee when a Letter of Intent has

been received. The Nominating Committee Support Staff shall initiate contact with the Candidate for the purpose of establishing specific times for appearing during the Selection Meeting.

Any member of the Society may propose and sign a Letter of Intent for multiple Candidates to the same office. However, an individual may only support one Candidate for any one office, by writing a Letter of Support for the Candidate.

8.1.2 The Candidate Application

The Candidate Application can be found at go.asme.org/nominate.

The completed Application is due on or before April 15. As Applications are submitted, the Nominating Committee Support Staff and Nominating Committee Chair and Secretary will review each packet for issues relating to eligibility to serve and may seek legal advice as deemed necessary and appropriate. The Application will be reviewed to identify that no individual would provide Letters of Support more times than allowed. In the event that someone does over-commit, the Nominating Committee Secretary shall advise the overbooked Supporter to contact the affected Candidate and revise his/her commitments. The Nominating Committee Support Staff and the Nominating Committee Chair shall be copied with this correspondence.

Should the Nominating Committee not have the minimum number Candidates per vacancy by May 1 and the Chair feels the Candidate Search Subcommittee has done due diligence with their search, Nominating Committee Support Staff may coordinate with ASME staff on adjusting Annual Meeting activities including but not limited to timing of the announcement of the slate and training for selected nominees.

8.1.3 Supporters (Letter writers)

An individual may only support a single Candidate for any one office, by writing a Letter of Support. In other words, an individual cannot write a Letter of Support for one Candidate and write another Letter of Support for another Candidate running for the same office. In an unusual event, where these restrictions prevent the Nominating Committee from obtaining vital information or from having the desired number of Supporters exceptions may be permitted with prior approval of the Nominating Committee Chair and Secretary.

9 Nominating Committee Process for Selecting Nominees

9.1 Review of Candidate Applications

Prior to the Selection Meeting, all Nominating Committee Members shall have read all the completed Candidate Applications.

At least three (3) weeks prior to the Selection Meeting, the Nominating Committee Support Staff, working in conjunction with the Nominating Committee Secretary, will take steps to post the Applications on the Nominating Committee's secure website.

If a Candidate submits more than one Application, the Nominating Committee Chair and Nominating Committee Support Staff will contact the Candidate asking for the selection of a single position from the Candidate. Multiple packages from a Candidate will not be processed and considered by the Nominating Committee.

9.2 Conflicts of Interest

[Society Policy P-15.8](#), "Conflicts of Interest" shall be followed to address actual, potential and apparent conflicts of interest of Voting Members, Consultants, and Advisors. Matters before the Nominating Committee ordinarily will constitute "Technical or Membership Matters" within the meaning of that Policy.

During the process of selection, and prior to the first ballot round, Voting Members will be asked if they feel they may have a conflict of interest with one of the Candidates. At that time, the Nominating Committee may vote to determine if the Nominating Committee member will not participate in voting and they will be asked to recuse themselves from deliberations and voting for that position. In the event a Voting Member has been absent during the presentation of the Candidate, they may not cast a vote in any ballot involving the position for which the Candidates was proposed and is still eligible.

9.3 The Selection Meeting

At the Selection Meeting, Candidates appear before the Nominating Committee to provide insight into their leadership qualifications and knowledge of ASME.

9.3.1 *The Selection Meeting Operations Guidelines*

The Nominating Committee Chair shall be responsible for explaining and enforcing the ground rules for developing consensus from the nominations within the framework of the following general principles:

- All Voting Members, present shall have adequate opportunity to express their views on the Candidate for each office, except that the Nominating Committee Chair has the authority to limit the discussion.
- Every effort shall be made to obtain a consensus. If a consensus is not obtained, the Nominating Committee shall have the opportunity for further discussions and reserves the right to bring back Candidates for additional questioning in an effort to reach a consensus.

Prior to any Candidate appearing for a particular office, the Past President Advisors shall brief the Nominating Committee on the significant issues and/or needs of ASME. However, if a Voting Member or Alternate possesses factual knowledge about a particular Candidate that is believed to disqualify that individual from consideration for the office, he/she should disclose this

information as soon as it becomes known and at least prior to the appearance of any Candidate for that office. Advisors and Consultants may also disclose factual information if specifically asked to do so by the Nominating Committee. In that case, the Nominating Committee Chair shall attempt to obtain mitigating and/or counterbalancing comments from other Nominating Committee members. As needed, the Advisors will help guide the Nominating Committee to include such comments and/or knowledge about any Candidate. All information and discussion in the Selection Room shall remain confidential forever.

The Nominating Committee maintains a strict time schedule during the Selection Meeting. Time allotted for the Candidate’s presentations and question and answer session is identified in Table 9-1. If necessary, the Nominating Committee Chair will politely inform the speaker that their time has ended. If a Candidate finishes their presentation early, the extra time will NOT be added to their Question and Answer period.

After the Q&A session, the Nominating Committee Chair will ask the Candidate if they have any final words for the Nominating Committee. The Candidate will be given one (1) minute to respond.

Should a Candidate enter the Selection Room and there is a technical issue with their presentation, the Candidate will be escorted out of the Selection Room until technical issues are resolved. At that time, if a timer has been started it will be paused or stopped and if necessary, will be started at the discretion of the Nominating Committee Chair.

Table 9-1 Candidate Maximum Time Schedule

Speaker	Presentation	Question & Answer	Closing Statement	Total
Proposed Presidential Nominee	8 minutes	26 minutes	1 minute	35 minutes
Proposed Board of Governors Nominee	6 minutes	18 minutes	1 minute	25 minutes

After a Candidate has finished making their presentation, Voting Members will read the approved questions to assist in the evaluation process. Questions must address relevant subjects such as: experience and accomplishments inside and outside the Society, managerial and leadership abilities, and the significant issues facing the Society. If a Candidate asks for clarification, the only permitted response is for the person asking the question to re-read the question. Those appearing before the Nominating Committee shall be treated with courtesy and they shall have each Nominating Committee member’s undivided attention.

All information provided to the Nominating Committee and all discussions are kept privileged and confidential by the Nominating Committee Members. The Nominating Committee Members will not discuss the proceedings of the Selection Meeting at any time even after the results are released. Nominating Committee Members will not divulge any results of the Selection Meeting – the official slate will be announced by the Nominating Committee Chair at the President’s Dinner.

At per the schedule during the Selection Meeting, the Nominees for the various offices are selected. Prior to this session, each Voting Member should have studied the applications of the Candidates and have formed an opinion of the relative qualifications. Nominating Committee Voting Members, who have observed the performance of a Candidate in business meetings of the Board of Governors, Committees, etc., should share these impressions with the Nominating Committee during the selection discussions as long as support for the Candidate is not implied.

9.3.2 Check-In and Meeting Room Setup

Please refer to Appendix B:

10 Voting and Balloting

10.1 Eligibility to Vote

Each Voting Member will have one vote. No proxy votes will be permitted. Alternate Members do not have voting privileges unless they are advanced into a Voting Member’s position prior to or at the start of the Selection Meeting. In order to vote for any office, the Voting Member must have been physically present during all information briefings, all presentations, all discussions, and all deliberations for that position.

Prior to voting, a physical count of eligible Voting Members shall be made to determine the basis for consensus.

10.2 Voting Process

Voting Members will submit a vote for one position vacancy at a time. The onus is on the Nominating Committee to thoroughly discuss all Candidates prior to the first vote, including but not limited to, qualifications, diversity, and experience of the Candidates and the position they are seeking. The Nominating Committee Chair will be responsible for determining when that milestone has been reached and will ask for a motion to hold the first ballot.

Voting for officer positions shall be by a secret written ballot distributed at the direction of the Nominating Committee Chair. However, at the Chair’s discretion, the number of votes received by each Candidate may be projected for all to view between votes. The final vote will not be shown.

The following is a recommend procedure when counting the votes on the ballots. However, dependent on the number of Alternate Volunteers, the recommendation may be altered at the direction of the Nominating Committee Chair.

Pass out and collect ballots	Alternate Volunteers/Consultants/Advisor
Count and tally votes on the ballots	Alternate Volunteers and a Consultant
Verify tally of votes	Alternate Volunteers NC Secretary

Results should then be handed to the Nominating Committee Chair.

The Committee first selects the three Governor-Nominees and then the Alternate Nominees and then selects the President-Nominee by consensus ballot.

By-Law B4.1.6.1 states, “If a nominee for the Board of Governors is unable to stand for election, the Nominating Committee shall recommend to the Board of Governors another nominee to fill the slate.” Therefore, three nominees plus a first Alternate Nominee shall be selected. A second Alternate Nominee may be selected.

At any point in this process, the Nominating Committee Chair may, at his or her discretion, request the advice of Legal Counsel, including on how any votes shall be taken on any conflicts of interest dealing with any selection matter. (Reference Society Policy P-15.8 Section VII). Because the Nominating Committee does not have a supervisory body, any appeals shall be taken to the Ethics Committee. (Reference: [Society Policy P-15.8 Appendix A Section 4.b.i](#)).

10.2.1 Consensus

The Chair will determine when a consensus has been reached during the selection process if a vote is not unanimous. The Chair will declare that a consensus has been reached when one of the available Candidates receives votes from at least two thirds of those Committee Voting Members present during all presentations of, and for, the nominees for that position. (See Table 10-1).

Table 10-1 Table of votes required to select Nominee

VM Present (voting members)	Votes (2/3 majority required)
17	12
16	11
15	10
14	10
13	9
12	8
11	8
10	7
9	6

10.2.2 Minimum Votes to Remain in Consideration

For those situations that involve three or more Candidates (c) for the same office, the Chair will determine if any Candidates should be removed from further consideration in that ballot round by virtue of receiving less than $VM/(n+1)$ from the VM present Voting Members. (For $VM=11$ to 17 Table 10-2.) Table 10-2 Minimum number of votes required for a Candidate to remain under consideration for the next voting round within the ballot round. ($VM/(c+1)$)

Table 2 – Minimum number of votes required for a Candidate to remain under consideration for the next voting round within the ballot round. ($VM/c+1$)

		VM Present (voting members)						
		11/(c+1)	12/(c+1)	13/(c+1)	14/(c+1)	15/(c+1)	16/(c+1)	17/(c+1)
c (Candidates)	3	3	3	4	4	4	4	5
	4	3	3	3	3	3	4	4
	5	2	2	3	3	3	3	3
	6	2	2	2	2	3	3	3
	7	2	2	2	2	2	2	3
	8	2	2	2	2	2	2	2
	9	2	2	2	2	2	2	2
	10	1	2	2	2	2	2	2
	11	1	1	2	2	2	2	2
	12	1	1	1	2	2	2	2
	13	1	1	1	1	2	2	2

10.2.3 Balloting Round for Position Vacancy

First ballot – Members will submit a vote for one position vacancy at a time, selecting the most qualified Candidate. A Candidate who receives at least two thirds of the Committee votes is a Nominee. (See Consensus). In the event that a Candidate receives less than the minimum number of votes per ballot, per Table 10-2, the Chair will determine if any Candidates should be removed from further consideration in that ballot round.

Second ballot and subsequent ballots – Similar to the first ballot, should the position vacancy not be filled on the first ballot, balloting may continue by consensus ballot with Candidates who received the minimum number of votes per ballot, per Table 10-2, to remain under consideration.

When the vacancy is filled, at any point during the ballot round, the balloting moves to the next ballot round. Candidates removed from the previous ballot round are reinstated to the new ballot round until they fail to meet the minimum number of votes per ballot.

The consensus voting process shall continue until the number of vacancies is filled, or until a stalemate is determined to exist by the Chair.

After three or more ballot rounds, the Chair has the discretion to move to either the Instant-Runoff Method or the Weighted Ballot Method to fill a single slot or may entertain a rule change. Once that slot has been filled the Chair will resume the regular consensus balloting method. Candidates removed from the previous ballot round are reinstated to the new ballot round until they fail to meet the minimum number of votes per ballot.

Alternate Nominee(s) for the Board of Governors shall be determined from all remaining Candidates for the position. These Alternate Nominees will not be added to the Society Officer Election Ballot that goes out to the ASME membership and the names will not be shared unless needed.

Below are some scenarios the Nominating Committee may consider, to determine if the Instant-Runoff Method or weighted ballot method should be used:

- Votes split between two or more nominees for an open position, or
- Stalemate resulting in a nominee or nominees not achieving consensus

10.2.4 *Instant-Runoff Method (Option)*

In the event of a stalemate, the Nominating Committee Chair may opt to use Instant-Runoff Voting Method.

Like the weighted ballot method, voting members rank their choices in instant-runoff voting. Whereas in the weighted ballot all candidates receive a rank, in instant-runoff voting only those candidates you want to vote for receive a ranking. Therefore, if a voting member finds a particular candidate unqualified for the position, they leave that candidate's name blank on the ballot. Thus, acceptable ballots for a three-way race include:

- All candidates ranked (A1/B2/C3, A1/B3/C2, A2/B1/C3, A2/B3/C1, A3/B1/C2, A3/B2/C1)
- Two candidates ranked (A1/B2, B1/A2, B1/C2, C1/B2, C1/A2, A1/C2)
- One candidate ranked (A1, B1, C1)
- Abstain

The main difference between instant-runoff voting and weighted ballot occurs in the tallying. Whereas weighted ballot can only eliminate one candidate from convention, instant runoff obtains consensus.

In the first tally, only the first-rank votes (1's) are counted. If a candidate fails to obtain consensus (e.g., 12 with 17 voting members), then the votes for the candidate with the lowest

vote total on this tally get redistributed per their second-choice rank (2's); any ballots that listed a first choice only stay with the candidate. This process of redistributing ballots occurs until a candidate reaches consensus or no ballots can be redistributed further.

For example, let's say that in the first tally, Alex receives 8 first-rank votes; Beth, 5; and Charlie, 4. With the lowest vote total and no consensus, Charlie's votes get redistributed. Of the four ballots ranking Charlie first, two rank Beth second, one ranks Alex second, and one ballot only ranked Charlie. So, in the second round of tallying, Alex has 9 votes; Beth, 7; and Charlie, 1.

In the third round of tallying, Beth has the lowest non-redistributable vote total and so her votes get redistributed. Of the five ballots that ranked Beth first, let's say two rank Alex second, one ranks Charlie second, and two only ranked Beth; moreover, of the two ballots that ranked Beth second, one ranks Alex third and one only ranks two candidates (thus remaining with Beth). Thus, at the end of the third tally, Alex reaches consensus with 12 votes; Beth has 3 votes; and Charlie, 2 votes.

10.2.5 Weighted Ballot Method (option)

Each voting member shall record their vote by “weighing” each Candidate in order of preference using a numerical scale based on the number of Candidates running for that office. If there are 4 Candidates, the scale is 1 through 4. The weighed votes are tallied and reviewed by the Nominating Committee Chair and Secretary. The name receiving the lowest number of points, from the weighted ballot, shall be selected for the open slot.

For example, if there are four (4) Candidates for a particular office, each Nominating Committee Member will vote by ranking each Candidate with a number of points 1, 2, 3, or 4. With one (1) representing their top choice, two (2) for second choice, and so on. This will help to identify the two (2) top ranked Candidates.

If a tie occurs, then another weighted voting round (or rounds as needed) shall take place until one Candidate is identified for the open slot.

The results of all weighted votes may be projected for all to view between votes.

10.3 Allowance for Abstentions

A Voting Member may abstain from voting; however, consensus will need to be obtained. A Voting Member may abstain by marking “Abstain” on the ballot.

11 Suspension and Extension of the Selection Meeting

(Reference [By-Law B4.2.9](#))

If the Nominating Committee is unable to reach consensus for a full slate of nominees, not including Alternate Nominees for Board of Governors, at the Selection Meeting, the Chair of the Nominating Committee shall entertain a motion to suspend the Selection Meeting until deliberations can be continued and consensus reached for a full slate of nominees. The Chair may choose to announce what positions, if any, have been filled at the time of the President's Dinner.

Prior to suspension of the Selection Meeting, the Candidate Search Subcommittee should identify additional candidates to contact to appear before the Nominating Committee and a timeline for contacting additional candidates.

The Nominating Committee shall determine what application criteria is sufficient to be submitted by additional candidates, including but not limited to, submission of a prior year's Candidate application.

At the discretion of the Nominating Committee, a Candidate may be allowed to conduct his or her interview in absentia after the suspension of the Selection Meeting. An in-absentia interview audio shall be recorded with a minimum of two (2) Nominating Committee members observing the recording in real time. These (2) Nominating Committee members shall read the approved questions during the recorded question and answer period. In absentia interviews shall be distributed in an electronic form to all Nominating Committee Voting Members in advance of resumption of the Selection Meeting.

In the event of a suspension of the Selection Meeting where a partial list of Candidates has been nominated to the Slate at the time of suspension, the number of eligible Voting Members may reduce at the time of resumption of the Selection Meeting.

Prior to voting at the start of the Selection Meeting or at any resumption of the Selection Meeting where the Chair deems the number of eligible Voting Members may have changed, a count of eligible Voting Members shall be made to determine the basis for consensus and quorum. Only Consultants and Advisors may be invited to continue input and facilitation of the meeting. The Nominating Committee Secretary will take roll call to determine quorum and consensus for voting.

Upon resumption of the meeting, Nominating Committee members will again review potential conflicts of interest with Candidates and deliberate on remaining vacancies. Voting for officer positions shall be by secret written or electronic ballot initiated at the direction of the Nominating Committee Chair. The Nominating Committee Secretary along with available consultants and/or advisors will confirm the ballot results and present the results to the Chair.

12 Selection Meeting Results

After a slate of nominees has been agreed on, the Nominating Committee Chair will entertain a formal motion making the slate of nominees the official choice of the Nominating Committee. At the conclusion of the Selection Meeting, Voting Members will sign the list of “Final Selected Nominees” that will be presented on ASME’s Society Officer Election Ballot, less the names of the Alternate Nominees. By signing the list, all Voting Members accept the selected nominees and shall not engage in any Special Nominating Committees. Doing so will be means for dismissal from the Nominating Committee.

If any Alternate volunteer or consultant has assisted in the ballot counting process, their signature will be required on the “Final Selected Nominees” list and they shall accept that specific ballot count with the Nominating Committee Secretary. By signing the list, the Alternate volunteers and consultants are accepting the names and shall not engage in any Special Nominating Committee.

If the final voting is done during an extended Selection Meeting, a form will be sent to all Voting Members, present for the final voting, requesting their signatures. Electronic signatures are acceptable.

12.1 Slate

If a decision is not reached during the Selection Meeting, then within two weeks following the close of the second ASME Business Meeting of the fiscal year, the same Nominating Committee shall deliver to the Executive Director, in writing, the names of its nominees for the elective offices to be filled at the next election, together with the written consents of the nominees. ([ASME By-Law B4.2.9](#))

The Nominating Committee shall not provide feedback and/or comments to Candidates, Nominees, their supporters, or anyone else.

12.2 Announcement of Results from the Selection Meeting

If the Nominating Committee completes its selection of the nominees prior to the President's Dinner, then the Chair shall announce the President-Nominee and three Nominees for Board of Governors Members-at-Large at the dinner.

If the Nominating Committee has selected a President Nominee but one or more of the three Nominees for Board of Governors Members-at-Large remains unfilled, the NC Chair shall announce the President-Nominee but shall withhold all three Nominees for Board of Governors Members-at-Large nominees until the positions are filled.

If the Nominating Committee has selected all three Nominees for the Board of Governors Members-at-Large and the President’s position remains unfilled, the NC Chair shall announce the three Board of Governors Members-at-Large Nominees but shall withhold the President-Nominee until it has been filled.

In the event the Selected Nominees are not announced at the President's Dinner, the announcement will be made on ASME.org.

12.3 Society Officer Election Ballot

The Society Officer Election Ballot process

- In August, the names, pictures and biographies of the Nominees will be posted on the Nominating Committee Website.
- The Society Officer Election Ballot is done by an online ballot. Members will receive an email ten to sixty days prior to the first business meeting of the fiscal year that will include instructions on how to vote online. Members without email addresses or valid emails will receive a hard copy ballot in the mail.
- Members will then vote for the Nominees.
- In mid-October all Society Officer Election Ballots are due and a Committee of Inspectors of Proxies and Ballots will review the results.
- The official election takes place at the First Business Meeting of the fiscal year using the proxies and the individual votes of corporate members attending the meeting. At the meeting, Nominees' status becomes Elect and the term shall start the following June, immediately following the Business Meeting at the Annual Meeting.

13 Filling Vacancies in Society Offices

If, for any reason, the President elect is unable to take office, or the Nominee for President is unable to stand for election, the Nominating Committee shall be convened immediately to nominate another person for the office of President. Election of a new President elect shall be by special ballot mailed to each corporate member of the Society ([ASME By-Law B4.1.6.2](#)).

If a Board of Governor-nominee for the Board of Governors is unable to stand for election, the Nominating Committee shall recommend to the Board of Governors another nominee to fill the slate.

If a Board of Governor-elect to the Board of Governors is unable to take office, the Board of Governors shall fill the vacant position by appointment. ([ASME By-Law B4.1.6.1](#))

If a vacancy occurs on the Board of Governors after an elected Governor has been seated, the Board of Governors shall fill the vacancy by appointment for the un-expired portion of the term ([ASME By-Law B4.1.6.1](#)).

14 Continuous Improvement

The Nominating Committee uses surveys to review the effectiveness of training throughout the year. The Chair, Secretary, and NC Support Staff review these results and may relay any feedback as necessary to presenters, staff, etc.

Candidates are asked to take a survey which will be used by the incoming Nominating Committee.

The outgoing Chair and Secretary may develop a white paper gathering recommended suggestions for improvements from Voting Members and others to relay to the incoming Chair and Secretary. Alternatively, they may decide to hold a review meeting with the incoming Chair and Secretary to discuss improvements. Notes should be taken if a meeting is held instead of submitting a white paper for reference throughout the year as needed.

Appendix A: Candidate Search Subcommittee

Recommended Procedures

The goal of the Candidate Search Subcommittee is to attract a minimum and sufficient number of candidates for President (three) and for the members-at-large position (Governor) on the Board of Governors (six to nine). Soliciting quality candidates is an important element of the search process. However, the primary role of the Candidate Search is to find Candidates and move them through the application process. The Nominating Committee vets candidates for quality and leadership skills.

The focus of the Candidate Search Subcommittee is on the President and Governor positions.

Senior Vice Presidents are vetted by their Sector Board. The Sector Board then selects one candidate to present to the Board of Governors' meeting during the second Society-Wide Meeting of the fiscal year that occurs at the end of the second year of the three-year term of the current Senior Vice President. The nominee then appears before the Board of Governors to present his/her qualifications and address questions from the Board of Governors. If the nominee is approved as the new Senior Vice President, the term will begin at the end of the three-year term of the current Senior Vice President. [\(Policy 4.16 Section IV C-F\)](#)

The Candidate Search Subcommittee process consists of four stages.

- First, the Nominating Committee Voting Members and Alternates shall contact their assigning Senior Vice President to discuss potential candidates for all vacant positions.
- Second is to develop a potential list of candidates that will be contacted by the Candidate Search Subcommittee.
- The third stage is the process of solicitation, where the Candidate Search Subcommittee members reach out across the society to find interested candidates.
- The final stage is to translate interest into an actual Candidate Application.

Finding Candidates to run for office.

The primary sources for Candidates are as follows:

Source of Candidates

For the Office of:

Senior VP, Segment Leaders and Committee Chairs from Sectors with terms expiring in the current and next years.

President and Governor

Existing Governors with terms expiring in the current and next years

President

Candidates recommended by the President, Past Presidents and current Governors

President and Governor

Candidates recommended by sector Senior VP

President and Governor

Candidates recommended by ASME Sector Staff

President and Governor

Candidates' names discovered during networking with ASME leadership at various ASME functions and symposiums.

President and Governor

Persons expressing an interest in prior years but who were unable to put their name into nomination

President and Governor

Persons putting their name into nomination in one or more of the last two prior years, but not selected

President and Governor

Prior Governors whose term expired in the last 3 years.

President

See [Emails 1 - 7](#) for examples of emails soliciting for names of Candidates.

Data Supplied by Staff at the start of the Candidate Search Process

At the initiation of Candidate Search, the Nominating Committee Support Staff will provide the following information upon request:

- A list of all current society officers with their terms, email addresses, and telephone numbers.
- A list of all the primary ASME staff members for each sector, with email addresses and phone numbers
- A list of unsuccessful candidates for President and Governor over the last two years with email addresses and phone numbers
- A list of all candidates discovered during the previous two years that expressed an interest but choose not to put their name into nomination for Governor or President.
- A list of past Governors with terms expired more than one year ago but no more than three years ago.

Committee Record Keeping

The Nominating Committee Support Staff will arrange the current year's list of names in an Excel spreadsheet with the following headings in alphabetical order by last name:

Name of Candidate
Position Considered
Current ASME office, if any
Source (i.e. recommended by the President, current Governor, etc.)
Email Address
Phone Number
Assigned to (member of Candidate Search)
Date Solicited
Follow-Up Solicitation Date
Acceptance (Yes/No)
Candidate for Next Year (Yes/No)

The Nominating Committee Support Staff will also construct a separate Excel spreadsheet listing all candidates expressing interest in putting his/her name into nomination for the current period, the candidates' contact information, his/her Sector and Sector ASME staff member, assigned the Candidate Search application mentor, and application status in alphabetical order by last name.

The Nominating Committee Support Staff in conjunction with the Candidate Search Chair will update this list prior to and following each meeting of the Candidate Search Subcommittee.

At the conclusion of Candidate Search, the Nominating Committee Support Staff and the Candidate Search chair will evaluate the effectiveness of the process in developing candidate

leads, converting leads into expressions of interest, and finally, converting expressions of interest into completed applications.

The Candidate Search Chair and Nominating Committee Support Staff will propose any changes to the Candidate Search procedure to improve the performance in any or all of the three stages.

The Nominating Committee Support Staff will retain the Candidate Search spreadsheets for a minimum of two years and use those spreadsheets as data for following years. Most important is to retain the names of candidates with interest but preferring to run in some future period, who unsuccessfully put their names into nomination, and who expressed interest but failed to complete his/her application.

Seeking Nominees

One or two weeks prior to the fall ASME IMECE is the ideal time to send out the emails to ASME Staff leadership and other various sources recommended by subcommittee members seeking the names of potential candidates. Sending emails just before the IMECE will put the issue at the forefront and allows ASME leadership to use the IMECE to search out potential candidates.

Active recruiting should begin in September. Members can use email employing persuasive messages or personal appeals over the phone. See Emails for sample solicitations asking candidates to serve.

Of course, some candidates do not immediately respond and need follow-up. Two paths to follow-up are:

1. Members of Candidate Search Subcommittee who know the potential candidate might make a personal appeal to the candidate to stand for office.
2. Send a follow-up email.

It is also normal for candidates unsuccessfully standing for office in the previous year to successfully stand for office again. However, these candidates might need additional encouragement. See Emails for a sample solicitation targeted at the prior year candidate.

Persistence is essential. Candidate Search Subcommittee members need to continue to follow-up to ensure they receive a response, either yes or no. Moreover, they need not be reluctant to ask candidates to reconsider, even following an initial rejection.

Once a person expresses an interest, the Nominating Committee Support Staff will follow up with the link to the Application and provide deadline dates.

From Interest to Application

Experience suggests that the Application process causes some potential candidates to fail to become actual candidates. The final role of the subcommittee is to mentor candidates through the application process. The Candidate Application will have staggered deadline dates. An annual chart of due dates will be located on the Nominating Committee's Candidate website.

Email Samples

Email 1: Soliciting ASME Staff for Recommendations

Subject line of email: Seeking Candidates for President and Members-at-Large of the Board of Governors

To Sector Staff Member:

My name is _____. I am a member of the ASME Nominating Committee. Our task is to ensure that we have a number of quality Candidates to stand for nomination for ASME President and Board of Governors Members-at-large positions.

The Nominating Committee encourages all members of the Society, including ASME staff, to propose nominees for President and the Board of Governors. In my years with ASME, I have found that you, as a staff member, have the best insight into potential leaders of our Society. Of course, you can only suggest. It is the choice of the Candidates to stand for office and the role of the Nominating Committee to vet the Candidates. However, the first step in the process is uncovering future leaders of the Society. To do so is invaluable to the future success of ASME.

If there are individuals who might qualify for President or as a members-at-large of the Board of Governors, could you provide me with their name and email? I will take it from that point forward. I will not reveal who made the recommendation without first asking your permission.

Thank you so much for your assistance. Ensuring quality candidates to fill senior positions within the body of ASME is essential to the perpetuation and quality of our organization.

Information on open Society Officer Positions and materials needed to run for office are available at go.asme.org/nominate.

Very truly yours,

ASME Nominating Committee Member

Email 2: Soliciting Current and Past Leadership for Recommendations to BOG

Subject line for email: Seeking candidates for Members-at-Large of the Board of Governors

To President, Past President, Board Member and Sr.VP

As part of the Nominating Committee's Candidate search process, we look to the senior leadership of ASME to identify, encourage, and mentor the most experienced and talented volunteers so they may move up to positions on the Board of Governors and, for a few, the office of President.

As you know, Members-at-Large of the Board of Governors must possess the qualities of character, vision, responsibility, and leadership. As the recognized leader of ASME, the President has these same qualities to an even greater extent, especially in leadership, and with a comprehensive understanding of the Society.

At this level of participation, service to ASME will be both rewarding and foster professional development. All we need are the name(s) and email(s) of the potential Candidate(s). We will take it from that point forward to contact the people individually, ask them if they will consider putting their name forward as a Candidates, and describe the process. It will be their choice to put forth their name.

Information on open Society Officer Positions and materials needed to run for office are available at go.asme.org/nominate.

Thank you for your help.

ASME Nominating Committee Member

Email 3: Seeking Candidates for President

Subject line: Seeking candidates for ASME President.

Dear: _____,

I am _____ and I am a member of the ASME Nominating Committee. We are searching for potential Candidates who might be interested in becoming President of the Society. You already know that service to ASME is rewarding, and fosters leadership and professional development. ASME needs competent leaders willing to contribute to the Board and the Society. Perhaps, it is time for you to consider running for President.

The President must:

- Possess the qualities of character, vision, leadership, responsibility, and a broad understanding of the Society.
- Be able to speak effectively before an audience.
- Be experienced, in high standing, and an active participant in the work of the Society.
- Have sufficient knowledge of ASME to assess what is likely to succeed and what is almost sure to fail.

The President is the recognized leader of the Society and initially serves as a Member of the Board of Governors as President elect, then for one year as President, and finally, for one year as immediate past President. As President, you preside over the Business Meetings of the Society and meetings of the Board of Governors. The President addresses Members of the Society and represents the Society globally before other organizations and in Washington DC. The President also has the opportunity to contribute a President's Page in MECHANICAL ENGINEERING, ASME News, and the Annual Report. The President's job description will describe the responsibilities and duties of the President and is located at go.asme.org/nominate.

Please let me know if you are interested in serving. I will then forward you the documents needed to put your name into nomination. The choice, of course is yours, but ASME needs leaders who can guide the organization into the future.

Additional information is available at go.asme.org/nominate.

Thank you for your service to ASME.

ASME Nominating Committee Member

Email 4: Seeking Candidates for Board of Governors, Members-at-Large

Subject line: Seeking candidates for Board of Governors, Members-at-Large.

Dear:

I am _____ and I am a member of the ASME Nominating Committee. We are searching for potential Candidates who might be interested in becoming a Member-at-large of the ASME Board of Governors. Service to ASME is rewarding and can foster leadership and professional development (as you know). ASME needs competent leaders willing to contribute to the Board and the Society.

Have you considered putting your name into nomination as an ASME Board of Governors member-at-large?

The Board of Governors manages the affairs of the Society. The Board consists of the President, the most recent available past President, nine Members-at-large and the President elect (if not currently a Member-at-large). The term of each Member-at-large is three years. General qualifications are:

- Possession of the qualities of character, vision, leadership, responsibility, and a broad understanding of the Society.
- The ability to speak effectively before an audience.
- Experience, high standing, and active participation in the work of the Society.
- Sufficient knowledge of ASME to assess what is likely to succeed and what is almost sure to fail.

These responsibilities of the Member-at-large Board of Governors can be found in the Board of Governors job description located at go.asme.org/nominate. Please let me know if you are interested in serving. I will then forward you the documents needed to put your name into nomination. The choice, of course is yours, but ASME needs leaders who can guide the organization into the future.

Additional information is available at go.asme.org/nominate.

Thank you for your service to ASME.

ASME Nominating Committee Member

Email 5: Volunteer Leader Sample Emails

Dear: _____

You might wonder where we got your name. You came highly recommended from one of your ASME peers. As part of the search process, we reach out to Past and Present Governors, Presidents and Senior Vice Presidents. Your peers proposed you as a recommended candidate for _____.

ASME needs members like you to lead the society – leaders who represent the future of engineering. ASME needs strong leadership if it is to continue to foster new technologies and engineering competencies – in government, university, and industry, while also attracting the interest of the new engineering student.

There is still time to put your name up for _____. Please let me know.

Additional information and the Candidate Application are available at go.asme.org/nominate.

Thank you,

ASME Nominating Committee Member

Email 5b: Sample Email (Interest from Previous year)

Dear: _____

Your name came to the Nominating Committee’s attention last year as a qualified Candidate. During our outreach, you asked us to contact you again – as now might be the time to serve.

ASME needs members like you to lead the society – leaders who represent the future of engineering. ASME needs strong leadership if it is to continue to foster new technologies and engineering competencies – in government, university, and industry, while also attracting the interest of the new engineering student.

There is still time to put your name up for _____. Please let me know.

Additional information and the Candidate Application are available at go.asme.org/nominate.

Thank you,

ASME Nominating Committee Member

Email 5c: Sample Email (Past and current Office Holder)

Dear: _____

You might wonder where we got your name. As part of the search process, we reach out to past office holders or current office holders with expiring terms. Serving as an Officer in ASME is an important qualification when seeking individual’s interest in serving and leading the society.

ASME needs members like you to lead the Society – leaders who represent the future of engineering. ASME needs strong leadership if it is to continue to foster new technologies and engineering competencies – in government, university, and industry, while also attracting the interest of the new engineering student.

There is still time to put your name up for _____. Please let me know.

Additional information and the Candidate Application are available at go.asme.org/nominate.

Thank you,

ASME Nominating Committee Member

Email 5d: Sample Email (Multi-Year Candidate)

Dear: _____

Did you know that it is relatively common for candidates to stand for office more than once before selected? ASME is fortunate to have a large number of superior Candidates willing to lead the organization. Too often ASME has more qualified candidates than can be selected during a single nominating cycle. To stand for nomination at any time suggests that your peers look up to you and seek your leadership. Your peers continue to recommend and encourage you to seek a leadership position in ASME.

Would you stand for nomination again?

ASME needs members like you to lead the Society – leaders who represent the future of engineering. ASME needs strong leadership if it is to continue to foster new technologies and engineering competencies – in government, university, and industry, while also attracting the interest of the new engineering student.

There is still time to put your name up for _____. Please let me know.

Additional information and the Candidate Application are available at go.asme.org/nominate.

Thank you,

ASME Nominating Committee Member

Email 6: Sample of Email asking for Reconsideration

Dear: _____

I thought you might be interested to know that your name came up again in our recent meeting of the Nominating Committee Candidate Search Subcommittee. You came highly recommended from a present member of the Board of Governors.

I thought I might try again. Perhaps your situation has changed, and you might reconsider. ASME also needs members like you to lead the Society – leaders who represent the future of engineering, are charting new paths, and know that change is the way we do business today. ASME needs strong leadership if it is to continue to foster new technologies and engineering competencies – in government, university, and industry, while also attracting the interest of the new engineering student.

There is still time to put your name up for _____. Perhaps you might reconsider. Please let me know.

Additional information and the Candidate Application are available at go.asme.org/nominate.

Thank you,

ASME Nominating Committee Member

Email 7: Follow up to remind member to submit their Letter of Intent

Dear: _____

Thank you for your interest in running for _____. It is vitally important to the future of ASME that we have willing and competent leaders to guide our organization into the future. The first step in this process is to complete your Letter of Intent, which is due on or before January 31 with your resume or CV. The next step is your Candidate Application, which is due April 15. At the ASME Annual Meeting this June, you will meet with the Nominating Committee. Regardless of the outcome, having you as part of this process is extremely valuable because of the leadership potential you have demonstrated and your contributions to the Society. Please, if you have questions or concerns, do not hesitate to contact either RuthAnn Bigley or myself.

Additional information and the Candidate Application are available at go.asme.org/nominate.

Thank you,

Nominating Committee Member

Phone:

Email:

RuthAnn's contact information is:

Phone: 212.591.7650

Email: bigleyr@asme.org

Email 7A: Note of Congratulations from Chair of Nominating Committee (Candidate interested in running)

Dear: _____

Thank you so much for submitting your name as a candidate for _____. It is vitally important to the future of ASME that we have willing and competent leaders to guide our organization into the future. The first step in this process was to complete your Letter of Intent, which you have done. The next step is your Candidate Application, which is due _____. Then, at the ASME Annual Meeting this June, you will meet with the Nominating Committee. Regardless of the outcome, having you as part of this process is extremely valuable because of the leadership potential you have demonstrated and your contributions to the Society. Please, if you have questions or concerns, do not hesitate to contact either RuthAnn Bigley or myself.

Additional information and the Candidate Application are available at go.asme.org/nominate.

Thank you,

Chair, Nominating Committee

Phone:

Email:

RuthAnn's contact information is:

Phone: 212.591.7650

Email: bigleyr@asme.org

Email 7B: Note of Congratulations from Chair of Nominating Committee (Candidate who has submitted the Application)

Dear: _____

Thank you so much for submitting Candidate Application for _____. It is vitally important to the future of ASME that we have willing and competent leaders to guide our organization into the future. At the ASME Annual Meeting this June, you will meet with the Nominating Committee. Regardless of the outcome, having you as part of this process is extremely valuable because of the leadership potential you have demonstrated and your contributions to the Society. Please, if you have questions or concerns, do not hesitate to contact either RuthAnn Bigley or myself.

Thank you,

Chair, Nominating Committee

Phone:

Email:

RuthAnn's contact information is:

Phone: 212.591.7650

Email: bigleyr@asme.org

Appendix B: Check-in Desk and Selection Meeting Setup

The Nominating Committee Support Staff is responsible to see that all necessary equipment and facilities are available for the check-in desk and Selection Room.

Check-in Desk

Check-in activities are the responsibility of the Alternate Volunteers in attendance, under the supervision of the Nominating Committee Support Staff. The following summarizes the activities required:

- Check in Candidates.
- Display the interview schedule and status of the interviews at the desk.
- Maintain a file which shows where the Candidates may be located (1) in case of a change in schedule and (2) in case Candidates are asked to return to the Selection Room.
- Make every effort to help put both Candidates and scheduled speakers at ease.

On the signal from the Nominating Committee Chair, the Alternate Volunteer shall escort the Candidate in and out of the Selection room and stay in the room during the interview process. Alternate Volunteers shall not discuss at any time or in any place outside the Selection Room the substance of any proceedings in the Selection Room.

If an Alternate Volunteer has assisted in the ballot counting process, their signature will be required, and they shall accept that specific ballot count with the Nominating Committee Secretary. Engaging in an outside Special Nominating Committee may be means for dismissal from the Nominating Committee.

Checklist for Check In

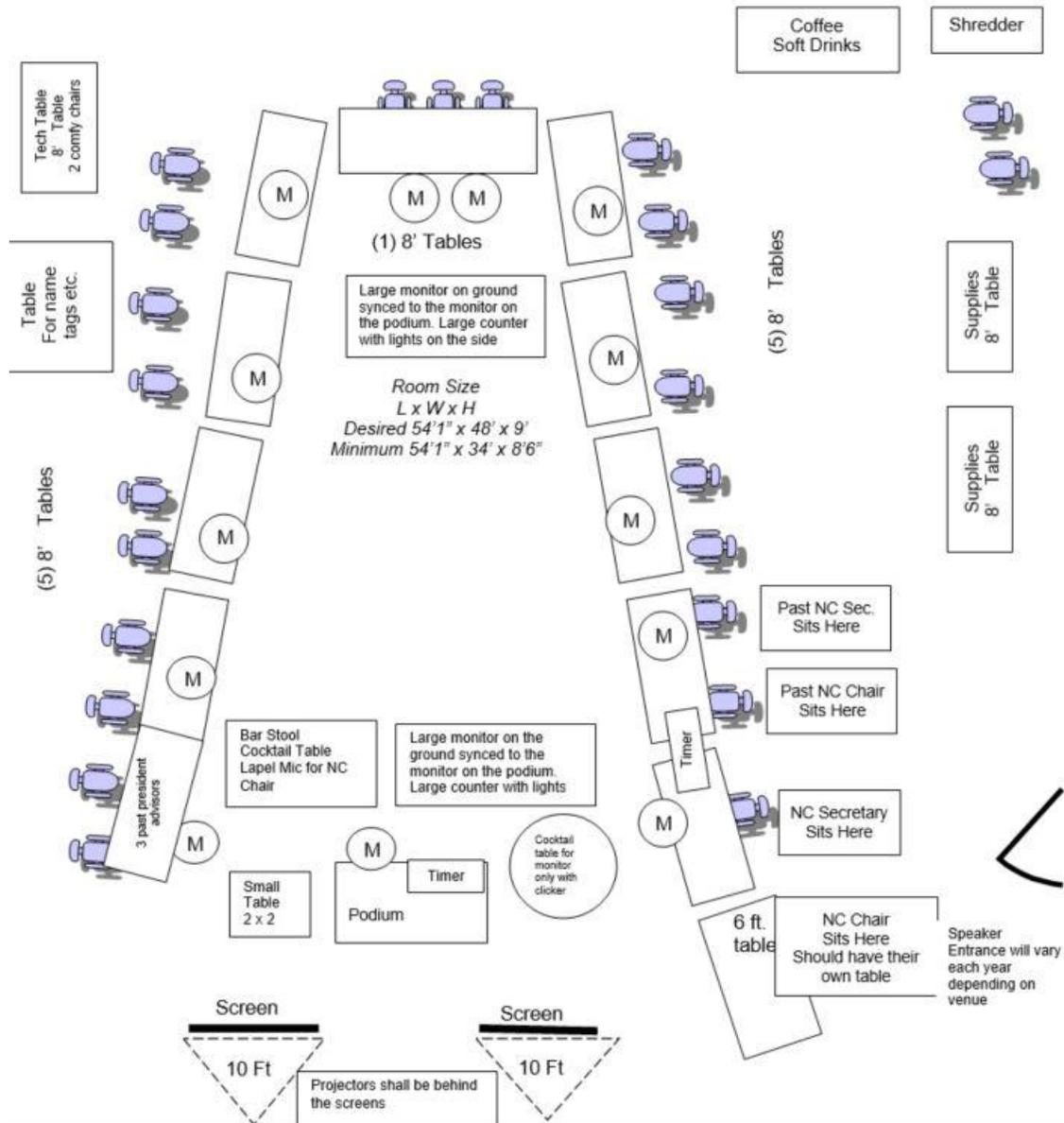
- Check-in candidate
 - Confirm Candidate's interview time.
 - Ask Candidate for cell phone number in case the Nominating Committee gets off-schedule
 - Request Candidate arrive to interview 15- minutes early to get mic'd, prepared, & staged
 - Verify slide presentation if any and have Candidate peruse through their slide deck.
- Review what to expect at the interview:
 - Explain that we'll use a lavalier microphone
 - Microphone is directional; requires central placement on sternum attached to a sturdy piece of clothing

- Jewelry, nametags should be removed to prevent interfering with microphone
- Microphone will be live but muted until Candidate walks into room
- No electronic devices allowed in the room
 - Notes should be on paper or read from slides – Reading from tablets, computers or phones is not allowed.
- Describe walk to Selection Room:
 - Candidate will be escorted into the Selection Room
 - Chair will open door & welcome Candidate
 - Show Candidate Selection Room layout
 - Describe podium placement & materials on podium
 - Inform Candidate that a step is available if they would like to use it. (Anteroom volunteer should let NC Support Staff know if the Candidate would like the step.)
 - Explain that Candidate may walk around the room; however, don't get too close to the sound system speakers
- Explain how to use clicker/remote to advance slides & laser pointer
- Describe countdown timer functionality
 - Countdown begins when Candidate begins talking
 - Light goes from green to yellow when 30 seconds remain
 - Light goes red when time ends
 - Chair will interrupt when time ends if still speaking
- For Candidate, review process for Q&A:
 - Chair will indicate beginning of Q&A session and who will ask first question
 - Persons with green tent cards will not ask questions
 - Questions will move in one direction around the table & return to starting point once all NC members have asked their question

- You may ask for questions to be repeated; however, they will only be repeated, not restated
- If you believe a question duplicates a topic that you've already covered, you may either (i) elaborate on that topic, or (ii) comment that you've addressed this topic and request the next question
- All questions will be shown on all the accessible monitors in the Selection Room.
- For all, review departure process:
 - Escort will lead you out of the Selection Room.
 - Remove the lavalier microphone
 - Complete a brief survey about your experience as a Candidate

Nominating Committee Selection Room Layout

M stands for microphone



The room arrangement at the Selection Meeting should be set up conference style (V Shape) with seating available for at least 23 people. The dimensions of the room could be a minimum of 54'1" x 34' and no greater than 50'10" x 48'. It is important that the conference room for the Selection Meeting be adequately soundproofed and isolated from the hallway to ensure the privacy of the discussions and decisions within.

The room arrangement for the Selection Meeting must include a check-in desk in the hallway which shall double as a barrier to the Selection Meeting room for persons arriving for their interviews.

Suggestions for the Selection Room Set up

1. Twenty-Three (23) seats required at table for Members, Advisors and Consultants
2. The length of the “V” should not go beyond the front of the speaker’s podium
3. Chair must have their own table to be able to have room to spread out.
4. If possible, Secretary shall have their own table.
5. Current NC Chair and Secretary should be seated next to the Candidates’ entrance.
6. Next to the Chair is the Secretary, Past Chair, and past secretary who will run the timer.
7. For mentoring purposes each table should have a first- and second-year NC Member
8. Past President Advisors are seated opposite the NC Chair
9. NC Chair, Secretary, Consultants and Advisors shall have a Green Tent Card, so Candidates know they will not be asking questions.
10. Two (2) or three (3) individual chairs near Candidate entrance for Alternate Volunteers.
11. At least 1 microphone to be placed in the center of each table as shown (M)
12. One Power Strip per table placed in the center of the table and not off to a side.
13. Large-capacity paper shredder shall be inside room.
 - a. Order by ASME NC Coordinator in conjunction with the ASME Events Department
14. Timer to be placed between the current NC Secretary and the past NC Secretary as shown
15. Timer to be place on the Podium
16. Large Monitor and timer with lights in front of the Past Presidents table at eye level and facing out in front of the Podium.
17. Large Monitor below podium so Candidate walking the inside of the V can see the Monitor
18. Large Podium for Presenters (give more room for papers)
19. All Candidates shall use a lavalieri, headset or podium Microphone (1 mic for Sunday and 2 for Monday and Tuesday.)
20. One monitor with clicker next to Podium on a cocktail table
21. Bottled Water on the other side of Podium on a cocktail table.
22. Two (2) overhead projectors to be projected BEHIND the two (2) ten (10) foot screens.
23. One (1) AVPG laptop with switcher for Secretary to be connected to overhead projectors.
24. One (1) AVPG laptop to be synced with the check-in desk laptop
25. Bar Stool and cocktail table for the Chair.
26. One (1) lavalieri or headset Microphone for NC Chair.
27. ASME Lync System needs to be hooked into the sound system and the presenter needs to be heard from the podium (for in-absentia presentations)

28. Printer to be put near the Secretary or close by.
29. Printer at check-in desk
30. Podium step for shorter presenters.

Appendix C: Questions Subcommittee

Recommended Procedures

The Questions Subcommittee will deliver a prioritized list of questions for use by the Nominating Committee during the interview portion of the Selection Meeting.

The goal shall be to develop clear, concise, unambiguous questions, within the specific categories for each office.

The lists of questions will be used by the Nominating Committee without need for protracted discussion or significant re-write. Prior to the Selection Meeting, the Questions Subcommittee will finalize which questions will be used for each office. During the Selection Meeting, a pre-agreed order will be determined as to how the questions will be asked and who will ask them.

The proposed categories are only a tool to get the subcommittee members to start thinking about the qualities and skills needed in a Candidate. As the Nominating Committee completes training sessions between September and March, each subcommittee member will be composing questions based on the information gained during Nominating Committee training sessions.

The success of this subcommittee is in the hands of the subcommittee members. It is up to them to attend Nominating and Subcommittee Meetings, as practical, and complete the assignments prior to subcommittee meetings.

Proposed Meeting Schedule for Questions Subcommittee - Year at a Glance

August	September	October	November/December	January /February
Review subcommittee charge and goals.		Determine who will be going to the IMECE. Encourage them to attend the open session of the BOG meeting on Saturday	Discuss BOG meeting from Congress. What can we add to our categories/questions	Review/Edit questions submitted after the recent NC Training sessions
	Review the past year's Candidate Application and work with the Election Procedures subcommittee on what to put into the new Candidate Application if needed.	Continued discussions on categories	Set categories	
Open discussion to determine categories	Discuss Proposed Categories that work with the matrix, Candidate Application and Evaluation Sheet to aid in developing questions	Review questions. Edit appropriately.	Review questions. Edit appropriately.	Set March Meeting date and review action items
Assign Subcommittee members President or BOG Questions	Begin submitting to subcommittee Chair and ASME NC Support Staff questions	Continue Submitting Questions	Continue submitting questions	
Set Next Month's Meeting and review action items	Set October Meeting Date and review action items	Set Next Meeting date and review action items	Set Next Meeting date and review action items	

March	April	May	June
Review the Simulated Applications. Determine if the subcommittee has asked questions that can enhance what is on the application.	Discuss the outcome of the rankings and make any changes.	Final look-see of questions based on application reviews.	See full description below.
Review additional questions provided after the February Training session	Review questions to be sure they are short and clear	Finalize ranking	
Discuss how ranking will work	Review real Candidate Applications and see if additional questions need to be added		
Confirm April meeting date and action items.			

June NC Meeting

- The Chair of the Questions Subcommittee will be expected to brief the NC on the questions and the process of asking them. Several points to touch on:
 - Questions will be assigned in a pre-agreed order.
 - NC members will be asked to present their question into the microphone before Candidates come in. This will ensure members can be understood, heard and are not altering the question.
 - Read the questions exactly as written, no exceptions!
 - If a candidate asks for clarification, the only possible option is to re-read the question. If they continue to press, move on to next question.
 - If a person responsible for asking a question does not do so in a timely manner, the subcommittee chair will ask the question and that person will be skipped.
 - Have the first person who is asking the questions raise their hand and let the Candidate know they are asking the first question.
 - Determine with the committee what will happen when there is only a few seconds left on the clock and it is time to ask another question.
 - Have a debrief session at the end of the meeting to see what questions worked well and if some should be reconsidered for the next year.

Appendix D: Conflict of Interest Form

Appendix D
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AMERICAN SOCIETY OF MECHANICAL ENGINEERS

Annual Conflict of Interest Disclosure Statement For Governors, Officers, and Key Employees

A conflicts disclosure statement is mandated by New York law and is strongly encouraged by the IRS. Individuals holding the leadership positions listed above are required to complete this disclosure form annually and before they commence service to the American Society of Mechanical Engineers (“ASME”).

One purpose of this disclosure form is to assist ASME and individuals holding leadership positions within ASME in the fulfillment of their fiduciary and other legal responsibilities, including compliance with specific requirements of New York law applicable to “related party transactions” and compliance with Federal tax statutes pertaining to “excess benefit transactions” and “private inurement.”

We urge you to keep a copy of the form for your reference in the future. However, your disclosures should be re-considered and updated each year. You also have disclosure obligations throughout the year if new circumstances arise or come to your attention.

A copy of ASME’s Conflict of Interest Policy is attached for your convenience. If you are in doubt about how to fill out this form, please consult the Conflict of Interest Policy or contact ASME’s General Counsel or Corporate Counsel.

There are three disclosure pages that follow, plus one signature page. The answer on some or all of the disclosure pages may be “N/A” if the information sought is “not applicable” to you.

Please complete the form to the best of your knowledge.

Please note that the disclosure obligations extend to matters involving ASME’s affiliates. This includes The ASME Foundation, Inc., the ASME Auxiliary, and ASME’s wholly owned limited liability companies (LLC’s)

Please complete each disclosure page and initial it. Please sign and date the signature page.

PART I

Businesses and Trusts that Have a Relationship with ASME

Please list any *business* or *trust* in which you or a *member of your family* has an *interest*, if the business or trust has a business, financial or other relationship with ASME or any affiliate of ASME. Include contracts and other relationships that you know are under consideration or discussion by ASME or any affiliate of ASME.

Add Additional Sheets if Necessary. Write "N/A" if not applicable to you.

A *business* means a corporation, company, partnership or sole proprietorship operated on a for-profit or taxable basis. A *trust* means a trust or an estate (other than one held for solely charitable or nonprofit purposes).

An *interest* exists if you or a *member of your family* is an officer, director, trustee, member, partner, sole proprietor, owner of at least a 5% direct or indirect interest, or employee of the business.

The *members of your family* consist of:

- Your spouse or domestic partner¹
- Your ancestors
- Your siblings and half-siblings
- The spouses or domestic partners of your siblings and half-siblings
- Your children, grandchildren and great-grandchildren (including by adoption)
- The spouses or domestic partners of your children, grandchildren and great-grandchildren

Your Initials: _____

¹ The term "domestic partner" is defined by New York law. The term is not limited to registered domestic partner relationships and may include an individual who is named as beneficiary of your life insurance policy or retirement benefits as well as an individual who is dependent on you for support or upon whom you are dependent. Individuals who are in relationships but are unmarried should contact ASME to obtain the complete definition.

PART II

Nonprofits that Have a Relationship with ASME

Please list any *nonprofit* in which you or a *member of your family* has an *interest* if the nonprofit has a relationship with ASME or any affiliate of ASME (e.g., as a “partner” in a joint initiative). Include contracts and other relationships that you know are under consideration or discussion by ASME or any affiliate of ASME.

Add Additional Sheets if Necessary. Write “N/A” if not applicable to you.

A *nonprofit* ordinarily means a charity, but may also mean a trade association, social club or other tax-exempt entity.

An *interest* exists if you are an officer, trustee, director, or employee of the nonprofit.

The *members of your family* consist of:

- Your spouse or domestic partner
- Your ancestors
- Your siblings and half-siblings
- The spouses or domestic partners of your siblings and half-siblings
- Your children, grandchildren and great-grandchildren (including by adoption)
- The spouses or domestic partners of your children, grandchildren and great-grandchildren

Your Initials: _____

PART III

Other Conflicting Interests or Possible Conflicts

Please list any transaction, agreement or other arrangement in which ASME or any affiliate of ASME is a participant and in which you or a *member of your family* might have a *conflicting interest*. Include transactions, agreements or other arrangements that are under consideration or discussion.

Also please list any other interests that could give rise to a conflict of interest under ASME's Conflict of Interest Policy.

Include situations that you are concerned may present actual or potential conflicts of interest, but about which the applicability of ASME's policy is not clear to you.

Add Additional Sheets if Necessary. Write "N/A" if not applicable to you.

A conflicting interest exists:

- if you or any *member of your family* has a financial interest in the transaction, agreement or other arrangement (e.g., as the counterparty to the transaction or as a person entitled to a commission or a finder's fee or as the trustee or beneficiary of a trust or estate).
- if you or any *member of your family* has an interest in the transaction, agreement or other arrangement that could be seen as competing with the interests of ASME or any affiliate of ASME (e.g., because the other party is a client of your firm).

The members of your family consist of:

- Your spouse or domestic partner
- Your ancestors
- Your siblings and half-siblings
- The spouses or domestic partners of your siblings and half-siblings
- Your children, grandchildren and great-grandchildren (including by adoption)
- The spouses or domestic partners of your children, grandchildren and great-grandchildren

Your Initials: _____

SIGNATURE PAGE

I have read the Conflict of Interest Policy of the American Society of Mechanical Engineers.
I hereby agree to abide by the Policy, and I have completed the foregoing three-page Disclosure Statement to the best of my knowledge.

Your Signature: _____

Date: _____

Print Your Name: _____