



Guidelines when running for Society Office Positions Taken from the Nominating Committee Manual

Mainly for the Candidate's Use.

MM - 10 (part 2 of 2)

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The Nomination Packet can be found at go.asme.org/nominate. If you have any questions please contact our Nominating Committee Support Staff , RuthAnn Bigley at bigleyr@asme.org.

Board Minutes and Agendas can be found at
https://community.asme.org/board_of_governors/m/default.aspx

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](#)

2 Candidates 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. These Nominees may be selected from proposals by various units or 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 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 nominations 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.

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 the 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 Proposed Nominees for elected office.

Candidates may be proposed as follows:

- A Letter of Intent may be submitted from a Society Sector, or
- A Letter of Intent may be submitted by a Society Member, or
- As a result of the NC’s deliberations.

In order to effectively discharge its duties, the Nominating Committee seeks the minimum number of Applications for the 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, where the Candidate Search Subcommittee members reach out across the society to find interested candidates.
- The final stage is to translate interest into actual Candidate Applications.

The Candidate Search Subcommittee strives to ensure the minimum number of high-quality Proposed Nominees for each position. However, it is at the discretion of the Nominating Committee Chair to cease action should he/she feel the Subcommittee and Nominating Committee has done due diligence with their search.

2.1 The Process when running for Society Office

The Nominating Committee may not reimburse Candidates for their travel and other expenses associated with their nomination and travel for the Selection Meeting. However, if a Candidate is at the Annual Meeting for other ASME business, they may be eligible for reimbursement from another area of ASME in accordance with [ASME Policy P 4.5](#).

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 Staff Coordinator, the Proposed Nominee will be allowed to make a presentation in absentia. Please contact the Nominating Committee Staff Coordinator for more information.

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

2.1.1 *The Letter of Intent – Preliminary Endorsement of a Candidate*

See Appendix A: Letter of Intent

The Letter of Intent is due on or before January 15 with the candidate's resume or CV. At that time the Nominating Support Staff can begin to organize the interview schedule. The Nominating Support Staff will advise the Nominating Chair and Secretary, and the members of the Candidate Search Committee when a Letter of Intent has been received. The Nominating 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 Candidates for any one office, by writing a Letter of Support for the Candidate.

2.1.2 The Candidate Application

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

The Candidate 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 the applications 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 appear before the Nominating Committee nor 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.

2.1.3 Candidate Briefings

All Candidates will be invited to an in-person session at ASME Headquarters, Two Park Avenue, New York, NY in early May. In person attendance is strongly encourage and reimbursement for travel will be in accordance with [ASME Policy P 4.5](#). A dinner will be arranged for Candidates only, no guests. This is an opportunity for Candidates to ask questions in a safe and open forum.

All Candidates will be informed of the briefing date as soon as the date is confirmed.

2.1.4 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.

2.1.5 The Selection Meeting

The Nominating Committee maintains a strict time schedule during the Selection Meeting.

Tentative interview times for Candidates are as follows:

- Board of Governors
 - Monday All Day (8:00 am – 8:00 pm)
- President
 - Tuesday Morning (8:00 am – 12:00 noon)

Please note the above time frames are all subject to change depending on the number of Candidates for each position.

Time allotted for Candidate’s presentations and question and answer session is identified in *Table 2-1*. If necessary, the Nominating Committee Chair will politely inform the Candidate that their time has ended. If a Candidate finishes early with their presentation, the extra time will NOT be added to their Question and Answer period.

After a Candidate has finished making their presentation, Voting Members will read the approved questions to assist in the evaluation process. Questions will 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 from the Nominating Committee member asking the question is 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.

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 2-1 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

2.1.6 In Absentia Presentations

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, they will be allowed to make a presentation in absentia. The same time limits will apply for all in absentia Candidates as indicated in Table 1. Please contact the Nominating Committee Support Staff for more information.

The form of technology used for all in absentia presentations and interviews shall be arranged with the Nominating Committee Support Staff by May 15. The Nominating Committee recommends a backup file in case there is technical difficulty when connecting with a presenter.

Guidelines for remote presentations:

- 1) A Candidate must submit a written request to the Nominating Committee Chair and Nominating Committee Support Staff explaining why an in-person appearance is not possible. This shall be transmitted by conventional mail or e-mail. This request will be forwarded to the Nominating Committee Chair and Secretary for approval and will become part of the Candidate's Application.
- 2) The Nominating Committee Secretary and Support Staff shall confirm receipt of the remote presentation request with the Candidate.
- 3) The Candidate must be available for a teleconference.
- 4) For uniformity, a plain white or blue background shall be used for all remote presentations. No props.
- 5) Should a Candidate choose to submit their presentation in the form of a DVD or other agreed upon file, it must be received by May 15.
 - a) Presentations – Please refrain from animation and streaming video.
 - b) The Nominating Committee cannot be held responsible should there be complications with a pre-recorded presentation, at which point, the proceeding must move forward as scheduled.
 - c) If a Candidate is somehow disconnected during their interview process, it is their responsibility to contact the Nominating Committee Support Staff immediately to reschedule a time within a four (4) hour period of their original interview time.
- 6) All presentations must be sent to the Nominating Committee Support Staff and received by May 15. This deadline is necessary to verify the suitability and compliance with the required format and to ensure that the media will play correctly during the Nominating Committee Selection Meeting. This deadline shall also provide ample time to resolve problems with any

submitted material. Please contact the Nominating Committee Support Staff with any media questions regarding presentation format.

2.2 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 Nominating Committee 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.

A Candidate who chooses to attend the President's Dinner, will need to purchase a dinner ticket when they register for the Annual Meeting.

2.2.1 The Slate and Membership Ballot

Consistent with the requirements of [ASME By-Law B4.2.9](#), within two (2) weeks following the close of the second ASME Business Meeting of the fiscal year, the same Nominating Committee Chair 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 nominees.

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 when the proxies and the individual votes of corporate members attending are reported at 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.

Appendix A: Letter of Intent

The most recent Letter of Intent can be found at go.asme.org/nominate

Letter of Intent

To be considered for Office in ASME.

(To be received on or before by January 15)

Date: _____

To: RuthAnn Bigley
ASME
6034 Delphina Loop
The Villages, FL 32163
bigleyr@asme.org

I, _____, wish to advise you that my name is being
(name)

advanced by the proposer shown below for the office of _____.
(position)

I have attached my resume and/or CV to this Letter of Intent.

Sincerely,

Candidates Signature
(Electronic signature accepted)

Date

Candidates Cell Number: _____

Candidates Email: _____

Please note: Any Member of the Society may propose candidates.

Proposer's Name: _____

Proposer's Signature: _____
(Electronic signature accepted)

Proposer's Email: _____

Please keep a copy of this Letter of Intent. It will become part of your Nomination Packet.

Appendix B: Sample Letters of Support for the Candidate Application

These sample letters shall be used only as a guideline. All letters should be addressed as stated in the sample letters.

Sample Letter of Support from Employer

(Please limit this letter to ONE PAGE. Company stationery may be used.)

Date

ASME Nominating Committee
c/o RuthAnn Bigley
6034 Delphina Loop
The Villages, FL 32163

Dear Members of the Nominating Committee:

I, (employer's name) fully support (Candidate's name) for the ASME position of (position running for)

(The employer should acknowledge, but not limited to, the following items:

1. The ASME Society Officer position the Candidate is running for and the term for the position.
2. Convey to the Nominating Committee that their Company/Institution is supportive of the Candidate.
3. Understands and supports the amount of weekly time/travel needed for the Candidate to be an effective ASME Officer.
4. Understands that their employee's financial expenses will not be covered 100% by ASME. (See ASME Policy 4.5 below.
5. In a paragraph, speak on 2 to 3 qualities and personal attributes the Candidate has that will make them successful in their contributions as an ASME Society Officer.)

Sincerely,

(The writer's name and title)

Policy-4.5, 4/25/08

As a learned technical society, ASME expects that members who participate in the activities of the Society will normally be responsible for the expenses that they incur as part of their participation. In return, member participation contributes strongly to the professional growth of the engineer. Employers of ASME members benefit greatly by the professional growth of their employees. Because of these benefits to both employer and employee, it is expected that the member will be able to obtain travel costs from his or her employer, his or her own funds, or from other sources.

Sample Letter of Support –Self Employed

(Please limit this letter to ONE PAGE. Company stationery may be used.)

Date

ASME Nominating Committee
c/o RuthAnn Bigley
6034 Delphina Loop
The Villages, FL 32163

Dear Members of the Nominating Committee:

(Self Employed Member should state the following):

1. The ASME Society Officer position the Candidate is running for and the term for the position.
2. Convey to the Nominating Committee that the Company is supportive of the Candidate's intentions.
3. They can dedicate the amount of weekly time/travel needed to be an effective ASME Officer.
4. Understands that their employee's financial expenses will not be covered 100% by ASME. (See ASME Policy 4.5 below)
5. The position will not affect the Company's well-being.

Sincerely,
(the writer's name and title)

Policy-4.5, 4/25/08

As a learned technical society, ASME expects that members who participate in the activities of the Society will normally be responsible for the expenses that they incur as part of their participation. In return, member participation contributes strongly to the professional growth of the engineer. Employers of ASME members benefit greatly by the professional growth of their employees. Because of these benefits to both employer and employee, it is expected that the member will be able to obtain travel costs from his or her employer, his or her own funds, or from other sources.

Sample Letter of Support (not from employer)

(Please limit this letter to ONE PAGE. Company stationery may be used. ASME stationery is not permitted)

(Your supporters may use, but not limited to, the following suggestions below when composing their letters. Keep in mind each supporter should focus on a specific quality/characteristic of the Candidate to avoid duplicate information in all the support letters.)

Date

ASME Nominating Committee
c/o RuthAnn Bigley
6034 Delphina Loop
The Villages, FL 32163

Dear Members of the Nominating Committee:

1. The ASME Society Officer position the Candidate is running for and the term for the position.
2. Statement about the willingness of the nominee to commit to the position and the ASME Strategic Objectives.
3. Convey a good understanding of the breadth of the Candidate's experience and specific strengths.
4. Leadership qualities.
5. In a paragraph, speak on 2 to 3 qualities and personal attributes the Candidate has that will make them successful in their contributions as an ASME Society Officer.

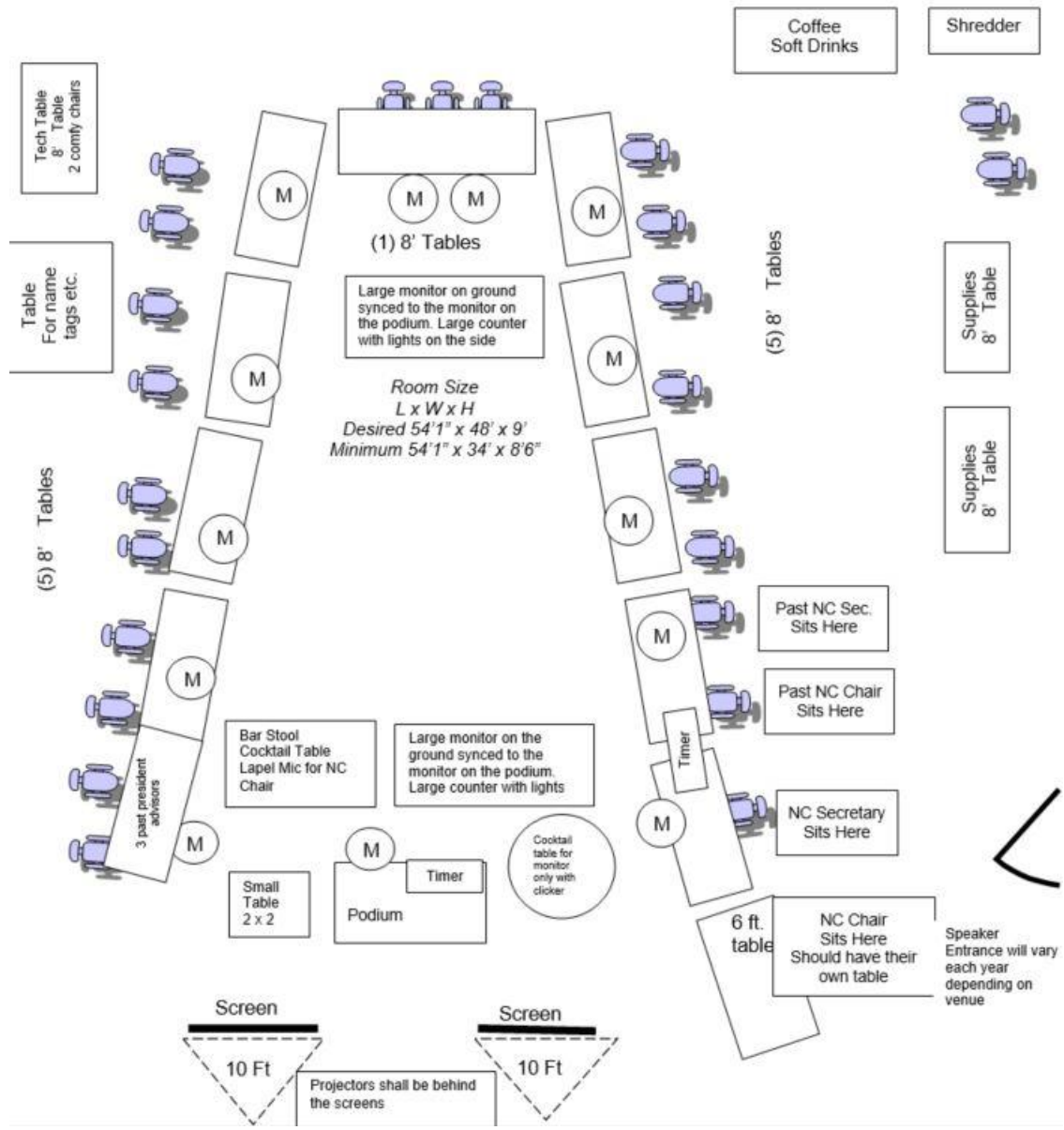
Sincerely,
(The writer's name and title)

Appendix C: Check-in Desk and Selection Meeting Setup

A check-in desk will be provided outside of the Selection Meeting Room.
Candidates should check in with the NC Support Staff upon arrival.

Nominating Committee Selection Room Set up

(M represents microphone)



Appendix D: Conflict of Interest Form

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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: _____