

# **K & C Board of Directors**

**2008 IMECE**

**Boston, Massachusetts**

**November 3, 2008**

**June 2009 Selection of Senior-VP Nominee**

**Hank Cook**

**Chair, K&C Representation and Governance**

# Selection of Senior VP, K&C Sector

[ASME.org >> Leadership >> K&C Sector >> Governance >> Election, Sr VP](http://files.asme.org/asmeorg/Governance/KnowledgeCommunity/15875.doc)  
<http://files.asme.org/asmeorg/Governance/KnowledgeCommunity/15875.doc>

- Nominators:

Any current or incoming Voting Member of the K&C Sector Board of Directors may put forth a nomination for K&C Senior Vice-President-Elect.

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- Candidates:

Nominees shall be any current or past Vice-President of the Society, from any former Council or current Sector, excluding Vice-Presidents with an established term extending more than one year into the term-of-office of the upcoming Senior Vice-Presidency (Reference: By-Law B-5.6.1.3).

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- Nomination Packets:

Nomination Packets are due on or before 15 April 2009, or as otherwise openly announced.

Nomination Packets shall be sent to the Chair, K&C Rep and Governance, for review of completeness. Incomplete Packets shall be returned for further work.

All completed Packets shall be presented to the Sector for consideration in the election.

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- Nomination Packet consists of:

- Nominator's Letter-of-Nomination
- Candidate Proposal Form, similar to the one used by ASME Nominating Committee, but without Letters-of-Support and some "timing" details the NC asks for. Contains Questions for the candidate to address, per ASME [Policy P-4.16](#).
- Letter of Financial Support or status.
- Basic Proposal Form is available from NC or at this URL:  
<http://files.asme.org/asmeorg/Governance/Nominating/11161.pdf>

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- Nomination Packets:

Written Questions for Candidate, submit with Packet:

- What are the significant operational issues facing the Sector, and how would you address these issues?
- What are your plans to promote the activities of the Sector towards achieving the Society's goals?
- What future goals do you propose?

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- Nomination Packet Distribution:

Near the beginning of the second business meeting of the year, Candidates' Proposal-packets shall be distributed to the Voting Members of the K&C Sector Board of Directors of the upcoming Fiscal Year (the "New Board"); to the sitting Senior Vice President, to sitting Sector Vice Presidents and Sector Committee Chairs; and to any Advisors to the Sector Board. Packets are not given to the candidates running for office.

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- Nomination Packet Distribution:

Packets will be handed out in sufficient time to allow the recipients to thoroughly read them. Packets may be jointly viewed by all attending the election meeting, but shall not be independently reproduced or otherwise distributed or shown. Packets may be issued in a “numbered” system, for certainty of post-election retrieval.

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- Election Session:

The election shall be conducted in an announced Executive Session of the retiring, the continuing, and the incoming Voting Members of the K&C Sector including the sitting Senior Vice President; the Sector Advisors; and additional attendees as determined to be beneficial by the sitting Senior Vice-President.

The voters shall be the Voting Members of the Sector Board of Directors of the upcoming Fiscal Year (the “New Board”).

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- Presentations:

Presentations may be a mixture of statements and questions-and-answers at the option of the speaker. Any commonly-used presentation method is acceptable.

Candidates remain outside except when appearing, and do not hear each others' presentations. K&C Nominators may remain in the Room throughout, except when securing and escorting their Candidates.

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- Presentations:

With the Candidate present, each Nominator shall speak on behalf of own Candidate for a time not to exceed five minutes.

Each Candidate shall make a Presentation for a time not to exceed ten minutes. A Question-and-Answer period of up to ten minutes shall immediately follow. Candidate may swap time between these two, and an early completion is allowable.

Election helpers shall “stand” at set moments, to assist with timing.

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- Discussion and Voting:

Discussions about Candidates shall begin only after all Candidates have appeared. Discussions shall occur before each ballot. Discussions shall be moderated by Robert's Rules. All present may rise to speak.

Voting shall be by written secret ballot of the Voting Members of the New Board. In-process vote-counts are not announced; just the names of the remaining candidates.

Voting is designed for multiple candidates, and proceeds until a clear and indisputable selection is made.

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- Final steps:

Vote-slips shall be taken away and destroyed. Proposal-packets shall be passed to the R&G moderator for retention of one master-copy of each and disposal of the rest.

A copy of the Nominee's Packet shall be provided to the sitting Senior Vice-President for presentation to the Board of Governors.

The sitting Senior Vice-President may arrange for the Elect's attendance at selected Sector and ASME governance meetings for training and development purposes ([Policy P-4.5](#)).

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- Question-and-Answer e-mail Hot-Line:

Perhaps, questions might arise before the Election.

We aim to set up a group e-mail mailing-list, by which, the stated question and our answer will be sent to all interested persons simultaneously. One person sends a Question to R&G and everyone gets the same Answer at the same time. Makes things uniform and therefore, fair to all.

Distribution List would include Nominators, Candidates, Board Members, pretty much anyone related to our Board with a legitimate stake in the Election.