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1. Society Policies and By-Laws

Please refer to the 2 items below by clicking on them and being forwarded to the ASME Website or go to http://www.asme.org/Governance/

ASME Constitution and By-Laws

ASME Society Policies

2. A Diverse ASME Leadership

Diversity is not only people who look different—it's also people who have different experiences and thoughts. What shapes the future is not what we have in common, but the interplay of our differences.

As an NC Member it is important for you to understand ASME’s commitment to diversity and to incorporating “strategic diversity” into its business model.

ASME believes that diversity is both the ways in which we differ as individuals or organizations and the commonalities and similarities that justify and motivate diverse people and entities to work collaboratively together, in order to achieve mutually beneficial outcomes. Diversity includes attribute differences such as age, gender, ethnicity and physical appearance; as well as personal differences such as thought styles, religion, nationality, socio-economic status, belief systems, sexual orientation and education.

Closely linked to diversity is the concept of inclusion: the due diligence of seeking the reason(s) why and the way(s) that all people should and can participate in and contribute to projects, programs and processes, or any opportunity that will achieve the successful outcomes.

As you evaluate the Proposed Nominees who will come before you during your term on the ASME Nominating Committee, consider their respective candidacies within the following context:

- Becoming indispensable to Early Career Engineers leverages age diversity. (Creating Membership, adding future leadership and present skills)

- Making a priority of Globalization leverages geographic and cultural diversity. (Adding Membership and creating opportunities)

- Achieving a Multi-disciplinary Approach priority leverages technical knowledge/specialization diversity. (Creating Membership, opportunity and recognition)

- Achieving a priority of enhanced Industry/Government - Academic/Non Government involvement leverages sector diversity. (Creating respect and prestige)

- Increasing the number of female and under-represented minorities within the ASME Membership leverages gender and ethnic diversity. (Adding creativity and talent)
By incorporating diversity and inclusiveness in its leadership structure and business plan, ASME may anticipate the following results:

- Attraction and retention of top talent. The average age of workers is rising. The number of women entering the workforce continues to escalate. Employees are becoming more mobile with changing needs and expectations. Continued success depends on ASME’s ability to attract and fully utilize the diverse pool of talent in all the engineering professions.

- 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 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.
3. The Glossary

Absolute Majority
Fifty Percent of voting members present plus one, (50%+1). For example, based on 17 voting members, the Absolute Majority is nine.

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 are expected to have the same training as Voting Members so they are prepared to assume the responsibilities of a Voting Member if needed.

Candidate
An ASME member encouraged by another ASME member to run for society office.

Committee
The Nominating Committee (NC) – Members of the NC include Voting Members, Alternates, Consultants and Advisors.

Committee on Organization and Rules (COR)
This committee is responsible for supporting some of the Board of Governors’ 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 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.

Congress
International Mechanical Engineering Congress and Exposition (IMECE) of the ASME, “the Congress”. ASME meeting 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 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, subsections, technical chapters, research committees and participant-created groups.

NC
The abbreviation for the Nominating Committee.
<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominating Committee</td>
<td>A committee of volunteers, 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.</td>
</tr>
<tr>
<td>Nominating Committee Subcommittee</td>
<td>See <a href="#">Section 8.3.4</a> of this manual for subcommittee descriptions.</td>
</tr>
<tr>
<td>Nomination Packet</td>
<td>The application and additional letters to be submitted to the Nominating Committee by a Proposed Nominee.</td>
</tr>
<tr>
<td>Nominee</td>
<td>An ASME member selected by the Nominating Committee to be considered for election by the Membership for office in ASME.</td>
</tr>
<tr>
<td>Packet</td>
<td>A single word to describe the Nomination Packet.</td>
</tr>
<tr>
<td>Proposed Alternate</td>
<td>An ASME member indicated as an Alternate on the list to be presented at the Business Meeting during the Annual Meeting held in June or at the Congress for election to the next year’s Nominating Committee.</td>
</tr>
<tr>
<td>Proposed Member</td>
<td>An ASME member indicated as a Voting Member on the list to be presented at the Business Meeting during the Annual Meeting held in June or at the Congress for election to the next year’s Nominating Committee.</td>
</tr>
<tr>
<td>Proposed Nominee</td>
<td>An ASME member who is considered by the Nominating Committee as a candidate for President or members-at-large Board of Governors.</td>
</tr>
<tr>
<td>Proposer</td>
<td>An ASME member who proposes another ASME member as a Proposed Nominee. The Proposer is also the individual that signs the Letter of Intent along with the Proposed Nominee. This person may also help prepare the Nomination Packet for the Proposed Nominee running for President or members-at-large Board of Governors.</td>
</tr>
<tr>
<td>Sector</td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>the Student and Early Career Development Sector (SECD)</td>
</tr>
<tr>
<td></td>
<td>the Public Affairs and Outreach Sector (PAO)</td>
</tr>
<tr>
<td></td>
<td>the Standards and Certification Sector (S&amp;C)</td>
</tr>
<tr>
<td></td>
<td>the Technical Events and Content Sector (TEC)</td>
</tr>
</tbody>
</table>
Segments

Segments are the primary organizational unit under the TEC sector council. There are presently five (5) segments. Segments plan, develop and deliver technical content and events by engaging volunteer Groups and individuals as Subject Matter Experts (SMEs). The scope of Segments is broad by design so that each Segment has the opportunity to leverage a significant existing portfolio of content, products and events and has several significant new market opportunities to pursue. As a strategic operating unit, the Segment Leadership Team evaluates various opportunities to strategize, prioritize, plan, develop and deliver events and content in various products and market sub-segments. Segments use market and technical research to provide insight and definition for opportunity development. Segments selectively and strategically assign available resources to initiatives that will have the greatest impact and contribution to ASME’s mission.

Speaker

An ASME member speaking in support of the Proposed Nominee at the Nominating Committee Selection Meeting during the Annual Meeting held in June.

Supporter

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

Unit

An organized entity in ASME such as a Sector Board, Council, Committee or group that make up a Sector.

VOLT

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

Voting Member

A current Nominating Committee member eligible to vote on Nominating Committee business and for Proposed Nominees at the Selection Meeting.

White Paper

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

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM</td>
<td>Annual Meeting (formerly Summer Annual Meeting)</td>
</tr>
<tr>
<td>ASME</td>
<td>American Society of Mechanical Engineers</td>
</tr>
<tr>
<td>BOG</td>
<td>Board of Governors</td>
</tr>
<tr>
<td>BRTD</td>
<td>Board on Research and Technology Development</td>
</tr>
<tr>
<td>COFI</td>
<td>Committee on Finance and Investment</td>
</tr>
<tr>
<td>COG</td>
<td>Committee on Governance</td>
</tr>
<tr>
<td>COH</td>
<td>Committee on Honors</td>
</tr>
<tr>
<td>COR</td>
<td>Committee on Organization and Rules</td>
</tr>
<tr>
<td>CPEG</td>
<td>Conference Planning &amp; Execution Guide</td>
</tr>
<tr>
<td>CPP</td>
<td>Committee of Past Presidents</td>
</tr>
<tr>
<td>CRTD</td>
<td>Center for Research and Technology Development</td>
</tr>
<tr>
<td>DAG</td>
<td>Diversity Action Grant</td>
</tr>
<tr>
<td>DISC</td>
<td>Diversity and Inclusion Strategy Committee</td>
</tr>
<tr>
<td>DL</td>
<td>District Leader</td>
</tr>
<tr>
<td>DMM</td>
<td>Design, Materials &amp; Manufacturing Segment</td>
</tr>
<tr>
<td>DOB</td>
<td>District Operating Board</td>
</tr>
<tr>
<td>ECLIPSE</td>
<td>Early Career Leadership Intern Program to Serve Engineering</td>
</tr>
<tr>
<td>ECS</td>
<td>Energy Conversion &amp; Storage Segment</td>
</tr>
<tr>
<td>E-SET</td>
<td>Energy Strategy Execution Team</td>
</tr>
<tr>
<td>EDESC</td>
<td>Executive Director Evaluation and Staff Compensation Committee</td>
</tr>
<tr>
<td>EGG</td>
<td>Engineering the Greater Good</td>
</tr>
<tr>
<td>E4C</td>
<td>Engineering 4 Change</td>
</tr>
<tr>
<td>EGD</td>
<td>Engineering for Global Development</td>
</tr>
<tr>
<td>EMT</td>
<td>Executive Management Team</td>
</tr>
<tr>
<td>ESP</td>
<td>Energy Sources &amp; Processing Segment</td>
</tr>
<tr>
<td>EPAT</td>
<td>Event Planning and Approval Tool</td>
</tr>
<tr>
<td>ERTD</td>
<td>Education Research and Technology Development</td>
</tr>
<tr>
<td>ESS</td>
<td>Engineering Sciences Segment</td>
</tr>
<tr>
<td>GAS</td>
<td>Gas Turbine Segment</td>
</tr>
<tr>
<td>G-SET</td>
<td>Global Impact Strategy Execution Team</td>
</tr>
<tr>
<td>GAC</td>
<td>General Awards Committee</td>
</tr>
</tbody>
</table>
5. 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 Proposed Nominees, their Speakers and Supporters during the proposal, nomination, and selection period.

6. The Nominating Committee

6.1. What is the Nominating Committee?

The Nominating Committee stands as a unique independent 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 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 in 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 to represent a broad interest 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 Operation Guide. ([ASME By-Law B4.2.2.3](#)). Names of the incoming members should be forwarded to the Nominating Committee Staff Coordinator by April 1 of each year.

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

6.2. 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 Staff Coordinator 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 Speakers or the authors of the Letters of Support.

Any contact in regards to committee business by people outside of the Nominating Committee must not be permitted, especially if the contact is initiated by the outside entity.
All information provided to the Nominating Committee and the Nominating Committee Staff Coordinator as well as deliberations of the Nominating Committee is privileged and confidential. Any discussion of material pertinent to this 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 Proposed Nominees 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 Nomination Packets and related materials will be disposed of upon completion of the Selection Meeting, as detailed in Section 8.6. 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 held in June.

6.3. Nominating Committee Responsibilities

The Nominating Committee is to have complete free action in the selection of nominees, subject only to the requirements of the ASME By-Laws. It is not the intention that the Nominating Committee be forced to select only from the persons proposed to the committee. It should be reaffirmed that the nominees selected must be people having wide experience and high standing in the Society.

7. Organization of the Nominating Committee

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

7.1. Voting Members and Alternates

The Nominating Committee shall consist of voting members and alternates selected by each sector. The TEC Sector shall have seven voting members and seven alternates selected by the TEC Sector Council. The S&C Sector shall have five voting members and two alternates selected by the Council on Standards and Certification. The PAO Sector shall have three voting members and three alternates selected by the PAO Sector Council. The SECD Sector shall have two voting members and two alternates selected by the SECD Sector Council. Approximately one-half of the voting members will have terms that expire annually.

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)

Nominations for open positions for Voting Members and Alternates shall be made as provided in ASME By-Law B4.2.2.3 and shall be voted upon at the Business Meetings as provided in ASME By-Law B4.2.2.1.
7.2. Advisors

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, selected by the Nominating Committee, shall attend all meetings of the Nominating Committee and participate in all its discussions, although they will maintain impartiality and not state their opinions regarding any particular Proposed Nominee.

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;

7.3. 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.

8. Nominating Committee Operations

8.1. 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 Nomination Packets 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).

8.2. Nominating Committee Terms of Office

Voting Members of the Nominating Committee shall be elected for two years. Alternates shall be elected for one year. 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)

8.2.1. Filling Vacancies of Nominating Committee Members

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

a) 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 Nominating Committee Staff Coordinator. 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 incoming 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, 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 that meeting by an Alternate. If the Voting Member cannot complete the Selection Meeting, the meeting shall continue with the number of Voting Members reduced by one.

8.3. Nominating Committee Member Functions

8.3.1. Chair

The Chair is a Voting Member of the Nominating Committee directs the activities and presides over all meetings of the Committee. In consultation with the Secretary and NC Support Staff, makes subcommittee appointments, may form ad hoc subcommittees, and is an ex officio member of NC subcommittees. In collaboration with the Secretary, the Chair shall submit a White Paper to the new NC Chair and Secretary on observations and opportunities for improvement of the Nominating Committee.

8.3.2. 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. If the Chair is temporarily unable to conduct meetings of the Nominating Committee, the 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. The Secretary is an ex officio member of NC subcommittees. In collaboration with the Chair, the Secretary shall submit a White Paper to the new NC Chair and Secretary on observations and opportunities for improvement of the Nominating Committee. After the Selection Committee Meeting, the 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 the November Business Meeting this record shall be destroyed.

8.3.3. Nominating Committee Staff Coordinator

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

The NC Support Staff keeps records of all NC Members and Alternates, 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 NC’s liaison to other organizations within ASME such as VOLT, the Presidential Executive Director Team (PEDT), the Board, etc., scheduling their participation in NC training and planning. The NC Support Staff prepares agendas, keeps minutes, and posts all internal NC documents, and manages and fields questions on nomination packages. Pre- and post-Selection Meeting responsibilities include: scheduling proposed nominees and supporters, facilities arrangements and setup, and travel reimbursement of NC Voting Members. Physical Arrangement details can be found in Appendix D.

8.3.4. Subcommittees

There are several subcommittees of the Nominating Committee. Subcommittees can be combined and/or added as needed.

8.3.4.1. 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.

8.3.4.2. Interview Procedures Subcommittee

The Interview Procedures Subcommittee reviews the procedures used during the Selection Meeting. This includes reviewing the balloting process used during the selection meeting. The subcommittee will also 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 selection process. A run through of the Selection Meeting, including the slide decks, shall be scheduled the day before the Selection Meeting starts.

If possible, designated times will be set for Proposed Nominees to be able to view the room set up on the day before the Selection Meeting Starts.
8.3.4.3. Election Procedures Subcommittee

The Election Procedures Subcommittee annually reviews and updates the Nomination Packet, Nomination Packet Checklist, Nominee Evaluation Form, Speaker Background form, Best Practices documents and training modules for Proposed Nominees. The Subcommittee also annually assesses the procedures to be followed by the NC Staff Coordinator with the Proposed Nominees once the Letter of Intent is submitted.

8.3.4.4. Search Assurance Subcommittee - (See Appendix B for subcommittee guidelines)

The Search Assurance Subcommittee assures that there are at least three (3) qualified Proposed Nominees for President and at least two or more qualified Proposed Nominees 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.

8.3.4.5. Questions Subcommittee - (See Appendix D for subcommittee 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 finalize which questions will be used for each office and which Nominating Committee Member will ask which question.

8.4. Nominating Committee Meetings

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, are strongly encouraged to attend all meetings and training sessions.

A quorum of nine (9) Voting Members, based on 17 Voting Members, will be needed in order to hold a Nominating Committee Meeting and take a committee vote. A simple majority of the identified total number of Nominating Committee Voting Members shall be used when deemed necessary in Nominating Committee Business Meetings.
8.4.1. Organization Meeting

This meeting is held annually a few weeks after the Selection Meeting typically by Electronic Conferencing. It shall run about 1.50 hours. Agenda items for this meeting typically include:

a) Announcement of the newly elected Chair and Secretary of the Nominating Committee

b) Filling Subcommittees

- The Nominating Committee Staff Coordinator shall ask for a volunteer or appoint a Subcommittee Chair to lead the activities of each Subcommittee.
- Subcommittee Chairs will have already completed one year of service on the Nominating Committee.
- The remaining members of the Nominating Committee will volunteer or be assigned to serve on one or more Subcommittees.
- Alternates may choose or be appointed to one or more Subcommittees.
- The Nominating Committee Chair and Secretary shall be a member ex-officio of all Subcommittees.
- The Nominating Committee Staff Coordinator and Managing Director, Governance, may also serve as non-voting members of a Subcommittee.

c) Business Items from the previous Nominating Committee
d) How to access the Nominating Committee Website
e) Overview of the Calendar of Events for the year.

8.4.2. Business Meeting

Business Meetings are held at various times throughout the year via Webinar and telephone. The meetings will run approximately 1 to 1.25 hours. Agenda items for the meeting typically include Subcommittee Reports; Proposed Revisions to the Nominating Committee Manual - MM-10; proposed dates and times for upcoming meetings through the Selection Meeting; and any other necessary business. Alternates, Advisors and Consultants are encouraged to participate.

8.4.3. Training Sessions

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

8.4.4. Selection Meeting - (See Section 10.1 for operation guidelines)

This meeting shall be held in conjunction with the ASME Annual Meeting held in June. Voting Members must 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 are assigned to the Selection Room 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. However, the voting process for selecting nominees must adhere to Section 10.1.2.

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 Proposed Nominees;
- Submission of items for the White Paper;
- Selection of the incoming Chair and Secretary;

  Each position shall have its own individual voting 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 vote needs to be taken.)

  The election of a new Chair of the Nominating Committee shall be conducted first.

  All Members who will complete their terms at the next Selection Meeting shall, be automatically nominated for Chair, unless they request their names be removed. The Chair will announce the ballot results after each vote is taken.

  An Absolute Majority of Voting Members present shall elect the Chair. If there are more than two candidates, the candidate 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 candidate 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 candidate to be removed from the ballot. This process shall continue until there are two candidates, one of whom can obtain an absolute 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.

  The election of a new Secretary of the Nominating Committee shall be conducted second.

  All Members who will complete their terms at the next Selection Meeting shall, be automatically nominated for Secretary, unless they request their names be removed. The Chair shall announce the ballot results after each vote is taken.
An Absolute Majority of Voting Members present shall elect the Secretary. If there are more than two candidates, the candidate 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 candidate 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 candidate to be removed from the ballot. This process shall continue until there are two candidates, one of whom can obtain an absolute 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.

Select Three Past-President Advisors; and

Select Consultants

8.5. Nominating Committee Financial Administration

8.5.1. Committee Budget

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

8.5.2. 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.

In the event that 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 work a minimum of one full day in the Anteroom are also eligible to receive a travel expense contribution for the days worked in the Anteroom.

(Travel Expense Forms and submission information can be found on the Nominating Committee Community Website)
8.6. Disposition of Files after the Selection Meeting

The Nominating Committee Staff Coordinator will separate the forms and supporting documents of the Nominees who were 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 Proposed Nominees 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.

Nomination Packets shall be retained for a period of five years by the Nominating Committee Staff Coordinator.

8.7. 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.

9. Proposing Nominees for Society Office

The Nominating Committee is charged with the responsibility of nominating members of experienced, 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 nominations by signing a Letter of Intent, writing a Letter of Support or speaking in support of a Proposed Nominee. ASME staff members may not support nominations by signing a Letter of Intent, writing a Letter of Support or speaking in support of a Proposed Nominee.
Proposed Nominees 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.

A Nominating Committee member, who encourages a Proposed Nominee and will later vote on that Proposed Nominee, 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.

Proposed Nominees may be proposed as follows:

- A Letter of Intent may be submitted from a Society Sector see Section 8.1, or
- A Letter of Intent may be submitted by a Society Member, or
- As a result of the NC’s deliberations.

Proposed Nominees and their Speaker(s) will be expected 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 Nomination Packets for the various elective offices as follows:

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

The Search Assurance process consists of four stages.

- First, being mindful of ASME’s position on diversity and inclusion, the Nominating Committee Voting Members and Alternates representing the Sector shall contact their 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 Search Assurance Subcommittee.

- The third stage is the process of solicitation, where the Search Assurance Subcommittee members reach out across the Society to find interested candidates.

- The final stage is to translate interest into actual Nomination Packets.

The Search Assurance Subcommittee shall ensure the minimum number of 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 Search Assurance Subcommittee and Nominating Committee has done due diligence with their search.
9.1. Process for Proposed Nominees running for Society Office

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

9.1.1. The Letter of Intent – Preliminary Endorsement of a Proposed Nominee

The Letter of Intent is due on or before March 15. At that time, the ASME Nominating Committee Staff Coordinator can begin to organize the interview schedule. The Nominating Committee Staff Coordinator will advise the Nominating Committee Chair and Secretary, and the members of the Search Assurance Committee when a Letter of Intent has been received. The Nominating Committee Staff Coordinator shall initiate contact with the Proposed Nominee and their designated Speaker(s) 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 Proposed Nominees to the same office. However, an individual may only support one Proposed Nominee for any one office, whether by writing a Letter of Support or being a Support Speaker in support of the Proposed Nominee.

9.1.2. The Nomination Packet

The Nomination Packet can be found at go.asme.org/nominate

The Nomination Packet is due on or before April 15. As packets are submitted, the Nominating Committee Staff Coordinator will review the Speaker identified to appear before the Nominating Committee and will review the Letters of Support to assure the individuals are eligible to support the Proposed Nominee and 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 Speaker and/or Supporter to contact the affected Proposed Nominee and revise his/her commitments. The Nominating Committee Staff Coordinator and the Nominating Committee Chair shall be copied with this correspondence.

9.1.3. Proposed Nominees

Proposed Nominees 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.

9.1.4. Supporters and Speaker

An individual may be a Supporter and/or Speaker for a single Proposed Nominee for any one office. (e.g., one Proposed Nominee for President and one proposed nominee for a Governor position)

An individual may only support a single Proposed Nominee for any one office, whether by writing a Letter of Support or being a Speaker in support of the Proposed Nominee. In other words, an individual cannot write a Letter of Support for one Proposed Nominee
and be a Supporter and/or Speaker for another Proposed Nominee 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 and/or Speakers, exceptions may be permitted with prior approval of the Nominating Committee Chair and Secretary.

Speakers are strongly encouraged to appear in-person before the Nominating Committee.

In exceptional cases and with an appropriate justification request to the Nominating Committee Chair and Nominating Committee Staff Coordinator, the Speaker will be allowed to make a presentation in absentia. Please contact the Nominating Committee Staff Coordinator for more information.

9.1.5. The Selection Meeting

At the Selection Meeting, Proposed Nominees and their Speaker(s) appear before the Nominating Committee to provide insight into their leadership qualifications and knowledge of ASME.

9.2. The Process for Proposed Nominees identified at the Selection Meeting

Selected Nominees will be announced at the President’s Dinner.

9.2.1. 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 membership ballot process

- In August the names, pictures and biographies of the Nominees will be posted on the Nominating Committee Website.
- The Election of Society Officers 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 emails will receive a hard copy ballot in the mail.
- Members will then vote for the Nominees.
- In mid-October all 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.
10. Nominating Committee Process for Selecting Nominees

Prior to the Selection Meeting, all Voting Members and Alternates shall have read all the completed Nomination Packets from all Proposed Nominees.

At least three (3) weeks prior to the Selection Meeting, the Nominating Committee Staff Coordinator, working in conjunction with the Nominating Committee Secretary, will take steps to post the Nomination Packets on the Nominating Committee’s secure website. Access will be provided for Voting Members, Alternates, three (3) Advisors, two (2) Consultants and the Nominating Committee Staff Coordinator.

If a Proposed Nominee submits more than one Nomination Packet, the Nominating Committee Chair and Nominating Committee Staff Coordinator will contact the Proposed Nominee asking for the selection of a single position from the Proposed Nominee. Multiple packages from a Proposed Nominee will not be processed and considered by the Nominating Committee.

10.1. The Selection Meeting Operations Guideline Sheet

At the Selection Meeting, Proposed Nominees and their Speakers appear before the Nominating Committee to provide insight into the leadership qualifications, knowledge of ASME and other relevant qualifications. It is suggested that each Sector have an alternate attend the Selection Meeting and assist in the Anteroom.

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 Proposed Nominee 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 Proposed Nominees for additional questioning in an effort to reach a consensus.

Prior to any Proposed Nominee 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 Proposed Nominee 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 Proposed Nominee 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 Proposed Nominee. 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 Support Speaker(s), Proposed Nominee’s presentations and question and answer session is identified in Table 1. If necessary, the Nominating Committee Chair will politely inform
the speaker 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.

The one (1) minute “Wrap Up” time is for the Proposed Nominee to add any information they feel is important for the Nominating Committee to hear.

### Table 1 – Proposed Nominee & Supporter Maximum Time Schedule

<table>
<thead>
<tr>
<th>Speaker</th>
<th>Presentation</th>
<th>Question &amp; Answer</th>
<th>Wrap Up</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Presidential Nominee</td>
<td>8 minutes</td>
<td>20 minutes</td>
<td>1 minute</td>
<td>29 minutes</td>
</tr>
<tr>
<td>Proposed Board of Governors Nominee</td>
<td>6 minutes</td>
<td>15 minutes</td>
<td>1 minute</td>
<td>22 minutes</td>
</tr>
<tr>
<td>Supporter</td>
<td>3 minutes</td>
<td>0 minutes</td>
<td>0 minutes</td>
<td>3 minutes</td>
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</table>

- Board of Governor Proposed Nominees may have up to one (1) supporter speak on their behalf at the Selection Meeting.

- Presidential Proposed Nominees may have up to two (2) supporters speak on their behalf at the Selection Meeting.

After a Proposed Nominee 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: support of employer, experience and accomplishments inside and outside the Society, managerial and leadership abilities, and the significant issues facing the Society. If a Proposed Nominee 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 appropriate opportunities during the Selection Meeting, the Nominees for the various offices are selected. Prior to this session, each Voting Member should have studied the packets of the Proposed Nominees and have formed an opinion of the relative qualifications. Nominating Committee Voting Members, who have observed the performance of a Proposed Nominee 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 Proposed Nominee is not implied.
10.1.1. Eligibility to Vote

Each Voting Member will have one vote. No proxy votes will be permitted. Alternates do not have voting privileges unless they are advanced into a Voting Member position prior to or at the start of the Selection Meeting. In order to vote on a slate of Proposed Nominees 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.

10.1.2. Voting Process

Positions may be filled as a result of the first ballot. Therefore, the onus is on the Nominating Committee to thoroughly discuss all candidates prior to the first vote. 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 secret written ballot distributed at the direction of the Nominating Committee Chair. However, 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 ballots. However, dependent on the number of anteroom volunteers, the recommendation may be altered at the direction of the Nominating Committee Chair.

Pass out and collect ballots Anteroom Volunteer 1 & 2
Count and tally of ballots Anteroom Volunteer 3 and a Consultant
Verify tally of ballots Anteroom Volunteer 1 & 2

Results should then be handed to the Nominating Committee Chair.

Voting for positions having not more than two (2) Proposed Nominees shall be by the Consensus method, see Table 2.

Consensus

President. 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 Proposed Nominees 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 2)
Table 2 – Number of votes required to select Nominee

<table>
<thead>
<tr>
<th>VM Present (voting members)</th>
<th>Votes (2/3 majority required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>12</td>
</tr>
<tr>
<td>17</td>
<td>12</td>
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<tr>
<td>16</td>
<td>11</td>
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<td>10</td>
<td>7</td>
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<td>9</td>
<td>6</td>
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For those situations that involve three or more Proposed Nominees (n) for the same office, the Chair will determine if any Proposed Nominees should be removed from further consideration by virtue of receiving less than VM/(n+1) from the VM present Voting Members. (For VM=11 to 18 Table 3.)

Table 3 – Minimum number of votes required for a proposed nominee to remain under consideration (VM/(n+1)).

<table>
<thead>
<tr>
<th>VM Present (voting members)</th>
<th>11/(n+1)</th>
<th>12/(n+1)</th>
<th>13/(n+1)</th>
<th>14/(n+1)</th>
<th>15/(n+1)</th>
<th>16/(n+1)</th>
<th>17/(n+1)</th>
<th>18/(n+1)</th>
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<tr>
<td>n (nominees)</td>
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Board of Governors. 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 first and second Alternates shall be selected. The voting procedures for choosing the Nominees and Alternates are as follows:
1. First ballot – vote for the number of vacancies to be filled on a single ballot (e.g., for three openings, three names will be marked on the ballot). Any Proposed Nominee who receives at least two-thirds of the Committee votes is a Nominee. In the event that more Proposed Nominees than the number of vacancies receives two-thirds vote, the Nominees and the first and second Alternates shall be determined by a simple ranking of votes received for those Proposed Nominees receiving two-thirds or more. In the event that not all the number of vacancies and first and second Alternates are filled on the first ballot, subsequent ballots shall be held.

2. Second ballot and subsequent ballots – similar to the first ballot except that the number of original vacancies on the Board of Governors is reduced by the number of successful nominees from the previous ballots. Vote for the number of remaining vacancies to be filled. Any Proposed Nominee who receives at least two-thirds of the Committee’s vote is a Nominee. In the event that more Proposed Nominees than the number of vacancies receive two-thirds of the Committee’s vote, the Nominees and the first and second Alternates shall be determined by a simple ranking of votes received for those Proposed Nominees receiving two-thirds or more votes. Continue this voting process until the number of vacancies is filled, or until a stalemate is determined to exist by the Chair.

Proposed Nominees not receiving the necessary two-thirds vote may stalemate Balloting and selection. After three or more ballots, the Chair may entertain a rule change for the Selection Meeting and use the Weighted Ballot Method to fill a single slot. Once the slot has been filled the Chair will resume the regular balloting method with the Proposed Nominees who have not been removed.

3. After all of the selections have been made for vacancies on the Board of Governors, and if the first and second Alternates have not already been selected as detailed above, their selection will proceed as follows. All remaining Proposed Nominees will be eligible.

Ballot for first Alternate – vote for one person. The Nominee will be the Proposed Nominee with the greatest number of votes above two-thirds of the votes cast. If a stalemate is determined to exist by the Chair, the procedure in (2) above will be followed. After the first Alternate has been selected, the same process is used to select the second Alternate.

It is at the discretion of the Nominating Committee to select one Proposed Nominee for the open alternate position if deemed necessary

Weighted Ballot Method (used if necessary)

Each voting member shall record their vote by “weighing” each Proposed Nominee in order of preference using a numerical scale based on the number of Proposed Nominees running for that office. If there are 4 Proposed Nominees, 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) Proposed Nominees for a particular office, each Nominating Committee Member will vote by ranking each Proposed Nominee
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 Proposed Nominees.

If a tie occurs then another weighted voting round (or rounds as needed) shall take place until one Proposed Nominee is identified for the open slot. The results of all weighted votes may be projected for all to view between votes.

10.2. Incomplete Ballots

No Voting Member may submit a ballot with fewer votes than the number of vacancies for that ballot. If the ballot does not have the required number of votes for the available vacancies, it will be brought to the attention of the Nominating Committee Chair and the whole ballot will be disqualified.

10.3. Voting

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 a ballot, Voting Members may declare that they will not cast a vote on that ballot and recuse themselves from deliberations and voting for that position. In the event a Voting Member has been absent during the presentation of a Proposed Nominee or supporter, they may not cast a vote in any ballot involving the position for which the Proposed Nominees was proposed and is still eligible. 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 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).

10.4. Results

At the conclusion of the Selection Meeting, Voting Members will sign the list of “Final Selected Nominees” that will be presented on the Ballot. 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 an anteroom 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 anteroom volunteers or consultants are accepting the names and shall not engage in any Special Nominating Committee.

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 Proposed Nominees, Nominees, their supporters, or anyone else.

11. 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 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 person elected 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).
12. Tentative Annual Schedule of meetings of ASME Board of Governors meetings.

Fiscal year is July to June.

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Month</th>
<th>Days of meeting</th>
<th>Travel Time</th>
<th>Prep Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOG Retreat</td>
<td>July</td>
<td>3-4 days</td>
<td>½ day</td>
<td>1 hour</td>
<td>Various</td>
</tr>
<tr>
<td>BOG Meeting</td>
<td>October</td>
<td>2 Days</td>
<td>½ day</td>
<td>3 hours</td>
<td>NY or NJ</td>
</tr>
<tr>
<td>Congress BOG Meeting</td>
<td>November</td>
<td>3 days (BOG meeting on Saturday)</td>
<td>1 Day</td>
<td>4 hours</td>
<td>Various</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BOG usually stay thru Honors and Awards Assembly Monday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOG Meeting</td>
<td>February</td>
<td>2 hours</td>
<td>None (webinar)</td>
<td>2 hours</td>
<td></td>
</tr>
<tr>
<td>BOG Meeting</td>
<td>April</td>
<td>2 Days</td>
<td>1 Day</td>
<td>4 hours</td>
<td>NY or NJ</td>
</tr>
<tr>
<td>BOG Meeting</td>
<td>June</td>
<td>4 days (one on Sunday, one on Wednesday with various other meetings in between)</td>
<td>1 Day</td>
<td>4 hours</td>
<td>Various</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOG Webinars</td>
<td>Every other month</td>
<td>2 hours</td>
<td>None</td>
<td>2 hours</td>
<td></td>
</tr>
<tr>
<td>BOG Taskforces and other Committees</td>
<td>When necessary</td>
<td>Few hours here and there</td>
<td>1 hour</td>
<td></td>
<td>Webinars and at Annual and IMECE Meetings</td>
</tr>
</tbody>
</table>

**Future Meeting Dates**

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 31, 2017 (a)</td>
<td>Tuesday</td>
<td>9:00 AM – 5:00 PM (ET)</td>
<td>New York, NY</td>
</tr>
<tr>
<td>February 1, 2017 (a)</td>
<td>Wednesday</td>
<td>8:00 AM – 12:00 PM (ET)</td>
<td>New York, NY</td>
</tr>
<tr>
<td>April 20, 2017 (a)</td>
<td>Thursday</td>
<td>12:00 PM – 5:00 PM (ET)</td>
<td>New York, NY</td>
</tr>
<tr>
<td>April 21, 2017 (a)</td>
<td>Friday</td>
<td>8:00 AM – 12:00 PM (ET)</td>
<td>New York, NY</td>
</tr>
<tr>
<td>June 11, 2017(a)</td>
<td>Sunday</td>
<td>8:30 AM – 4:30 PM (PT)</td>
<td>Newport Beach, CA</td>
</tr>
<tr>
<td>June 14, 2017 (b)</td>
<td>Wednesday</td>
<td>10:00 AM – 3:00 PM (PT)</td>
<td>Newport Beach, CA</td>
</tr>
</tbody>
</table>
13. Job Descriptions for Current Year’s vacant Society Officer Positions

13.1. The President

Role of President

The role of President and the responsibilities are as described in the ASME Constitution and By-Laws. The President shall preside at all Business Meetings of the Society and of the Board of Governors. The President serves as the Society’s leader and principal spokesperson. (Reference Society By-Law B4.3.2)

Responsibilities

The President, as an officer of the Society, is a member and presiding officer of the Board during the elected term of one year, and as a member of the Board as immediate past President for an additional year. The President and the other members of the Board are responsible for the administration of the Society under the Provisions of the Charter and Constitution of the Society and under the Not-for-Profit Corporation Law of the State of New York.

At the option of the President, one of his/her leadership responsibilities is to bring to the attention of the membership issues of importance to the Society through lead editorial articles published in ME Magazine or ASME News. The ASME Executive Office is the point of contact for communications and speaking support.

The President can select a Dedicated Service Award (DSA) recipient during the term in office. The President should also urge the members of the Board of Governors, who are also entitled to select a DSA recipient for each year of the office, to take advantage of this opportunity to recognize outstanding service to the Society.

The ASME President’s Award, established by the Board of Governors in 1998, provides the opportunity for the President to present special recognition to industry or to prominent individuals who have demonstrated significant contributions to the engineering profession. Two President’s Awards may be granted during the President’s term of office. President’s Awards are to be given during the term of the Presidency, so as to not impact the annual budget and programs of subsequent years. The selection of the recipient and the presentation platform are the responsibility of the President. The President will report the selection(s) to the Board of Governors at the meeting of the “old Board” at the Annual Meeting. The award consists of a crystal obelisk and a framed certificate. This award must be presented while President or Immediate Past President.

Duties

The President calls and presides over the meetings of the Board, and appoints the Committee of Inspectors of Proxies and Ballots. As presiding officer at the Congress Business Meeting, the President receives the report of this Committee as to the number of valid proxies represented at the meeting, conducts the election of Society officers and announces the results, and also announces the results of any letter-ballot of the membership on a proposed amendment to the Constitution.

At the Annual Business Meeting held in June, the President presents the names of members recommended for service as Voting Members and Alternates on the Nominating Committee and requests the membership present to elect them for the ensuing year. In the event any vacancies
occur following that meeting, the President may present the names of those recommended pursuant to By-Law B4.2.2.3, as applicable, for any Nominating Committee vacancies at the first Business Meeting of the new fiscal year.

The President in conjunction with the Executive Director’s Evaluation and Staff Compensation Committee (EDESC) is responsible for writing a midyear and annual review of the Executive Director’s performance and for obtaining comments with the annual review from the Board of Governors.

As soon as possible following the Board of Governors executive session (Old Board) at the Annual Meeting and in the presence of the Immediate Past President and the President-elect, the President meets with the Executive Director and conducts an oral review with him/her. One copy of the written review is given to the Executive Director; one copy is retained by legal counsel.

The President, while still President-elect, selects the site and develops the agenda for the annual retreat for the Board of Governors.

The President's signature appears on certificates of membership jointly with that of the Executive Director. The President also signs certificates of appreciation, certificates of honors and awards of the Society, letters of appointment and from time to time, other official correspondence.

The President is the signatory on agreements of cooperation with other societies. On occasion, a ceremony is arranged where the agreement is signed. Typically, the members of the Board of Governors, Senior Vice Presidents, and Executive Leadership Team are invited to the signing ceremony.

### 13.2 ASME Board of Governors

#### Position Description

The Board

The Board – Collectively

The job of the Board is to represent the membership by setting strategic direction and determining and demanding appropriate organizational performance.

1. **Role Within the Organization’s Government:**

   The Board is charged with establishing the policies and procedures for the governance of the Society. Through the Constitution, By-Laws, Society Policies, procedures and assignments, the Board delegates day-to-day operations to other units of the Society.

2. **General Expectations**

   a) Determine and support the organization’s vision, mission and purpose.
b) Further the objective of the organization by having knowledge of and an appreciation for issues facing engineers worldwide, and of ASME’s markets and whom the organization serves.

c) Be proactive and devote the majority of its time to dealing with the future of the organization, set against but not over-analyzing the work of the past and the present.

d) Be knowledgeable of current programs so the organization can be prepared to embrace new programs and recognize those that are no longer strategically relevant must be retired.

e) Ensure, through strategic oversight, that the organization’s resources are sufficient, are used efficiently, and lead to desired outcomes.

f) Conducts business in an open and collaborative manner, following accepted rules and procedures, to ensure results that advance the goals of the society.

3. Job outputs:

a) Strategic Oversight and Responsibilities:

- Reviewing programs and operations for their potential to further the organization’s vision, mission and purpose.
- Identifying key indicators for tracking the organization’s progress in determining, monitoring and strengthening programs and services.
- Approving and periodically reviewing, governing policies so that they are consistent with the organization’s vision and mission and at the broadest level, address:
  - Ends: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good, for which need, at what cost).
  - Executive limitations: Constraints on executive authority that establish prudence and ethics boundaries within which all executive activity and decisions must take place.
  - Governance process: Specification of how the Board conceives, carries out and monitors its own task.
  - Board-staff linkage: How power is delegated and its proper use monitored; the Executive Director role, authority and accountability.
  - Public policy: Process for addressing specific public policy issues.

b) Fiscal Oversight and Responsibilities:

- Ensuring adequate resources through a budget that reflects priorities in the strategic plan, using the advice and counsel of the Committee on Finance and Investment.
- Exercising prudence in the control, transfer, investment and disbursement of funds by providing proper financial oversight (fiduciary responsibility), using the advice and counsel of the Committee on Finance and Investment.

c) Operational Oversight and Responsibilities:

- Selecting the Executive Director and understanding the procedures for his or her succession.
 Maintaining a climate of mutual trust and respect between the Board and the Executive Director.

- Supporting and assessing the Executive Director’s performance and determining his or her compensation.
- Selecting the Secretary, Assistant Secretary, Treasurer, Assistant Treasurer.
- Setting personal standards and instituting methods for maintaining legal and ethical integrity and accountability, using the advice and guidance of corporate and/or general counsel and the appropriate committees.
- Ensuring effective organizational planning through effective committee and task force structure and staffing, capitalizing on this to develop new leaders.

**d) Communications Responsibilities:**

- Having an open dialogue between the ASME leadership and its membership on policy issues.
- Enhancing the organization’s public standing.
- Encouraging potential nominees to the Board who are clearly women and men of achievement and distinction and who can make significant contributions to the work of the Board and to the organization’s goals.
- Achieving harmony with ASME Foundation and ASME Auxiliary through understanding of respective roles and coordination of planning.
- Orienting new Board members and assessing and reporting Board performance.

The Board – Individual Members

Prospective and incumbent Board members should be prepared to accept and practice the core values of the organization and support the vision and mission. In addition to and in support of the collective responsibilities of the Board, individual members should commit themselves to the following responsibilities:

1. **General Expectations**
   
a) Know the organization’s vision, mission, goals, Constitution, By-Laws, Society Policies, programs, services, strengths, and needs.

b) Maintain foresight about the future environment of the engineering profession and provide vision on how ASME should evolve to address this environment.

c) Serve in leadership positions and undertake special assignments willingly and enthusiastically.

d) Consider strategic objectives and avoid micromanagement.

e) Avoid prejudiced judgments and urge those with grievances to follow established procedures.

f) Encourage potential nominees to the Board who are clearly women and men of achievement and distinction and who can make significant contributions to the work of the Board and the organization’s progress.

g) Provide support, as appropriate, for the organization’s fund-raising efforts.
2. Meetings
   a) Prepare for and participate in Board and assigned committee meetings, periodically suggesting agenda items for Board and committee meetings to ensure that significant matters are addressed.
   b) Participate actively in Board and committee meetings consistent with your conscience, convictions and previous experiences, while supporting the majority decision on issues decided by the Board.
   c) Maintain confidentiality of the Board’s executive sessions, and speak for the Board or organization only when authorized to do so.

3. Relationship with Staff
   a) Unless assigned to work directly with staff on some project or activity, avoid directing the work of staff and asking for special favors of the staff, including special requests for extensive information, without at least prior consultation with President, who may then bring these requests to the attention of the Executive Director.
   b) Ensure mutual responsibilities of volunteers and staff collaboration on Board committees and task forces of ASME are clearly understood.

4. Avoiding Conflicts
   a) Serve the organization as a whole rather than any special interest group or constituency, avoiding any preconception that you represent anything but the organization’s best interests.
   b) Maintain independence and objectivity and do what a sense of fairness, ethics and personal integrity dictate, even though not obligated by law, regulation, or custom.
   c) Avoid even the appearance of a conflict of interest that might embarrass the Board or the organization, and disclose any possible conflicts to the Board in a timely fashion.
   d) Never accept (or offer) favors or gifts from (or to) anyone who does business with the organization.
   e) Understand the conditions under which a Governor may speak for ASME. Take advantage of these opportunities when they are afforded.

5. Fiduciary Responsibilities
   a) Study and understand the Society By-Laws and policies regarding the fiduciary responsibilities of a member of the Board.
   b) Faithfully read and understand the organization’s financial statements and otherwise assist the Board to fulfill its fiduciary responsibilities
Board Principles:

1. Our number one purpose is to serve our stakeholders to the best of our abilities. All of our actions, priorities and words must be judged against that. Therefore we conduct every board meeting (and board-staff interaction) as if the entire membership was watching and we ask ourselves: Would our members be proud of how we have conducted ourselves?

2. We seek to gather all the facts before entering into a discussion or making a decision. We acknowledge that the quality of our actions and decisions are only as good as the quality of our knowledge about the situation.

3. We believe in accountability, not blame. We acknowledge that mistakes and failures will occur and we will use these as learning opportunities.

4. When a mistake or failure occurs, we remind ourselves of Principle #1.

5. We work hard to observe each other doing the right thing. We will celebrate our successes.

6. Hidden agendas and gossip are forbidden.

7. Each of us agrees to listen with full attention when another person speaks.

8. We are careful to delineate the appropriate roles for board and staff by asking:
   - What is it that ONLY the board can do or should do?
   - What is it that ONLY the executive (or staff) can do or should do?
   - What areas require collaboration to achieve success?
   - By asking these questions we demonstrate our respect for each other's experience and expertise.

9. To improve board - staff collaboration we agree to ask the following kinds of questions:
   - The board will ask the staff: What is the impact of our decision on you? Have we listened to your perspective and wisdom about the implications of this?
   - When the staff brings forth an item for decision-making to the board: Have we explained this clearly? Do you feel you have enough information with which to make a good decision? Have we listened to and addressed the big questions you have raised?

10. Every person takes responsibility for the successful outcome of a meeting or interaction. These ground rules can be invoked by anyone whenever necessary.

Strategic Boards
What Strategic Boards Focus On

1. Outcomes desired, rather than on activity required.

2. Defining and delegating, rather than reacting and ratifying.

3. Desired outcomes consistent with strategic intent and core values, rather than detailing how the outcome is to be achieved or managing work that has been accomplished.

4. What needs to happen next, rather than what has already been done.

5. Using information not collecting it.
6. Honestly considering issues of capacity, core capability and strategic position in deciding what to do.

How Strategic Boards get work done

They:

1. Choose to view mistakes that will occur in risk-taking and innovation as a rich opportunity to be learned from rather than covered up.

2. Redefine measurement of success on the basis of indicators of quality not just quantity.

3. Neither enables nor accepts dishonesty or manipulation, even when it is the path of least consequence.

4. Are willing to change individual opinion or perspective, based on changing context/experience, but not based on political influence.

5. Understand that it takes more than a single leader’s term to accomplish important things and that continuity is important.

6. Make the investment in behavior that earns and sustains trust – consciously avoiding behavior that diminishes or demolishes trust.

7. Create a sustaining process that gives governance the tools needed to lead intelligently.

8. Encourage policy making as opposed to political behavior.

9. Focus on value of what the organization produces for its stakeholders rather than the distribution of power.

10. Understand that governance’s fiduciary responsibility is to define what will constitute value and ensure value is delivered.
Selecting Leadership for ASME – Helpful hints when choosing a Proposed Nominee

The work of the Nominating Committee is, without a doubt, the single most important factor in enabling the progress and success of ASME.

The selection process is guided by four very different but highly important data sources:

• The Nomination Packet.
• The comments of those who speak in support of the Proposed Nominee.
• The presentations by the Proposed Nominee.
• The answers to the questions the Nominating Committee will present to the Proposed Nominee.

Discussions during the Selection Meeting will allow Nominating Committee members to share with each other how each member sees the Proposed Nominee in light of these four data sources.

What to look for in the four data sources listed above:

Qualifications

1. Necessary qualifications:
   • Competence
   • Conscience
   • Compassion

2. Sufficient qualifications:
   1. Leadership Qualities

Characteristics

1. Challenging the Process
   • Search for Opportunities
   • Experiment and Take Risks

2. Inspiring a Shared Vision
   • Envision the Future
   • Enlist Others

3. Enabling Others to Act
   • Foster Collaboration
   • Strengthen Others

4. Modeling the Way
   • Set the Example
   • Plan Small Wins

5. Encourage the Heart
   • Recognize Individual Contribution
   • Celebrate Accomplishments
Competencies

1. Ability to articulate and promote a Unit’s vision and mission.
2. Willingness to commit time and other resources needed to fully participate for the term of office.
3. A clear understanding of the organizational structure, governance and operations of ASME, including but not limited to:
   • Full Cost Accounting

While you review the Nomination Packets and listen to the presentations, ask yourself the following questions:

1. Does this person have the competence, conscience, and compassion to do this job well?
2. Would I be inspired to work with this person?
3. How would ASME be better and move forward if this person were in a leadership role?
4. Would I feel comfortable if this person were to speak on my behalf before the U.S. Congress or on the front page of the New York Times?
Search Assurance Subcommittee – Recommended Procedures

The goal of Search Assurance 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 – nine). Soliciting quality candidates is an important element of the search process. However, the primary role of Search Assurance is to find Candidates and move them through the application process. The Nominating Committee vets candidates for quality and leadership skills.

The focus of Search Assurance 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. (taken from Policy 4.16 Section IV C-F)

The Search Assurance process consists of four stages.

- First, the Nominating Committee Voting Members and Alternates representing the Sector shall contact their Senior Vice President to discuss other potential candidates for all vacant positions.

- Second is to develop a potential list of candidates that will be contacted by the Search Assurance Subcommittee.

- The third stage is the process of solicitation, where the Search Assurance Subcommittee members reach out across the society to find interested candidates.

- The final stage is to translate interest into actual Nomination Packets.
Finding Candidates to Solicit

The primary sources for Candidates are as follows:

<table>
<thead>
<tr>
<th>Source of Candidates</th>
<th>For the Office of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior VP, Segment Leaders and Committee Chairs from Sectors with terms expiring</td>
<td>President, Governor</td>
</tr>
<tr>
<td>in the current and next years.</td>
<td></td>
</tr>
<tr>
<td>Existing Governors with terms expiring in the current and next years</td>
<td>President</td>
</tr>
<tr>
<td>Candidates recommended by the President, Past Presidents and current Governors</td>
<td>President and,</td>
</tr>
<tr>
<td>Candidates recommended by sector Senior VP</td>
<td>President and, Governor</td>
</tr>
<tr>
<td>Candidates recommended by ASME Sector Staff</td>
<td>President and, Governor</td>
</tr>
<tr>
<td>Candidates’ names discovered during networking with ASME leadership at various</td>
<td>President and Governor</td>
</tr>
<tr>
<td>ASME functions and symposiums.</td>
<td></td>
</tr>
<tr>
<td>Persons expressing an interest in prior years but who were unable to put their name</td>
<td>President and, Governor</td>
</tr>
<tr>
<td>into nomination</td>
<td></td>
</tr>
<tr>
<td>Persons putting their name into nomination in one or more of the last two prior</td>
<td>President and, Governor</td>
</tr>
<tr>
<td>years, but not selected</td>
<td></td>
</tr>
<tr>
<td>Prior Governors whose term expired in the last 3 years.</td>
<td>President</td>
</tr>
</tbody>
</table>

See Emails 1 -9 for examples of emails soliciting for names of Candidates.
Data Supplied by Staff at the start of the Search Assurance Process

At the initiation of Search Assurance, the Nominating Committee Staff Coordinator 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 member 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 Staff Coordinator 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
- Source (i.e. recommended by the President, current Governor, etc.)
- Email Address
- Phone Number
- Assigned to (member of search assurance)
- Date Solicited
- Follow-Up Solicitation Date
- Acceptance (Yes/No)
- Candidate for Next Year (Yes/No)
- Detail of Sources – information will be used for the final statistic report.

The Nominating Committee Staff Coordinator 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 Search Assurance application mentor, and application status in alphabetical order by last name.

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

At the conclusion of Search Assurance, the Nominating Committee Staff Coordinator and the Search Assurance 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 Search Assurance Chair and Nominating Committee Staff Coordinator will propose any changes to the Search Assurance procedure to improve the performance in any or all of the three stages.
The Nominating Committee Staff Coordinator will retain Search Assurance 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.

Soliciting Nominees

In the months preceding January 1, the subcommittee is to develop their large list of potential candidates.

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 soliciting the names of potential candidates. 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.

On or around January 1, committee members begin active solicitation of members. 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 Search Assurance 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. Search Assurance members need to continue to follow-up to ensure they receive a response, either yes or no. Moreover, Search Assurance members need not be reluctant to ask candidates to reconsider, even following an initial rejection.

Once a person expresses an interest, the Nominating Committee Staff Coordinator will follow up with the link to the Nomination Packet and advise of deadline dates.
From Interest to Application

Experience suggests that the packet process causes some potential candidates to fail to become actual candidates. The final role of Search Assurance is to mentor candidates through the application process. For each candidate expressing interest one member of Search Assurance aids the candidate in completing his/her application. The first step in the Nomination process is submission of the candidate’s Letter of Intent (LOI).

The assigned Search Assurance member contacts the candidate and asks if the candidate requires any assistance in completing the LOI. If yes, the Search Assurance member puts the candidate in contact with the Nominating Committee Staff Coordinator.

The Search Assurance Member follows-up with the Candidate at least once a week to check status and offer assistance until the candidate completes and submits his/her LOI. The Nominating Committee Staff Coordinator will keep each member up-to-date on LOI status for each candidate.

The timeline from LOI to Nomination Packet is typically four weeks. Once LOI is submitted, Search Assurance needs to continue to follow-up to ensure timely submission of applications. The Nominating Committee Staff Coordinator will keep members up-to-date on the status of candidate Nomination Packet submission.

The LOI to Nomination Packet Follow-Up process is below:

**Weeks 1 and 2:** Once LOIs are in, the Nominating Committee Staff Coordinator will send an email to each candidate during each of the first two weeks congratulating them on their willingness to serve, reminding them to submit their packets, offer a to-do list, and sending them a copy of the Nomination Packet.

**Week 3:** In the third week, the chair of the Nominating Committee will also send a letter of congratulations to each candidate and acknowledge the importance of serving and standing for nomination.

**Week 4:** In the fourth week, candidates not yet submitting their packet will be contacted by their assigned Search Assurance member, who will ask if any assistance is needed in completing their packet. If assistance is needed, the Search Assurance member should contact the Nominating Committee Staff Coordinator who will assist the candidate as necessary.

The Search Assurance Subcommittee will work to ensure the minimum number of quality Proposed Nominees for each position. However, it is at the discretion of the Search Assurance Subcommittee and the Nominating Committee Chair to cease action should (s)he feel the committee has done due diligence with their search.
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 Proposed Nominees to stand for nomination for ASME President and Board of Governor 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 Proposed Nominees to stand for office and the role of the Nominating Committee to vet the Proposed Nominees. 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 persons who might qualify for President or as a members-at-large to 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. Insuring 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
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 SrVP

As part of the Nominating Committee’s search assurance 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 Proposed Nominee(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 Proposed Nominees, 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.

Please let me know. Thank you for your help.

________________________
ASME Nominating Committee Member
Email 4: 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 Proposed Nominees 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.

As you know, 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 on the Nominating Committee Website.

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: 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 Proposed Nominees who might be interested in becoming a Members-at-large to 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 Governor members-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 Members-at-large). The term of each Members-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 Members-at-large Board of Governors can be found in the Board of Governors job description located on the Nominating Committee Website. 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 6a: Sample Email (Recommended by Peer)

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 Proposed Nominee 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 Nomination Packet are available at go.asme.org/nominate.

Thank you,

________________________________
ASME Nominating Committee Member

Email 6b: Sample Email (Interest from Previous year)

Dear: _____

You might wonder where we got your name. You came to the Nominating Committee’s attention last year as a qualified Proposed Nominee. 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 Nomination Packet are available at go.asme.org/nominate.

Thank you,

________________________________
ASME Nominating Committee Member
Email 6c: Sample Email (Past 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 Nomination Packet are available at go.asme.org/nominate.

Thank you,

________________________________
ASME Nominating Committee Member

Email 6d: 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 Proposed Nominee 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 Nomination Packet are available at go.asme.org/nominate.

Thank you,

________________________________
ASME Nominating Committee Member
Email 7: 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 Search Assurance 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 Nomination Packet are available at go.asme.org/nominate.

Thank you,

________________________________
ASME Nominating Committee Member
Email 8: 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 March 15. The next step is your Nomination Packet, 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 Nomination Packet 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 9: Note of Congratulations from Chair of Nominating Committee

Version A: For Candidates not yet submitting their applications

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 Nomination Packet, 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 Nomination Packet 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
Version B: For Candidates who have submitted their applications

Dear: ______

Thank you so much for submitting your name as a Proposed Nominee 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.

Additional information and the Nomination Packet 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
Physical Arrangement Guidelines

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 and the Anteroom in order to ensure the privacy of the discussions and decisions within.

The room arrangement for the Selection Meeting must include an Anteroom to provide a waiting room for persons arriving for their interviews. In addition, the Anteroom will be used to provide information for Proposed Nominees and Speakers prior to their appearance before the Nominating Committee. The Anteroom should be adjacent to the Selection Room if at all possible. If this is not possible, then the hallway or corridor between them must be shielded or isolated from general traffic. In all cases the layout should not encourage loitering outside of the Selection Room.

The Nominating Committee Staff Coordinator is responsible to see that all necessary equipment and facilities are available within these rooms.

Anteroom Activities

During the Selection Meeting, Anteroom activities are the responsibility of Alternates in attendance, under the supervision of the Nominating Committee Staff Coordinator. The following briefly summarizes the specific activities required:

The Anteroom personnel will display the current schedule and status of the interviews on an overhead projector.

The Proposed Nominees and their Speakers are thus able to estimate the time they will be called. They should be apprised of a possible earlier appearance if a proceeding speaker has not yet "checked in" and is questionable for the scheduled time slot. At least two persons should be in the Anteroom ready to appear before the Nominating Committee.

Anteroom personnel shall maintain a file which shows where the Proposed Nominees and their Speakers may be located (1) in case of a change in schedule and (2) to assure that at least two persons are in the Anteroom waiting to appear before the Nominating Committee.

Anteroom personnel should make every effort to help put both Proposed Nominees and scheduled speakers at ease. If the either asks for advice, any of the following comments are appropriate:

- avoid repeating information which is in the Nomination Packet or on the Speaker background form;
• tell in your own words why the Proposed Nominee is well qualified for the position and what the Proposed Nominee will do for ASME if elected;

• (Proposed Nominees) tell the truth, and do not cover up, especially when responding to questions;

• and do not speculate on future actions of the Proposed Nominee.

On the signal from the Nominating Committee Chair, a current year’s NC Alternate anteroom attendant shall escort the speaker into the Selection room. After escorting the speaker into the room, the escort shall be seated. An anteroom attendant positioned inside the entrance to the Selection room shall notify the next speaker to appear before the Nominating Committee. (Alternatively, either the escort for the next speaker or the escort for the exiting speaker may serve this function if there are insufficient anteroom attendants.)

Escorts and other anteroom attendants shall deliver messages to and from the Selection Room as required to facilitate the process.

Anteroom personnel 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 anteroom volunteer or consultant 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. A final list of all selected nominees will be presented to the Nominating Committee. By signing this list, each Voting Member accepts the names that will be presented on the Ballot. Engaging in an outside Special Nominating Committee may be means for dismissal on the Nominating Committee.
Entrances will vary depending on venue each year. Reception 6' Table One Laptop One Printer *Laptop to LCD projector in Selection Room

Entrances will vary depending on venue each year. *Laptop to LCD projector in Interview Room

Table 2 x 2

Lectern 2 x 2

Round Table 4-6 chairs 1 laptop

Round Table 4-6 chairs

Round Table 4-6 chairs 1 laptop

6' Table

Coffee Soft Drinks

(Note: Matches the one in the Selection Room)
NOMINATING COMMITTEE
SELECTION ROOM LAYOUT

Room Size
L x W x H
Desired 54’1” x 48’ x 9’
Minimum 54’1” x 34’ x 8’6”

(1) 8’ Tables
Large monitor synced to the monitor on the podium. Large counter with lights on the side

(4) 8’ Tables
Bar Stool
Cocktail Table
Lapel Mic for NC Chair

(5) 8’ Tables
NC Secretary
Sits Here
Past NC Sec.
Sits Here
NC Chair
Sits Here
Past NC Chair
Sits Here

Entrances will vary

10 Ft
Projectors shall be behind the screens

10 Ft

Page 59 of 66
Suggestions for the Selection Room Set up

1. 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 Proposed Nominees’ entrance.
6. Next to the Chair is the Secretary, Past Chair, and past secretary who will run the timer.
7. Each table, except for the Past Presidents, should sit a first year and second year NC member.
   a. This is for mentoring purposes.
8. Past President Advisors are seated at the head of “V”
9. 2 or 3 individual chairs near Proposed Nominee entrance for Alternates.
10. At least 1 microphone to be placed in the center of each table as shown
11. One Power Strip per table placed in the center of the table and not off to a side.
12. Large-capacity paper shredder shall be inside room.
   a. Order by ASME NC Coordinator in conjunction with the ASME Events Department
13. Timer to be placed between the current NC Secretary and the past NC Secretary as shown
14. Timer to be place on the Podium
15. Large Monitor and timer with lights in front of the Past Presidents table at eye level and facing out in front of the Podium.
16. Large Podium for Presenters (give more room for papers)
17. Candidates shall use a Lavaliere Microphone
18. One monitor with clicker next to Podium on a cocktail table
20. 2 overhead projectors to be projected BEHIND the 2 ten (10) feet screens.
21. 1 AVPG laptop with switcher for Secretary to be connected to overhead projectors.
22. 1 AVPG laptop to be synced with the Anteroom Laptop
23. Bar Stool and cocktail table for the Chair.
24. 1 Lavaliere Microphone for NC Chair.
25. ASME Lync System needs to be hooked into the sound system and the presenter needs to be heard from the podium
26. Printer to be put near the Secretary or close by.
27. Podium step for shorter presenters.
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 Proposed Nominee. 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 as many Nominating and Subcommittee Meetings, as practical, and complete the assignments prior to subcommittee meetings.
# Meeting Schedule - Year at a Glance

<table>
<thead>
<tr>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November/December</th>
<th>January /February</th>
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<tbody>
<tr>
<td>Review subcommittee charge</td>
<td>Review Board Matrix</td>
<td>Determine who will be going to the IMECE. Encourage them to attend the open session of the BOG meeting on Saturday</td>
<td>Discuss BOG meeting from Congress. What can we add to our categories/questions</td>
<td>Review/Edit questions submitted after the recent NC Training sessions</td>
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<td>and goals.</td>
<td>(Skills, Behavior, ASME strengths)</td>
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<tr>
<td>Review proposed Nomination</td>
<td>Continued discussions on</td>
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<tr>
<td>Packet and Evaluation Sheet</td>
<td>categories</td>
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<tr>
<td>Open discussion to determine</td>
<td>Discuss Proposed Categories</td>
<td>Review questions. Edit appropriately.</td>
<td>Review questions. Edit appropriately.</td>
<td>Set March Meeting date and review action items</td>
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<td>categories</td>
<td>that work with the</td>
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<td>matrix, NC packet and</td>
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<td></td>
<td>Evaluation Sheet</td>
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<tr>
<td>Assign Subcommittee members</td>
<td>Begin submitting to</td>
<td>Continue Submitting Questions</td>
<td>Continue submitting questions</td>
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<tr>
<td>President or BOG Questions</td>
<td>subcommittee Chair and</td>
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<td></td>
<td>ASME NC Staff Coordinator questions</td>
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<td>Set Next Month’s Meeting</td>
<td>Set October Meeting Date</td>
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<td>and review action items</td>
<td>and review action items</td>
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<td>Set Next Meeting date</td>
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<td>and review action items</td>
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### June NC Meeting

1) 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:

a) Questions will be assigned in a pre-agreed order.

b) NC members will be asked to present their question into the microphone before Proposed Nominees come in. This will ensure members can be understood, heard and are not altering the question.

c) Read the questions exactly as written, no exceptions!

d) 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.

<table>
<thead>
<tr>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
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<tbody>
<tr>
<td>Review the Mock Nomination Packets. Determine if the subcommittee has asked questions that can enhance what is on the packet.</td>
<td>Discuss the outcome of the rankings and make any changes.</td>
<td>Final look see of questions based on nomination packet reviews.</td>
<td>See full description below.</td>
</tr>
<tr>
<td>Review additional questions provided after the February Training session</td>
<td>Review questions to be sure they are short and clear</td>
<td>Finalize ranking</td>
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<tr>
<td>Discuss how ranking system will work</td>
<td>Review real NC Packets and see if additional questions need to be added</td>
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<tr>
<td>Confirm April meeting date and action items.</td>
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</table>
e) 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.

f) Have the first person who is asking the questions raise their hand and let the Proposed Nominee know they are asking the first question.

g) 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.

h) 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.

**Ante Room Reminders**

a) Communicate to the Proposed Nominees that questions have been preset.

b) A question can only be repeated and not further clarified.

If a Proposed Nominee receives a question that was already discussed in his/her presentation, the Proposed Nominee should state they feel they have previously answered the question and ask for the next question.
Proposed Categories For Developing Proposed Nominee Questions

1) Vision
2) Financial
3) Style
4) Leadership/interpersonal skills/team building
5) Organizing / planning
6) Five (5) target technologies
7) Strategic Plan
8) Problem Solving / Conflict Resolution
9) Understanding of the Position Priorities / Deficiencies
10) How the position fits Within the Society
11) Understanding of ASME’s Priorities/Definitions/Challenges
12) Ethics
13) Fiduciary Responsibility to Society
14) Communication with members and the public
15) Goals and Executing the Plans

Proposed Ranking ideas

Use the Survey Monkey to rank questions. List the top 10 questions by each category and ask the subcommittee to rank the questions within each category.
ASME Mission and Vision Statement

Mission
To serve our diverse global communities by advancing, disseminating and applying engineering knowledge for improving the quality of life; and communicating the excitement of engineering.

Vision
ASME will be the essential resource for mechanical engineers and other technical professionals throughout the world for solutions that benefit humankind.

ASME Board of Governors Core Values

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<tbody>
<tr>
<td>1. Mission focused</td>
<td>Governors are expected to be familiar with the ASME mission, the ASME vision, the ASME Strategic plan, and the ASME core values. Their actions and decisions should be informed by the principles contained in these guiding documents to ensure that the organization is accomplishing its goals.</td>
</tr>
<tr>
<td>2. Knowledge-based</td>
<td>Governors are expected to be knowledgeable of the structure and policies of ASME. Governors are expected to arrive at each meeting having completed the necessary preparations for the business to be transacted. Decisions made by the Board of Governors should flow from a knowledge-based process.</td>
</tr>
<tr>
<td>3. Ethics and integrity</td>
<td>Governors are expected to act with honesty and integrity, making decisions that are in the best interests of ASME.</td>
</tr>
<tr>
<td>4. Commitment</td>
<td>Governors are expected to attend every meeting and to faithfully discharge their fiduciary duties and responsibilities. In the unlikely event of a family or work conflict, governors should make every effort to utilize a teleconference connection in order to be present electronically if possible.</td>
</tr>
<tr>
<td>5. Respect and professionalism</td>
<td>In all of their activities, governors should act in a respectful professional manner toward their fellow governors, the members, and the staff.</td>
</tr>
<tr>
<td>6. Free from bias</td>
<td>Governors are elected by the membership to serve the society as a whole and thus do not represent a particular segment of the society. Governors are expected to disclose any potential conflicts of interest and excuse themselves from discussions and voting should a potential conflict of interest arise.</td>
</tr>
<tr>
<td>7. Collaboration and unity</td>
<td>The board should engage in a process whereby every governor has the opportunity to be heard and whereby every opinion is respected. When a decision is finally reached, each governor should support the decision of the board regardless of how they voted as individuals. Governors should work together for the success of the organization.</td>
</tr>
<tr>
<td>8. Communications and confidentiality</td>
<td>Governors should be effective communicators. They must first be good listeners and then have open and honest communications with their fellow governors, with ASME sector leaders, staff, and members. Governors are expected to keep confidential those items discussed in executive sessions.</td>
</tr>
<tr>
<td>9. Cultural sensitivity</td>
<td>Because we aspire to become a global organization, governors must be sensitive to the cultural differences in those places where ASME members live and work.</td>
</tr>
<tr>
<td>10. Fun</td>
<td>Recognizing that laughter and good humor bring us closer and blur the line between work and fun, the governors are committed to operating in a collegial environment that enables friendships and a spirit of constructive cooperation.</td>
</tr>
</tbody>
</table>