Nominating Committee Manual
The Nominating Committee Operating Guide
Primarily used by the Nominating Committee Members.

MM – 10 (part 1 of 2)

June 2018

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# TABLE OF CONTENTS

1. Society Policies and By-Laws .......................................................... 4
2. A Diverse ASME Leadership .......................................................... 4
3. The Glossary .................................................................................. 6
4. ASME Acronyms ........................................................................... 9
5. Purpose of this Manual ................................................................ 11
6. The Nominating Committee .......................................................... 11
   6.1. What is the Nominating Committee? ......................................... 11
   6.2. An Assignment of High Trust .................................................. 11
   6.3. Nominating Committee Responsibilities .................................. 12
7. Organization of the Nominating Committee ..................................... 12
   7.1. Voting Members and Alternates .............................................. 12
   7.2. Advisors .............................................................................. 15
   7.3. Consultants ........................................................................... 15
8. Nominating Committee Operations ................................................ 16
   8.1. Duties of the Committee .......................................................... 16
   8.2. Nominating Committee Terms of Office .................................... 16
   8.3. Nominating Committee Member Functions .............................. 17
      8.3.1. Chair ........................................................................... 17
      8.3.2. Secretary ..................................................................... 18
      8.3.3. Nominating Committee Staff Coordinator ....................... 19
      8.3.4. Subcommittees ............................................................. 19
      8.3.4.1. Manual Review Subcommittee .................................... 19
      8.3.4.2. Interview Procedures Subcommittee ......................... 20
      8.3.4.3. Election Procedures Subcommittee ............................. 20
      8.3.4.4. Search Assurance Subcommittee - (See Appendix B for subcommittee guidelines) .................................................. 20
      8.3.4.5. Questions Subcommittee - (See Appendix D for subcommittee guidelines) .................................................. 20
   8.4. Nominating Committee Meetings .............................................. 20
      8.4.1. Organization Meeting ..................................................... 21
      8.4.2. Business Meeting .......................................................... 21
      8.4.3. Training Sessions ........................................................... 22
      8.4.4. Selection Meeting - (See Section 10.1 for operation guidelines) .......................................................... 22
   8.5. Nominating Committee Financial Administration ...................... 23
      8.5.1. Committee Budget .......................................................... 23
      8.5.2. Travel Expense Contribution ........................................... 24
   8.6. Disposition of Files after the Selection Meeting ......................... 24
   8.7. Revisions of the NC Manual ...................................................... 24
9. Proposing Nominees for Society Office .......................................................... 25
    9.1.1. The Letter of Intent – Preliminary Endorsement of a Proposed Nominee 26
    9.1.2. The Nomination Packet ................................................................. 27
    9.1.3. Proposed Nominees ...................................................................... 27
    9.1.4. Supporters and Speaker ............................................................... 27
    9.1.5. The Selection Meeting ................................................................. 28
  9.2. The Process for Proposed Nominees identified at the Selection Meeting .... 28

10. Nominating Committee Process for Selecting Nominees .......................... 28
    10.1. The Selection Meeting Operations Guideline Sheet ......................... 29
    10.2. Incomplete Ballots ......................................................................... 34
    10.3. Voting ............................................................................................ 34
    10.4. Results .......................................................................................... 34
    10.5. Anteroom and Meeting Room Setup – Please refer to Appendix C ....... 35

11. Filling Vacancies in Society Offices .......................................................... 35

12. Tentative Annual Schedule of meetings of ASME Board of Governors meetings. ................................. 36

Appendix A .................................................................................................. 37
  President and Board of Governors Roles and Responsibilities ..................... 37

Appendix B .................................................................................................. 53
  Search Assurance Subcommittee – Recommended Procedures .................. 53

Appendix C .................................................................................................. 68
  Anteroom and Selection Meeting Setup ..................................................... 68

Appendix D .................................................................................................. 78
  Questions Subcommittee – Recommended Procedures ............................... 78
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 means understanding that each individual is unique and recognizes and respects our individual differences and experiences.

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

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

ASME's Vision is to be the essential resource for mechanical engineers and other technical professionals throughout the world for solutions that benefit humankind. No one type of person, or group of people, has all the skills and talents needed to achieve this vision. Top organizations are focusing on how to leverage diversity as their competitive differentiator. ASME celebrates this model of innovation through diversity.

We see these same benefits in our own context, with ASME’s unique combination of roles in industry, government, and academia as the top professional organization for mechanical engineers.

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

Closely linked to diversity is the concept of inclusion. ASME’s policies define inclusion as creation of opportunities and the elimination of barriers to allow all people to participate in and contribute to ideation, planning, projects, programs, processes, teams, organizations, social activities, fun or any other meaningful opportunity, that helps achieve successful outcomes. ASME is committed to inclusion in the following ways:

- Becoming indispensable to early career engineers by leveraging age diversity and creating member leadership opportunities.
- Making a priority of globalization by leveraging geographic and cultural diversity.
- Achieving a multi-disciplinary approach by leveraging technical diversity.
- Increasing the number of women and minorities within the ASME membership.
Inclusion and diversity within ASME leadership at all levels will be a complex, on-going change process, designed to increase organizational capability by:

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absolute Majority</td>
<td>Fifty Percent of voting members <strong>present</strong> plus one, (50%+1). For example, based on 17 voting members, the Absolute Majority is nine.</td>
</tr>
<tr>
<td>Advisors</td>
<td>Three consenting and available past Presidents who have been out of office for one year or more and invited by the Nominating Committee (Section 7.2).</td>
</tr>
<tr>
<td>Alternate</td>
<td>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.</td>
</tr>
<tr>
<td>Candidate</td>
<td>An ASME member proposed or recommended by another ASME member to run for society office.</td>
</tr>
<tr>
<td>Committee</td>
<td>Another name for The Nominating Committee (NC)</td>
</tr>
<tr>
<td>Committee on Organization and Rules (COR)</td>
<td>This committee is responsible for supporting some of the Board of Governors' (BOG) most important tasks regarding the operation and leadership of the Society. In particular, COR reviews and provides recommendations to the BOG on changes to the Society Constitution, By-Laws, and Policies, and provides advice to the BOG on Society appointments needing approval by the BOG. In addition, COR reviews Sector Operations Guides, and supports the Nominating Committee in the development and publication of the Nominating Committee Manual.</td>
</tr>
<tr>
<td>Congress</td>
<td>International Mechanical Engineering Congress and Exposition (IMECE) of the ASME, also known as “the Congress”. It refers to the first ASME business meeting of the ASME fiscal year, typically held in November.</td>
</tr>
<tr>
<td>Consultants</td>
<td>The immediate past Chair and Secretary of the Nominating Committee. (Section 7.3)</td>
</tr>
<tr>
<td>Corporate Member</td>
<td>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)</td>
</tr>
<tr>
<td>Final Selected Nominees</td>
<td>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.</td>
</tr>
<tr>
<td>Groups</td>
<td>ASME groups include technical divisions, institutes, affinity groups, sections, subsections, technical chapters, research committees and participant-created groups</td>
</tr>
<tr>
<td>NC</td>
<td>The abbreviation for the Nominating Committee.</td>
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</table>
Nominating Committee
A committee of volunteer ASME members, who are nominated by their Sectors and elected by the ASME membership, at either Business Meeting of the fiscal year, whose responsibility, is to select individual Members competent and available to serve as ASME’s President and members-at-large Board of Governors, and propose these selected Members to the membership for election.

Nominating Committee Subcommittee
See Section 8.3.4 of this manual for subcommittee descriptions.

Nomination Packet
The application and accompanying support letters submitted to the Nominating Committee by a Proposed Nominee.

Nominee
An ASME member selected by the Nominating Committee considered for election by the Membership for office in ASME.

Packet
A single word to describe the Nomination Packet.

Proposed Alternate
An ASME member indicated as an Alternate on the list to be presented at the Business Meeting during the Annual Meeting, typically held in June, or at the Congress for election to the next year's Nominating Committee.

Proposed Member
An ASME member indicated as a Voting Member on the list to be presented at the Business Meeting during the Annual Meeting, typically held in June, or at the Congress for election to the next year's Nominating Committee.

Proposed Nominee
An ASME member who has submitted a Nomination Packet and is considered by the Nominating Committee as a candidate for President or as a Member-at-Large of the Board of Governors.

Proposer
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.

Sector
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:

- the Student and Early Career Development Sector (SECD)
- the Public Affairs and Outreach Sector (PAO)
- the Standards and Certification Sector (S&C)
- the Technical Events and Content Sector (TEC)
Speaker
An ASME member speaking in support of the Proposed Nominee at the Nominating Committee Selection Meeting during the Annual Meeting, typically held in June.

Special Nominating Committee
A special nominating committee may be organized by one per cent of the corporate membership of the Society in good standing certifying to the Executive Director in writing their joint intention to organize such a committee. (By-Law B4.2.b). A special nominating committee is comprised of members not serving on the NC, and has the purpose of proposing an alternative nominee for President or Member-at-Large of the Board of Governors on the slate of nominees for election by the membership.

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

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

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

Voting Member
A current Nominating Committee member eligible to vote on Nominating Committee business and on the selection of Proposed Nominees at the Selection Meeting.

White Paper
The White Paper, as it pertains to the Nominating Committee, is a document composed by the outgoing NC Chair and Secretary. It 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 that can be added to the White Paper.
4. **ASME Acronyms**

- **AM** Annual Meeting (formerly Summer Annual Meeting)
- **ASME** American Society of Mechanical Engineers
- **BOG** Board of Governors
- **BRTD** Board on Research and Technology Development
- **COFI** Committee on Finance and Investment
- **COH** Committee on Honors
- **COR** Committee on Organization and Rules
- **CPEG** Conference Planning & Execution Guide
- **CPP** Committee of Past Presidents
- **CRTD** Center for Research and Technology Development
- **DAG** Diversity Action Grant
- **DISC** Diversity and Inclusion Strategy Committee
- **DMM** Design, Materials & Manufacturing Segment
- **ECLIPSE** Early Career Leadership Intern Program to Serve Engineering
- **ECS** Energy Conversion & Storage Segment
- **ED** ASME Executive Director
- **EDESC** Executive Director Evaluation and Staff Compensation Committee
- **EGG** Engineering the Greater Good
- **E4C** Engineering 4 Change
- **EGD** Engineering for Global Development
- **EMT** Executive Management Team
- **ERM** Enterprise Risk Management
- **ESP** Energy Sources & Processing Segment
- **EPAT** Event Planning and Approval Tool
- **ERTD** Education Research and Technology Development
- **ESS** Engineering Sciences Segment
- **GAS** Gas Turbine Segment
- **GAC** General Awards Committee
- **GC** Global Communities
- **GEC** Group Engagement Committee
- **GETT** Group Engagement and Transition Team
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>GPS</td>
<td>Group Pathways and Support</td>
</tr>
<tr>
<td>H&amp;H</td>
<td>History and Heritage</td>
</tr>
<tr>
<td>HPVC</td>
<td>Human Powered Vehicle Competition</td>
</tr>
<tr>
<td>IAB</td>
<td>Industry Advisory Board</td>
</tr>
<tr>
<td>IMECE</td>
<td>International Mechanical Engineering Congress &amp; Exposition (formerly Winter Annual Meeting)</td>
</tr>
<tr>
<td>IOP</td>
<td>Integrated Operating Plan</td>
</tr>
<tr>
<td>KPI</td>
<td>Key Performance Indicator</td>
</tr>
<tr>
<td>NC</td>
<td>Nominating Committee</td>
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<tr>
<td>PAO</td>
<td>Public Affairs and Outreach (Sector)</td>
</tr>
<tr>
<td>PEDT</td>
<td>Presidential Executive Director Team</td>
</tr>
<tr>
<td>PLT</td>
<td>Program Leadership Team</td>
</tr>
<tr>
<td>PPT</td>
<td>Pension Plan Trustees</td>
</tr>
<tr>
<td>QCC</td>
<td>Quality Content Contributor</td>
</tr>
<tr>
<td>S&amp;C</td>
<td>Standards and Certification (Sector)</td>
</tr>
<tr>
<td>SAC</td>
<td>Strategy Advisory Committee</td>
</tr>
<tr>
<td>SDC</td>
<td>Student Design Competition</td>
</tr>
<tr>
<td>SECD</td>
<td>Student and Early Career Development (Sector)</td>
</tr>
<tr>
<td>SLS</td>
<td>Student Leadership Seminar</td>
</tr>
<tr>
<td>SLT</td>
<td>TEC Segment Leadership Team</td>
</tr>
<tr>
<td>SMC</td>
<td>Sector Management Committee</td>
</tr>
<tr>
<td>SME</td>
<td>Subject Matter Expert</td>
</tr>
<tr>
<td>SPDC</td>
<td>Student Professional Development Conference</td>
</tr>
<tr>
<td>SSA</td>
<td>Student Section Advisor</td>
</tr>
<tr>
<td>SSC</td>
<td>Student Section Committee</td>
</tr>
<tr>
<td>SVP</td>
<td>Senior Vice President</td>
</tr>
<tr>
<td>TAP</td>
<td>Technical Advisory Panel</td>
</tr>
<tr>
<td>TEC</td>
<td>Technical Events and Content (Sector)</td>
</tr>
<tr>
<td>TF</td>
<td>Task Force</td>
</tr>
<tr>
<td>VOLT</td>
<td>Volunteer Orientation and Leadership Training</td>
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<tr>
<td>YEC</td>
<td>Young Engineers Correspondent</td>
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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, and representative body, drawing its Membership from the Sectors. Its makeup, procedures, and activities address the single purpose of selecting ASME Members competent and available to serve as elected Society Officers.

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

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

Each Sector will develop its own procedures for generating proposals for the members and alternates of the Nominating Committee for which that Sector has a responsibility, and those procedures shall be specified in the Sector’s Operation Guide. ([ASME By-Law B4.2.2.3](#)). Names of the incoming members should be forwarded to the Nominating Committee 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 shall not be permitted, especially if the contact is initiated by the outside entity.
All information provided to the Nominating Committee and the Nominating Committee Staff Coordinator as well as deliberations of the Nominating Committee is privileged and confidential. Any discussion of material pertinent to the Selection Meeting must not be disseminated outside of the Selection Meeting at any time throughout the year or in the future. Nominating Committee Members may use generic information disclosed in their questions to the 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, typically 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 but who serve on the Nominating Committee as members-at-large not representing their Sectors.

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.
7.1.1 Voting Member Position Description

Term
- Two Year commitment. After a two year term, a Voting member may be re-appointed as a voting member but at least one year needs to pass before they can be reinstated.
- A term on the NC coincides with ASME’s Fiscal Year, July through June.
- Each year, a new NC commences with an Organizational Meeting in July, conducted via a webinar.

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

Meeting Participation – throughout the year.
- Satisfactory performance of a Voting Member requires attendance of at least 75% of scheduled meetings and / or training sessions and subcommittee participation.
  - The appointing Senior Vice President will be contacted for action if satisfactory performance is not being met.
- All meetings are either held via web conference or teleconference. The Selection Meeting in June is the only in-person meeting.
- Voting members shall participate in at least one NC Subcommittee.

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

7.1.2 Alternate Member Position Description

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

- Alternate Members are encouraged to assist in the Anteroom at the Selection Meeting. (refer to the “Selection Meeting Assistance” item for more details.)
- Alternate Members of the Committee who have specific assigned duties and work a minimum of one full day in the Anteroom are eligible to receive a travel expense contribution as per the ASME Travel Expense Contribution policy. (Society Policy P-4.5)

Meeting Participation

- Alternates are expected to participate in at least 75% of scheduled meetings and/or training sessions and subcommittee participation in order to be eligible to be moved into a voting member’s position if one becomes available at the start of the Selection Meeting.
- All meetings are either held via web conference or teleconference. The Selection Meeting in June is the only in-person meeting.
- Alternate members shall participate in all meetings/training sessions and serve on at least one NC Subcommittee.

Selection Meeting Assistance

A minimum of six (6) alternates is required in order to have a successful Selection Meeting and an orderly and efficient operation of the anteroom at the Selection Meeting. The anteroom coordinates the schedule of the proposed nominees and their speakers and is staffed by volunteers who are Alternates on the current Nominating Committee and proposed Voting and Alternate members of the incoming Nominating Committee.

Helping in the Anteroom provides the opportunity to meet many of the individuals who make ASME a great society. It also provides an opportunity to hear some of the interviews and to sit in on the deliberations at the discretion of the Nominating Committee Chair.

- If, at the call-to-order of the Selection Meeting, a Voting Member is not present and there is no evidence that the Voting Member will be present before a substantial portion of the business has transpired, then a current Alternate, may be asked to step in and participate for all three days as a Voting Member. At the discretion of the NC Chair, current alternates must have participated in at least 75% of scheduled meeting and/or training sessions in order to be eligible to be moved into a voting member’s position if one becomes available at the start of the Selection Meeting. Incoming Alternates will not be eligible until they have gone through a year of NC training sessions.
Desired Characteristics of the NC Alternate Member

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

Though we emphasize that NC members act for the Society as a whole, and its mission and strategic needs, members are identified by the Sector's Senior Vice President to serve in an at-large position on the NC because (1) the NC expects members to bring domain knowledge about their Sector and how it aligns with the Society's goals and (2) it assures the diversity of the NC is appropriately spread across the Sector structure.

The NC has a fairly rigorous training program on the specifics of being an NC member and the Society's goals and officers' responsibilities, averaging one and a half (1.5) hours per month with webinars from July until May, culminating with the NC selection meeting each June. In addition, all NC members also participate on one of several subcommittees which work at various times throughout the year.

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 of 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 and may be renewed each year.

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

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

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.

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

If a Voting Member is unable to serve out their term and/or attend a Selection Meeting they shall notify their Senior Vice President and the Nominating Committee 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 to become a Voting Member for the Selection Meeting, no replacement will be made at that time and the record will show that the missing Voting Member was absent for that Selection Meeting.

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

8.3. Nominating Committee Member Functions

8.3.1. Chair

The Chair is a Voting Member of the Nominating Committee and directs the activities and presides over all meetings of the Committee. 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 incoming NC Chair and Secretary on observations and opportunities for improvement of the Nominating Committee.

Duties

- Voting Member of the Nominating Committee
- Directs the activities and presides over all teleconferences/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 incoming NC Chair and Secretary on observations and opportunities for improvement of the Nominating Committee.
- Holds weekly meetings throughout the year with NC Support Staff.
- Be responsible for announcing the results of the NC Selection Meeting to the Society at the President’s Dinner on Tuesday Evening at the Annual Meeting.
- If possible, attend IMECE Business Meeting to report ballot results
- Collaborates and approves all meeting/training agendas and slide decks.
- NC Committee liaison when needed to communicate with other areas of ASME and volunteers. (Includes but not limited to, Sector SVPs, the Committee of Past Presidents and ASME General Counsel.)
- After serving a one year term as NC Chair, will serve one year as a non-voting consultant to the NC with a reduced time commitment. The Past Chair is expected to attend all teleconferences/meetings of the Committee.
- Ex officio member of NC subcommittees.
**Time Commitment**

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

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, typically held in November; after the November Business Meeting this record shall be destroyed.

**NC Secretary Duties**

- Voting Member of the Nominating Committee
- Responsible for all business aspects of the Nominating Committee, including coordinating with the NC Support Staff and Chair to plan the meeting calendar, set agendas, record and review meeting minutes, and support the functioning of the sub-committees.
  - In collaboration with the Chair, identify opportunities to improve the functioning of the NC throughout the year, and implement changes in NC process where appropriate
- Serve as Chair, if the Chair is unable to complete his/her term
  - Appoint one of the Nominating Committee Voting Members to be Secretary for the remainder of the term.
- Conduct meetings of the Nominating Committee, if the Chair is temporarily unable to attend.
  - Secretary will serve as Acting Chair and will appoint an Acting Secretary, both serving in this acting capacity for the duration of the Chair's absence.
- *Ex officio* member of NC subcommittees.
- Parliamentarian for the Nominating Committee.
  - Be familiar with the NC Operating Manual and relevant Society policies / bylaws, to ensure appropriate due process at NC and sub-committee meetings as well as at the Selection Meeting.
- Be responsible for tabulating the results of the NC Selection Meeting for the Chair
• In collaboration with the Chair, the Secretary shall submit a White Paper to the incoming NC Chair and Secretary on observations and opportunities for improvement of the Nominating Committee.

• Secretary and the NC Support Staff shall retain a confidential record of the final votes until the results of an election are reported at the ASME Business Meeting in November; after which the records are destroyed.

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

**Time Commitment**

- Weekly teleconference with NC Chair and NC Support Staff – 1 hour
- NC Committee training/teleconferences – 10 to 12 hours during the year. Includes meeting preparation.
- Subcommittee teleconferences – 3 to 4 hours a month.
- NC Selection Meeting, arriving on Saturday morning through the NC business meeting on Tuesday afternoon.

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. Meeting Room and Anteroom Setup can be found in Appendix C.

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 review the questions to be used for each office and will determine 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 by Electronic Conferencing. It may run up to 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 sessions 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.

Any person providing training or leading a presentation for the NC may not support nominations by signing a Letter of Intent, writing a Letter of Support or speaking in support of a Proposed Nominee. To achieve fair access for all candidates, this ensures that no candidate has unequal exposure to the Nominating Committee.

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 arrive a day prior to the Selection Meeting start, 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.

Announce 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. Any person providing training or leading a presentation for the NC 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 shall contact their appointing Sector Board or Council and, Senior Vice President, to discuss potential candidates for all vacant positions.
- Second is to develop a potential list of candidates that will be contacted by the 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 high quality Proposed Nominees for each position. However, it is at the discretion of the Nominating Committee Chair to cease action should they 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 and NC Chair and Secretary will review the packet for issues relating to eligibility to serve and may seek legal advice as deemed necessary and appropriate. The Packet will also be reviewed to identify speakers appearing 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 email addresses 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.

Should a Proposed Nominee enter the Selection Room and there is a technical issue with their presentation, the Anteroom Volunteer shall escort the Proposed Nominee out of the Selection Room into the holding area until technical issues are resolved. At that time, if a timer has been started it will be paused or stopped and if necessary will be started at the discretion of the NC Chair. The Proposed Nominee shall not be escorted back into the Anteroom unless there is a need to help resolve the technical issue. (Example: If a Proposed Nominee’s slides don’t show in the Selection Room then the Anteroom volunteer shall escort the Proposed Nominees back out to

Page 29 of 82
the holding area and not the Anteroom so the NC Staff Coordinator can rectify the situation in a calm atmosphere.)

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>
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<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>
</tr>
</tbody>
</table>

- Board of Governors 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>
</tr>
<tr>
<td>16</td>
<td>11</td>
</tr>
<tr>
<td>15</td>
<td>10</td>
</tr>
<tr>
<td>14</td>
<td>10</td>
</tr>
<tr>
<td>13</td>
<td>9</td>
</tr>
<tr>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>11</td>
<td>8</td>
</tr>
<tr>
<td>10</td>
<td>7</td>
</tr>
<tr>
<td>9</td>
<td>6</td>
</tr>
</tbody>
</table>

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 \( \text{VM}/(n+1) \) 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 \( (\text{VM}/(n+1)) \).

<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>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>5</td>
<td></td>
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<tr>
<td>4</td>
<td>3</td>
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<td>3</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
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<tr>
<td>9</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**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 will be asked if they feel they may have a conflict of interest with one of the Proposed Nominees. At that time, the NC may vote to determine if the NC member will not cast a vote on that ballot and they will be asked to recuse themselves from deliberations and voting for that position. In the event a Voting Member has been absent during the presentation of 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. (Reference: Society Policy P-15.8 Appendix A Section 4.b.i)

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.

10.5. Anteroom and Meeting Room Setup – Please refer to Appendix C

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>Year at a glance</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Month</td>
<td>Days of meeting</td>
<td>Travel Time</td>
</tr>
<tr>
<td>BOG Retreat</td>
<td>July</td>
<td>3-4 days</td>
<td>½ Day</td>
</tr>
<tr>
<td>BOG Meeting</td>
<td>September</td>
<td>2 Days</td>
<td>½ Day</td>
</tr>
<tr>
<td>Congress BOG Meeting</td>
<td>November</td>
<td>3 days (BOG meeting on Saturday)</td>
<td>BOG usually stays thru Honors and Awards Assembly Monday</td>
</tr>
<tr>
<td>BOG Meeting</td>
<td>February</td>
<td>2 days</td>
<td>1 Day</td>
</tr>
<tr>
<td>BOG Meeting</td>
<td>April</td>
<td>2 days</td>
<td>1 Day</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>
</tr>
<tr>
<td>BOG Webinars</td>
<td>Every other month</td>
<td>2 hours</td>
<td>None</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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Future Meeting Dates</th>
<th>DATE</th>
<th>DAY</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 8, 2018 (a)</td>
<td>Tuesday</td>
<td>1:00 PM – 5:00 PM (ET)</td>
<td>New York, NY or New Jersey</td>
<td></td>
</tr>
<tr>
<td>February 9, 2018 (a)</td>
<td>Wednesday</td>
<td>8:00 AM – 1:00 PM (ET)</td>
<td>New York, NY or New Jersey</td>
<td></td>
</tr>
<tr>
<td>April 19, 2018 (a)</td>
<td>Thursday</td>
<td>1:00 PM – 5:00 PM (ET)</td>
<td>New York, NY or New Jersey</td>
<td></td>
</tr>
<tr>
<td>April 20, 2018 (a)</td>
<td>Friday</td>
<td>8:00 AM – 1:00 PM (ET)</td>
<td>New York, NY or New Jersey</td>
<td></td>
</tr>
<tr>
<td>June 3, 2018(a)</td>
<td>Sunday</td>
<td>8:30 AM – 4:30 PM (PT)</td>
<td>Vancouver Canada</td>
<td></td>
</tr>
<tr>
<td>June 6, 2018 (b)</td>
<td>Wednesday</td>
<td>10:00 AM – 3:00 PM (PT)</td>
<td>Vancouver Canada</td>
<td></td>
</tr>
</tbody>
</table>

(a) = 2017 / 2018 Board   (b) = 2018 / 2019 Board
The following is excerpted from the Board of Governors Operation Guide.

<table>
<thead>
<tr>
<th>Board of Governors</th>
<th>President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oversees overall business of ASME</td>
<td>Chairs the BoG</td>
</tr>
<tr>
<td>Own and set the Vision, Mission, Strategy and Volunteer Organizational Structure for the Society.</td>
<td>Serve as chair of the Board of Governors.</td>
</tr>
<tr>
<td>Verify the implementation of agreed-to actions to achieve ASME’s mission and strategy.</td>
<td>Guide BOG to fulfill its responsibilities to ASME.</td>
</tr>
<tr>
<td>Confirm all Society actions are consistent with its status as a New York not-for-profit corporation that is tax-exempt as a charitable and educational organization under Section 501(c)(3).</td>
<td></td>
</tr>
<tr>
<td>Be proactive and devote appropriate time to dealing with the future of the organization. Review the Society’s Vision and Mission on a regular basis to validate their continued appropriateness.</td>
<td></td>
</tr>
<tr>
<td>Steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, including ensuring adequate resources are available to achieve its mission.</td>
<td></td>
</tr>
<tr>
<td>Work with President, SMC and ED to respond to institutional threats and opportunities.</td>
<td></td>
</tr>
</tbody>
</table>

The ASME Board of Governors accepted the Roles and Responsibilities Matrix on April 21, 2017 with the direction that it be appended to the Board of Governors Operations Guide with a notation that the matrix in some sections contemplates a future state.
The ASME Board of Governors accepted the Roles and Responsibilities Matrix on April 21, 2017 with the direction that it be appended to the Board of Governors Operations Guide with a notation that the matrix in some sections contemplates a future state.

<table>
<thead>
<tr>
<th>Board of Governors</th>
<th>President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oversees overall business of ASME</td>
<td>Chairs the BoG</td>
</tr>
<tr>
<td>Conduct activities and take actions as a Board, only acting as individuals or sub-sets of the BoG when so chartered by the President and acknowledged by the full BoG.</td>
<td></td>
</tr>
<tr>
<td>Exercise duties of due care, loyalty, and obedience.</td>
<td>Exercise duties of due care, loyalty, and obedience.</td>
</tr>
</tbody>
</table>

**Structure**

| Define a volunteer structure that supports the organization's successful achievement of its strategy, mission and vision. | Promote cooperation and effective alignment between volunteer and staff organizations by leveraging the Board, president-elect, and volunteer leaders, following an appropriate chain of command. |

**Relationship Building**

| Build and cultivate a strong working relationship with between fellow Board members, with the President and with the ED. | Build and cultivate a strong working relationship with ED, fellow Board members, as well as between the Board and the ED. |

**Organizational Culture**

| Demonstrate honesty, trust, respect and transparency. | Demonstrate honesty, trust, respect and transparency. |
The ASME Board of Governors accepted the Roles and Responsibilities Matrix on April 21, 2017 with the direction that it be appended to the Board of Governors Operations Guide with a notation that the matrix in some sections contemplates a future state.

<table>
<thead>
<tr>
<th>Board of Governors</th>
<th>President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oversees overall business of ASME</td>
<td>Chairs the BoG</td>
</tr>
<tr>
<td>Establish, model and communicate and instill the needed culture for ASME to achieve strategic and organizational success with its members, constituents and stakeholders.</td>
<td>Champion and emphasize criticality of organizational culture, values, and behaviors to successfully achieve the ASME strategy, mission and vision.</td>
</tr>
<tr>
<td>Hold ED accountable for implementation of desired culture within the staff and across all of ASME.</td>
<td>Hold board accountable to model and implement the desired culture.</td>
</tr>
<tr>
<td>Help recruit industry and academic leaders to engage in ASME.</td>
<td></td>
</tr>
</tbody>
</table>

**Agendas**

<table>
<thead>
<tr>
<th>Board of Governors</th>
<th>President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide input to President on Board agendas regarding fiduciary, strategic and generative topics worthy of Board discussion.</td>
<td>Set the agenda and tone for Board meetings.</td>
</tr>
<tr>
<td>Review and be familiar with the content of the Agenda in preparation for all Board meetings.</td>
<td>Responsible for ensuring the Board Agendas reflect input from various stakeholders and promotes HPB principles.</td>
</tr>
<tr>
<td></td>
<td>Review and approve draft agendas prepared by ED/staff.</td>
</tr>
<tr>
<td></td>
<td>Approve the agenda at the start of the meeting.</td>
</tr>
<tr>
<td></td>
<td>Verify Agendas and supporting material are provided to the Board in agreed-to lead time.</td>
</tr>
</tbody>
</table>

**Additional Meeting Tasks**

<table>
<thead>
<tr>
<th>Board of Governors</th>
<th>President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve changes to annual membership dues in accordance with the Constitution and applicable By-Laws.</td>
<td>Serve as a member of the BoG.</td>
</tr>
</tbody>
</table>

**Attendance**

<table>
<thead>
<tr>
<th>Board of Governors</th>
<th>President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare for, attend, and actively contribute at scheduled board meetings and retreats.</td>
<td>Serve as a member of the BoG.</td>
</tr>
<tr>
<td>Participate fully in meetings, avoiding all distractions or other activities.</td>
<td>Lead, maintain order and set the tone of discussion at the BOG meeting.</td>
</tr>
<tr>
<td>Vote on all ballots or motions requiring action.</td>
<td></td>
</tr>
</tbody>
</table>
The ASME Board of Governors accepted the Roles and Responsibilities Matrix on April 21, 2017 with the direction that it be appended to the Board of Governors Operations Guide with a notation that the matrix in some sections contemplates a future state.

<table>
<thead>
<tr>
<th>Post Meeting</th>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Board of Governors</strong></td>
<td>Confirm that there is a process to maintain relevant, effective and efficient institutional policies, board policies, committee policies, bylaws and constitution and operational policies that are consistent with applicable law.</td>
</tr>
<tr>
<td>Oversees overall business of ASME</td>
<td>Verify that policies are current (operationally and legally), implemented and followed.</td>
</tr>
<tr>
<td>Delegate responsibility for developing meeting minutes to the appropriate individual(s).</td>
<td></td>
</tr>
<tr>
<td>Review and approve meeting minutes and provide feedback to verify accuracy.</td>
<td></td>
</tr>
<tr>
<td><strong>President</strong></td>
<td></td>
</tr>
<tr>
<td>Chairs the BoG</td>
<td></td>
</tr>
</tbody>
</table>
The ASME Board of Governors accepted the Roles and Responsibilities Matrix on April 21, 2017 with the direction that it be appended to the Board of Governors Operations Guide with a notation that the matrix in some sections contemplates a future state.

<table>
<thead>
<tr>
<th>Creation of Strategic Plan</th>
<th>Board of Governors</th>
<th>President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Own the strategic direction and the Strategic Plan of the Society.</td>
<td>Charter, oversee and rely on specific committees to provide guidance and handle certain policies.</td>
<td>Charter, oversee short-term task forces as needed.</td>
</tr>
<tr>
<td>Guide development and approval of the enterprise strategic plan working closely with the Strategy Advisory Committee.</td>
<td></td>
<td>Allocate appropriate time, attention, and focus to the strategic planning process by setting the agenda and topics to be addressed by the Board.</td>
</tr>
<tr>
<td>Maintain knowledge about current and future trends impacting the Society; engage in strategic and generative discussions to support the plan.</td>
<td></td>
<td>Work closely with ED, the Strategy Advisory Committee, and others to provide priority support to the planning efforts.</td>
</tr>
<tr>
<td>Provide for the long-term continuity of strategy and planning through successive Boards and provide oversight to verify that any proposed changes are properly vetted and approved.</td>
<td></td>
<td>Serve as member of BOG.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Implementation of Strategic Plan</th>
<th>Board of Governors</th>
<th>President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead the culture of accountability, technology, leadership, and agility for implementation of the Strategic Plan.</td>
<td></td>
<td>Champion and communicate the Strategic Plan</td>
</tr>
</tbody>
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<tbody>
<tr>
<td>Oversees overall business of ASME</td>
<td>Chairs the BoG</td>
</tr>
<tr>
<td>Monitor, review and provide input to ED and SMC on implementation of the Strategic Plan and supporting implementation plans, working closely with the Strategy Advisory Committee.</td>
<td>Champion, communicate and enable continuity of the Strategic Plan and supporting implementation plans</td>
</tr>
<tr>
<td>Approve Society goals, metrics and KPIs, as recommended by the Strategy Advisory Committee, that measure the Society's progress towards its Objectives and Enterprise Goals.</td>
<td>Allocate appropriate time, attention, and focus to reviewing the status of the Strategic Plan’s implementation.</td>
</tr>
<tr>
<td>Provide direction and guidance related to implementation of the Strategic Plan.</td>
<td>Serve as member of BOG.</td>
</tr>
<tr>
<td>Use personal contacts and relationships to support market opportunities, collect market intelligence, identify SMEs, and help to facilitate customer relationships, with full conflicts disclosure.</td>
<td>Use role of President to open doors and forge relationships on behalf of ASME; use existing, and develop new, personal contacts and relationships in order to champion the ASME brand as a valued solution provider, with full conflicts disclosure.</td>
</tr>
<tr>
<td>Embrace and promote the Strategic Plan and approve and help implement a Communications Plan for communicating the strategy itself as well as the challenges and opportunities</td>
<td>Serve as a member of BOG.</td>
</tr>
<tr>
<td>Review and approve Business Plans, Integrated Operating Plans or other significant business plans that support the strategic plan.</td>
<td>Work closely with Board members, the Strategic Advisory Committee and ED to develop and implement appropriate business plans.</td>
</tr>
</tbody>
</table>

| Monitoring Strategic Plan | Review metrics and advise, as needed, on implementation of Strategic Plan and supporting implementation plans. | Serve as a member of BOG. |
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</tr>
<tr>
<td>Working with the Strategy Advisory Committee, regularly review the process for maintaining, updating and communicating the Society’s Strategic Plan.</td>
<td>Allocate appropriate time, attention and focus to reviews and updates.</td>
</tr>
<tr>
<td>Identify emerging markets, trends, new technologies and other pertinent issues which might impact the Strategic Plan</td>
<td>Use the role of President to open doors and forge relationships in order to seek input which might impact the Strategic Plan</td>
</tr>
<tr>
<td>Review impact reports on major products or programs being sunset and the appropriateness of the impact criteria used.</td>
<td>Serve as a member of BOG.</td>
</tr>
<tr>
<td>Collaborate with staff to course correct to maintain ongoing relevance, appropriateness, and achievability of plan.</td>
<td></td>
</tr>
<tr>
<td><strong>Budget Development</strong></td>
<td></td>
</tr>
<tr>
<td>Establish financial objectives in line with organizational goals and ASME's tax status.</td>
<td>Allocate appropriate time, attention, and focus to developing and reviewing the organization’s budget.</td>
</tr>
<tr>
<td>Review and Approve annual/multi-year budget and associated balance sheet based on the business plan and strategic direction.</td>
<td></td>
</tr>
<tr>
<td>Maintain a fiscally responsible culture and model the behavior to all volunteers and staff.</td>
<td></td>
</tr>
<tr>
<td><strong>Financial Performance Management</strong></td>
<td></td>
</tr>
<tr>
<td>Verify responsible financial management, stability, and long-term viability of ASME.</td>
<td>Allocate appropriate time, attention, and focus to monitoring and oversight of the organization’s budget.</td>
</tr>
<tr>
<td>Review Society Annual Tax Form 990.</td>
<td></td>
</tr>
<tr>
<td>Appoint auditor and approve annual audit.</td>
<td></td>
</tr>
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<tr>
<td>Oversees overall business of ASME</td>
<td>Chairs the BoG</td>
</tr>
<tr>
<td>Review periodic financial reports and provide appropriate financial performance comments to the ED.</td>
<td></td>
</tr>
<tr>
<td>Set criteria for budget modifications and approve any recommended budget changes as appropriate.</td>
<td></td>
</tr>
</tbody>
</table>

**Major Capital Expenditures/Property and Equipment/Other Contracts**

<table>
<thead>
<tr>
<th>Board of Governors</th>
<th>President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish parameters for capital expenditure items to be approved by the Board.</td>
<td>Serve as a member of the BoG.</td>
</tr>
<tr>
<td>Define the nature of contracts that are in the normal course of business, and those contracts that require BOG approval.</td>
<td>Allocate appropriate time, attention, and focus to monitoring and oversight of the organization's budget.</td>
</tr>
<tr>
<td>Confirm appropriate contract review procedures are maintained.</td>
<td></td>
</tr>
<tr>
<td>Review and approve capital spending budgets.</td>
<td></td>
</tr>
</tbody>
</table>

**Investments and Reserves**

<table>
<thead>
<tr>
<th>Board of Governors</th>
<th>President</th>
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</thead>
<tbody>
<tr>
<td>Maintain an investment and reserve policy, parameters and plan which protects the Society's assets and supports the Mission and Strategy.</td>
<td>Serve as a member of the BoG.</td>
</tr>
<tr>
<td>Monitor investment/portfolio performance.</td>
<td>Allocate appropriate time, attention, and focus to monitoring and oversight of the organization's budget.</td>
</tr>
<tr>
<td>Approve deviations from the plan.</td>
<td></td>
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**Financial Integrity (internal controls)**

<table>
<thead>
<tr>
<th>Board of Governors</th>
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<tbody>
<tr>
<td>Responsible for setting the tone at the top and instilling a culture of compliance and ethics.</td>
<td>Serve on BoG.</td>
</tr>
<tr>
<td>Confirm that ASME is adequately positioned to comply with applicable laws, its code of compliance conduct and its code of ethics.</td>
<td>Allocate appropriate time, attention, and focus to monitoring and oversight of the organization's budget.</td>
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<tr>
<td>Support an open line of communication with stated policies as submitted by the Audit Committee, and work with the Audit Committee to identify and rectify root causes of any noncompliance.</td>
<td></td>
</tr>
<tr>
<td>Provide an annual conflict of interest disclosure statement.</td>
<td>Sign an annual conflict of interest disclosure statement.</td>
</tr>
<tr>
<td><strong>Mergers and Major Organizational Strategic Transactions</strong></td>
<td></td>
</tr>
<tr>
<td>Set the criteria (financial and non-financial) against which transactions (mergers, acquisitions, alliances, etc.) are to be evaluated and approve any funding.</td>
<td>Take appropriate measures/actions, working with the ED, to help support Board decision making process (e.g., establishing special task forces).</td>
</tr>
<tr>
<td><strong>General</strong></td>
<td></td>
</tr>
<tr>
<td>Maintain an effective communications program to support the Society's strategy, vision and mission.</td>
<td>Serve as Spokesperson for ASME working with the staff press team and government relations staff.</td>
</tr>
<tr>
<td>Participate in the communication of the Society’s strategy, vision and mission per Board approved positions and methods.</td>
<td></td>
</tr>
<tr>
<td>Has delegated authority from the President for individual BOG members to represent ASME on specific matters.</td>
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</tr>
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<td><strong>Investments and Reserves</strong></td>
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<td>Maintain an effective communications program to support the Society's strategy, vision and mission.</td>
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<tr>
<td>Participate in the communication of the Society’s strategy, vision and mission per Board approved positions and methods.</td>
</tr>
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<tr>
<td>Support and augment communications to and with volunteer leadership.</td>
</tr>
<tr>
<td>Communicate, clarify, and champion organization's mission and strategy to volunteers and encourage participation in their execution.</td>
</tr>
<tr>
<td>Constructively clarify volunteer's misunderstandings and concerns at odds with the direction of the Society.</td>
</tr>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>External</strong></td>
<td></td>
</tr>
<tr>
<td>Develop framework on comments, when needed, in</td>
<td>Serve as Spokesperson for ASME working with the</td>
</tr>
<tr>
<td>coordination with the staff press team and</td>
<td>staff press team and government relations staff.</td>
</tr>
<tr>
<td>government relations staff.</td>
<td></td>
</tr>
<tr>
<td>Confirm that an annual report to inform the public on</td>
<td></td>
</tr>
<tr>
<td>the mission and activities of the Society is produced</td>
<td></td>
</tr>
<tr>
<td>and made available.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Crisis communications</strong></td>
<td></td>
</tr>
<tr>
<td>Maintain a crisis communication plan and strategy</td>
<td>Spokesperson for ASME per the crisis communication</td>
</tr>
<tr>
<td>and adequate internal resources to execute the plan.</td>
<td>plan and strategy.</td>
</tr>
<tr>
<td>Approve crisis-related positions or statements as</td>
<td></td>
</tr>
<tr>
<td>appropriate and as time permits.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>General</strong></td>
<td></td>
</tr>
<tr>
<td>Approve appropriate engineering and technical</td>
<td>Spokesperson, supported by the government</td>
</tr>
<tr>
<td>education, facts and data to share with legislatures</td>
<td>relations staff and operating within legal</td>
</tr>
<tr>
<td>and government bodies while operating within legal</td>
<td>limitations on lobbying and political campaign</td>
</tr>
<tr>
<td>limitations on lobbying and political campaign activity.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>May approve, on a case-by-case basis, position</td>
<td></td>
</tr>
<tr>
<td>statements on policy matters where ASME has important,</td>
<td></td>
</tr>
<tr>
<td>relevant and unique expertise.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirm that ASME is adequately positioned to</td>
<td>Serve as the chief spokesperson advocating ethical</td>
</tr>
<tr>
<td>comply with applicable laws, its code of conduct and</td>
<td>behavior by ASME members and participants in</td>
</tr>
<tr>
<td>its code of ethics; approve the codes and verify that</td>
<td>ASME activities.</td>
</tr>
<tr>
<td>they are part of the Society's culture.</td>
<td></td>
</tr>
<tr>
<td>Responsible for setting the reputation tone at the top</td>
<td></td>
</tr>
<tr>
<td>and instilling a culture of legal and ethical conduct.</td>
<td></td>
</tr>
<tr>
<td>Vote on Hearing Board recommendations on expulsion,</td>
<td>Appoint members of a Hearing Board.</td>
</tr>
<tr>
<td>suspension or censure of a member according to By-Law</td>
<td></td>
</tr>
<tr>
<td>B4.1.5.</td>
<td></td>
</tr>
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<tr>
<td>Oversees overall business of ASME</td>
<td>Chairs the BoG</td>
</tr>
<tr>
<td>Maintain appropriate measures for confidentiality and appropriate management of public messaging to protect ASME’s reputation.</td>
<td></td>
</tr>
</tbody>
</table>

**Major Legal Matters**

<table>
<thead>
<tr>
<th>Board of Governors</th>
<th>President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtain and consider professional advice as part of the process for approving core legal positions and strategies.</td>
<td>Work with ED to guide legal counsel.</td>
</tr>
</tbody>
</table>

**General**

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<thead>
<tr>
<th>Board of Governors</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Determine acceptable levels of risk, within the bounds of prudent conduct and the business judgment rule.</td>
<td>Maintain an awareness of significant risk management issues and work with ED to keep the Board appropriately informed.</td>
</tr>
<tr>
<td>Review and approve the ERM process and keep it updated and viable.</td>
<td></td>
</tr>
<tr>
<td>Review risk, and mitigation strategies where relevant, over the long term. Identify disruptive risks due to changes in external environment.</td>
<td></td>
</tr>
<tr>
<td>Understand key risks identified in the Enterprise Risk Management (ERM) process.</td>
<td></td>
</tr>
</tbody>
</table>

**Insurance Coverage**

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<thead>
<tr>
<th>Board of Governors</th>
<th>President</th>
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</thead>
<tbody>
<tr>
<td>Approve proposed types and amounts of insurance coverage.</td>
<td>Work with ED, staff and insurance brokers to determine become familiar with appropriate insurance types and amounts needed to protect ASME.</td>
</tr>
</tbody>
</table>

**General**

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<thead>
<tr>
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<tbody>
<tr>
<td>Ensure the Society has effective processes in place for the identification, selection, installment, removal and retirement of BOG members and the President.</td>
<td>Assist with candidate briefings and provide guidance to Nominating Committee including the needs of the BOG in support of the Strategy.</td>
</tr>
<tr>
<td>Actively engage in succession planning for itself recognizing the diverse needs of the BOG.</td>
<td></td>
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<td>Chairs the BoG</td>
</tr>
<tr>
<td>Work with the Strategic Advisory Committee to create a desired set of skills, attributes, and experiences relevant to the implementation of the current strategy to be used in identifying BoG candidates.</td>
<td></td>
</tr>
<tr>
<td>Produce a gap analysis of characteristics of current members vs. future needs and maintain effective processes to promote consideration of Diversity and Inclusion.</td>
<td></td>
</tr>
<tr>
<td>Orient and integrate new BOG members to the organization, including education on the mission, By-laws, policies, and programs, as well as their roles and responsibilities.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committees that report to BOG</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Charter, oversee, and provide guidance to specific committees created to handle policies and actions on behalf of the Board.</td>
<td>Serve as member of the BOG.</td>
</tr>
<tr>
<td>Verify that committees are carefully designed, limited, and structured to maximize effectiveness</td>
<td>Create Task Forces and TF Charters as deemed appropriate during term.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee and Committee Chair Appointments</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Review and approve recommendations on appointments.</td>
<td>Make committee member and chair recommendations on appointments for BOG review and approval.</td>
</tr>
<tr>
<td>Elect Honorary Members and ASME Medalist.</td>
<td>Communicate with Committee chairs and provide support as needed.</td>
</tr>
<tr>
<td>Each member of BOG should serve on at least one committee or taskforce, when possible.</td>
<td>Appoints BOG Liaisons to selected committees reporting to the BOG.</td>
</tr>
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<th>Board of Governors</th>
<th>President</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Oversees overall business of ASME</td>
<td>Chairs the BoG</td>
</tr>
<tr>
<td></td>
<td>Allow committees and Sectors to write their own operations guide in accordance with their charter, subject to BoG approval, and consistent with ASME Constitution and By-laws, BOG delegations of authority, and applicable law.</td>
<td>Serve as a member of the BoG.</td>
</tr>
<tr>
<td></td>
<td>Charter and oversee the Committee on Organization &amp; Rules (COR) to review committee, sector and BOG operation guides and policies. COR has the responsibility to elevate issues or proposed changes to the BOG for and approval.</td>
<td>Maintain currency on committee activities and issues.</td>
</tr>
<tr>
<td></td>
<td>Review annually the BOG Operation Guide.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Review reports received from each committee.</td>
<td>Work with committee chairs to keep Board appropriately informed via Board reports.</td>
</tr>
<tr>
<td></td>
<td>Set expectations including frequency and types of reports received from each Committee.</td>
<td></td>
</tr>
<tr>
<td>Self-Assessment</td>
<td>Participate in annual self-assessment survey at Board and Committee level.</td>
<td>Initiate an assessment process at least once a year with results shared with BOG.</td>
</tr>
<tr>
<td></td>
<td>Review and discuss results and identify opportunities for improvement.</td>
<td>Allocate appropriate BOG meeting agenda time, attention and focus to the Board self-assessment process.</td>
</tr>
<tr>
<td>Agreements and Affiliations</td>
<td>Approves agreements of cooperation according to Society Policy P-4.1 and affiliations with other organizations according to Society Policy P-4.14.</td>
<td></td>
</tr>
<tr>
<td>Appointments</td>
<td>Appoint SVPs as recommended by their respective Sectors.</td>
<td>Serve as a member of the BoG.</td>
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<tr>
<td>Secretary / Treasurer, Assistant Secretary and Assistant Treasurer shall be confirmed by BOG based on appointment by the President and after review by the Committee on Organization and Rules.</td>
<td></td>
</tr>
<tr>
<td>Appoints members-at-large on Sector Councils after review by the Committee on Organization and Rules.</td>
<td></td>
</tr>
<tr>
<td>Approves liaison appointments to external bodies after review by the Committee on Organization and Rules.</td>
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**Executive Director/Staff Incentive goals**

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<tr>
<td>Hold ED accountable for enterprise operations and results.</td>
<td>Review ASME’s strategy and strategic objectives with the ED and EDESC prior to development of the ED/Staff incentive goals.</td>
</tr>
<tr>
<td>With input from SAC, articulate to the EDESC the strategy for ED and Staff Incentive goals consistent with strategic and business objectives, along with metrics to be used to measure progress towards those goals.</td>
<td>Provide input to the ED on draft goals as appropriate.</td>
</tr>
<tr>
<td>Review and provide final approval of, or modifications to, ED/Staff Incentive goals and performance metrics tied to Strategic Plan</td>
<td>Serve as a member of EDESC and on the BOG.</td>
</tr>
<tr>
<td>Evaluate mid-year and year-end results/performance and determine status of accomplishment of goals.</td>
<td></td>
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<tr>
<th></th>
<th>Board of Governors</th>
<th>President</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Oversees overall business of ASME</td>
<td>Chairs the BoG</td>
</tr>
<tr>
<td>ED Hiring</td>
<td>Responsible for hiring of the ED.</td>
<td>Propose the charter and members of the ED search committee.</td>
</tr>
<tr>
<td></td>
<td>Approve ED search committee charter, members, and the use of any search firms as applicable.</td>
<td>Allocate appropriate BOG agenda time, attention and focus is given to the ED hiring process.</td>
</tr>
<tr>
<td></td>
<td>Hold generative discussions about the attributes, characteristics, etc. needed of ED candidates.</td>
<td></td>
</tr>
<tr>
<td>ED Termination</td>
<td>May initiate termination discussion or receive and discuss an EDESC recommendation for termination.</td>
<td>Engage EDESC to consider potential termination when warranted.</td>
</tr>
<tr>
<td></td>
<td>Make the final decision regarding termination</td>
<td>Call a special meeting, if needed, and Chair the meeting.</td>
</tr>
<tr>
<td>ED Compensation</td>
<td>Receive, discuss, revise, and decide on the compensation recommendation from EDESC, linking to ED evaluation and achievement of goals.</td>
<td>Serve as a member of EDESC and BOG.</td>
</tr>
<tr>
<td></td>
<td>Approve final compensation.</td>
<td></td>
</tr>
<tr>
<td>Senior and Key Staff Hiring / Termination (non-ED)</td>
<td>Provide input to the ED as requested.</td>
<td>Provide input to the ED as requested.</td>
</tr>
<tr>
<td>Senior Staff / Key Staff Compensation</td>
<td>N/A.</td>
<td>N/A.</td>
</tr>
</tbody>
</table>
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 to 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. (Policy 4.16 Section IV C-F)

The Search Assurance process consists of four stages.

- First, the Nominating Committee Voting Members and Alternates shall contact their assigning Senior Vice President to discuss potential candidates for all vacant positions.
- Second is to develop a potential list of candidates that will be contacted by the 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 in</td>
<td>President and Governor</td>
</tr>
<tr>
<td>the current and next years.</td>
<td>President</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 Governor</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 ASME</td>
<td>President and Governor</td>
</tr>
<tr>
<td>leadership at various ASME functions and symposiums.</td>
<td>President and Governor</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>President and Governor</td>
</tr>
<tr>
<td>Persons putting their name into nomination in one or more of the last two prior years</td>
<td>President and Governor</td>
</tr>
<tr>
<td>but not selected</td>
<td>President and Governor</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.
Appendix B
Page 3 of 15

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

Committee Record Keeping

The Nominating Committee 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, if any
- 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)

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. Sending emails just before the IMECE will put the issue at the forefront and allows ASME leadership to use the IMECE to search out potential candidates.

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 provide 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:

- Within two weeks of receiving the LOI’s, the Nominating Committee Staff Coordinator will send an email to each candidate congratulating them on their willingness to serve and will remind them to submit their packets, offer a to-do list and best practices link and send them a copy of the Nomination Packet.

- If the candidate’s packet is not received a week before the deadline date, the Nominating Staff Coordinator will contact the candidate to see if they require any assistance or will be on time to submit their packet.

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 they 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 Governors Members-at-large positions.

The Nominating Committee encourages all members of the Society, including ASME staff, to propose nominees for President and the Board of Governors. In my years with ASME, I have found that you, as a staff member, have the best insight into potential leaders of our Society. Of course, you can only suggest. It is the choice of the 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 individuals who might qualify for President or as a members-at-large of the Board of Governors, could you provide me with their name and email? I will take it from that point forward. I will not reveal who made the recommendation without first asking your permission.

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

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

Very truly yours,

________________________

ASME Nominating Committee
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.

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.

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 Member-at-large of the ASME Board of Governors. Service to ASME is rewarding and can foster leadership and professional development (as you know). ASME needs competent leaders willing to contribute to the Board and the Society.

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

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

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

These responsibilities of the Member-at-large Board of Governors can be found in the Board of Governors job description located 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: ____

Your name 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 and current Office Holder)

Dear: _____

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

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

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

Additional information and the Nomination Packet are available at go.asme.org/nominate.

Thank you,

_____________________
ASME Nominating Committee Member

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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 Nominees 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
Anteroom and Selection Meeting Setup
The Nominating Committee Staff Coordinator is responsible to see that all necessary equipment and facilities are available within the Anteroom and Selection Room.

Anteroom
It is customary to have an Anteroom to provide information for Proposed Nominees and Speakers prior to their appearance before the Nominating Committee. Anteroom activities are the responsibility of Alternates in attendance, under the supervision of the Nominating Committee Staff Coordinator. The following summarizes the activities required:

- Review the checklist with all speakers and Proposed Nominees. – Please refer to end of Appendix C for the checklists.
- Display the current schedule and status of the interviews on a 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 preceding speaker has not yet "checked in" and is questionable for the scheduled time slot. At least two people should be in the Anteroom ready to appear before the Nominating Committee at any given time.
- 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 people are in the Anteroom waiting to appear before the Nominating Committee.
- Make every effort to help put both Proposed Nominees and scheduled speakers at ease.
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.)

A designated anteroom attendant 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 from the Nominating Committee.
Checklist for Sunday

☐ Check-in candidate / speaker:
  - Confirm candidate’s / speaker’s slot on agenda
  - Ask candidate / speaker for cell phone number in case the Nominating Committee gets off-schedule
  - Request candidate / speaker arrive to Anteroom 15-30 minutes early to get mic’d, prepared, & staged
  - For candidates, ask whether they need to upload / update their slides

☐ Review what to expect the day of her/his interview:
  - Explain that we’ll use a lavaliere microphone
    - Microphone is directional; requires central placement on sternum attached to a sturdy piece of clothing
    - Jewelry, nametags should be removed to prevent interfering with microphone
    - Microphone will be live but muted until candidate / speaker walks into room
  - No electronic devices allowed in the room
  - Notes should be on paper or read off of slides

☐ Describe walk to Selection Room:
  - Candidate / speaker will be escorted by an Anteroom volunteer from the Anteroom to the Selection Room
  - Chair will open door & welcome candidate / speaker
  - Show candidate / speaker the Selection Room layout
  - Describe podium placement & materials on podium
  - Let candidate know a step is available if they would like to use it. (Anteroom volunteer should let NC Staff know if the candidate would like the step.)
Explain that candidate / speaker may walk around the room; however, don’t get too close to the sound system speakers

Explain how to use clicker/remote to advance slides & laser pointer

Describe countdown timer functionality

- Countdown begins when candidate / speaker begins talking
- Light goes from green to yellow when 30 seconds remain
- Light goes red when time ends
- Chair will interrupt when time ends if still speaking

For candidates, review process for Q&A:

- Chair will indicate beginning of Q&A session and who will ask first question
- Persons with green tent cards will not ask questions
- Questions will move in one direction around the table & return to starting point once all NC members have asked their question
- You may ask for questions to be repeated; however, they will only be repeated, not restated
- If you believe a question duplicates a topic that you’ve already covered, you may either i) elaborate on that topic, or ii) comment that you’ve addressed this topic and request the next question

For all, review departure process:

- Anteroom escort will lead you from the Selection Room back to the Anteroom
- Anteroom volunteer will help you remove the lavaliere mic
- Anteroom volunteer will give you a brief survey to complete about your experience as a candidate / speaker
Monday and Tuesday Check list

☐ Check-in candidate / speaker & review if the NC is on-schedule

☐ Remind candidate / speaker what will happen in coming minutes:
  ☐ Explain that we'll use a lavaliere microphone
  ☐ Describe walk to Selection Room:
    ☐ Candidate / speaker will be escorted by an Anteroom volunteer from the Anteroom to the Selection Room
    ☐ Chair will open door & welcome candidate / speaker
    ☐ Show candidate / speaker the Selection Room layout
    ☐ Describe podium placement & materials on podium
    ☐ Explain that candidate / speaker may walk around the room; however, don’t get too close to the speakers

☐ For candidates, ask if using slides. If so:
  ☐ Take candidate to computer sync’d to Selection Room and ask candidate to review their slides
    • Candidate’s initials that they have physically verified slides, if applicable.
  ☐ Explain how to use clicker/remote to advance slides & laser pointer

☐ Describe countdown timer functionality
  ☐ Countdown begins when candidate / speaker begins talking
  ☐ Light goes from green to yellow when 30 seconds remain
  ☐ Light goes red when time ends
  ☐ Chair will interrupt when time ends if still speaking

☐ For candidates, review process for Q&A:
  ☐ Chair will note beginning of Q&A session and indicate who will ask first question
☐ Persons with green tent cards will not ask questions

☐ Questions will move in one direction around the table & return to starting point once all NC members have asked their question

☐ You may ask for questions to be repeated; however, they will only be repeated, not restated

☐ If you believe a question duplicates a topic that you’ve already covered, you may either i) elaborate on that topic, or ii) comment that you’ve addressed this topic and request the next question

☐ For all, review departure process:

☐ Anteroom escort will lead you from the Selection Room back to the Anteroom

☐ Anteroom volunteer will help you remove the lavaliere mic

☐ Anteroom volunteer will give you a brief survey to complete about your experience as a candidate / speaker

☐ 10 minutes prior to interview:

☐ Attach lavaliere microphone

☐ Microphone is directional; requires central placement on sternum attached to a sturdy piece of clothing

☐ Microphone will be live but muted until candidate / speaker walks into room

☐ Request candidate / speaker remove jewelry, nametags to prevent interfering with microphone

☐ Place your cell phone in the box & require candidate / speaker to do the same (no recording devices allowed in the Selection Room; placing device on silent is not sufficient)

☐ Ask if candidate would like to stand on a step (if so, walk ahead of candidate & place step behind podium)

5 minutes prior to interview, escort candidate / speaker to hallway outside Selection Room
Entrances will vary depending on venue each year.

NOMINATING COMMITTEE
ANTEROOM LAYOUT
16' X 20' Minimum

Screen

LCD Projector

Reception
6' Table
One Laptop
One Printer

Reception
6' Table
*Laptop to LCD projector in Selection Room

Table
2 x 2

Lectern
2 x 2

(Matches the one in the Selection Room)

Round Table
4-6 chairs
1 laptop

Round Table
4-6 chairs

Round Table
4-6 chairs
1 laptop

6' Table
Coffee
Soft Drinks

*Laptop to LCD projector in Interview 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

Larger monitor synced to the monitor on the podium. Large counter with lights on the side.

Past NC Chair: Sits Here
Past NC Sec: Sits Here
NC Secretary: Sits Here
NC Chair: Sits Here
Should have their own table

Speaker: Entrance will vary each year depending on venue

Projectors shall be behind the screens

Screen (5 Ft)
The Nominating Committee Staff Coordinator is responsible to see that all necessary equipment and facilities are available within the Selection and Anterooms.

Selection Room
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. 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.

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 should sit a first year and second year NC member.
   a. This is for mentoring purposes.
8. Past President Advisors are seated opposite the NC Chair
9. NC Chair, Secretary, Consultants and Advisors shall have a Green Tent Card, so Proposed Nominees know they will not be asking questions.
10. 2 or 3 individual chairs near Proposed Nominee entrance for Alternates.
11. At least 1 microphone to be placed in the center of each table as shown
12. One Power Strip per table placed in the center of the table and not off to a side.
13. Large-capacity paper shredder shall be inside room.
   a. Order by ASME NC Coordinator in conjunction with the ASME Events Department
14. Timer to be placed between the current NC Secretary and the past NC Secretary as shown
15. Timer to be place on the Podium
16. Large Monitor and timer with lights in front of the Past Presidents table at eye level and facing out in front of the Podium.
17. Large Monitor below podium so candidate walking the inside of the V can see the Monitor
18. Large Podium for Presenters (give more room for papers)
19. All Candidates and Speakers shall use a Lavaliere Microphone (will need 2 on Sunday/Monday and 3 on Tuesday)
20. One monitor with clicker next to Podium on a cocktail table
22. 2 overhead projectors to be projected BEHIND the 2 ten (10) feet screens.
23. 1 AVPG laptop with switcher for Secretary to be connected to overhead projectors.
24. 1 AVPG laptop to be synced with the Anteroom Laptop
25. Bar Stool and cocktail table for the Chair.
26. 1 Lavaliere Microphone for NC Chair.
27. ASME Lync System needs to be hooked into the sound system and the presenter needs to be heard from the podium (for in-absentia presentations)
28. Printer to be put near the Secretary or close by.
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>
</tr>
</thead>
<tbody>
<tr>
<td>Review Subcommittee charge and goals.</td>
<td>Review Board Matrix (Skills, Behavior, ASME strengths)</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>
</tr>
<tr>
<td>Review proposed Nomination Packet and Evaluation Sheet</td>
<td>Continued discussions on categories</td>
<td>Set categories</td>
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<td></td>
</tr>
<tr>
<td>Open discussion to determine categories</td>
<td>Discuss Proposed Categories that work with the matrix, NC packet and Evaluation Sheet to aid in developing questions</td>
<td>Review questions. Edit appropriately.</td>
<td>Review questions. Edit appropriately.</td>
<td>Set March Meeting date and review action items</td>
</tr>
<tr>
<td>Assign Subcommittee members President or BOG Questions</td>
<td>Begin submitting to subcommittee Chair and ASME NC Staff Coordinator questions</td>
<td>Continue submitting Questions</td>
<td>Continue submitting questions</td>
<td></td>
</tr>
<tr>
<td>Set Next Month’s Meeting and review action items</td>
<td>Set October Meeting Date and review action items</td>
<td>Set Next Meeting date and review action items</td>
<td>Set Next Meeting date and review action items</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>April</td>
<td>May</td>
<td>June</td>
<td></td>
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<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>
<td></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>
<td></td>
<td></td>
</tr>
<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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</tbody>
</table>

**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.
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.

**Anteroom 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.