

## **4. Nominating Committee Operations**

### **4.1 Duties of the Committee**

The 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 proposals made by the various units, by individual Members of the Society, or by Committee initiatives. (See Appendix C)

### **4.2 Nominating Committee Terms of Office**

Voting Members of the Committee shall be elected for two years. Alternates shall be elected for one year. Elected Voting Members and Alternates shall begin their terms at the close of the Business Meeting at which they are elected. ([By-Law B4.2.2.1](#))

#### **4.2.1 Filling Vacancies of Nominating Committee Members**

A Voting Member may be replaced by an Alternate typically in the following scenarios shown in “a” and “b”.

- a. If the Committee Chair receives a letter of resignation from the Voting Member or a notification from the Sector Senior Vice President that the Member is unable to serve, the Senior Vice President will then appoint the assigned Alternate of that position to become the Voting Member.
- b. If at the call-to-order of a Selection Meeting the Voting Member is not present and there is no evidence that the Voting Member will be present before a substantial portion of the business shall have transpired then:
  - The assigned Alternate to that position may serve as the Voting Member at that Selection Meeting. In the case where the Voting Member position had a second year of service to follow, that same Alternate would continue to serve for that second year.
  - In the event that the assigned Alternate to that position is not able to serve at the Selection Meeting, the Senior Vice President, or his/her designee may identify an Alternate from the pool of Alternates who will replace the Voting Member for the duration of that Selection Meeting only.

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

If no Alternate is available, no replacement will be made at that time and the record will show that the missing Member was absent for that Selection Meeting.

## **4.3 Nominating Committee Member Functions**

### **4.3.1 Chair**

The Chair of the Nominating Committee directs the activities and presides over all meetings of the Committee. The Chair's schedules of activities are delineated in Appendix O.

### **4.3.2 Secretary**

The Secretary is responsible for all business aspects of the Nominating Committee. The Secretary's schedules of activities are delineated in Appendix O.

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

### **4.3.3 Subcommittees**

There are eight Subcommittees of the Committee. Subcommittees can be combined and/or added as needed. The Nominating Committee Chair shall appoint a Subcommittee Chair to lead the activities of each Subcommittee. Preferably, each Subcommittee Chair will have already completed one year of service on the Committee. The remaining Members of the Committee will volunteer or be assigned to serve on one or more Subcommittee. A Member may serve on more than one Subcommittee. At their own discretion, Alternates may also choose to serve on one Subcommittee. ASME Staff Members may also serve as non-voting members of a Subcommittee.

#### **4.3.3.1 Publicity Subcommittee**

The Publicity Subcommittee will discuss and prepare the announcement of the Committee personnel and solicitation of proposals that appear monthly, December through May, in MECHANICAL ENGINEERING and ASME NEWS, as well as online at [www.asme.org](http://www.asme.org). Copies of previous announcements are available. The Secretary of the Committee shall be a Member ex-officio of this Subcommittee.

#### **4.3.3.2 Manual Review Subcommittee**

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

#### **4.3.3.3**

##### **Interview Scheduling Subcommittee**

The Interview Scheduling Subcommittee reviews a proposed draft schedule of the proposed nominees and speakers before the Committee at the Selection Meeting. Schedule may be altered depending on the number of candidates and supporters. The committee will also make recommendations for adequate discussion time before each category of candidates and committee breaks.

#### **4.3.3.4**

##### **Physical Arrangements Subcommittee**

The Physical Arrangements Subcommittee is responsible for the room arrangements necessary to provide adequate facilities for the Selection Meeting.

#### **4.3.3.5**

##### **Interview Procedures Subcommittee**

The Interview Procedures Subcommittee reviews the procedures used during the Selection Meeting and coordinates the activities of the Anteroom workers. This includes reviewing details of procedures to be followed for discussion and selection of a nominee, as well as ensuring the scheduling of appropriate coverage by Alternates if necessary.

#### **4.3.3.6**

##### **Election Procedures Subcommittee**

The Election Procedures Subcommittee annually reviews and updates the nomination packet, ASME Nomination Proposal Checklist, and Speaker Background forms. The Subcommittee also annually assesses the procedures for following up with candidates once the Letter of Intent is submitted

#### **4.3.3.7**

##### **President and Governors Search Assurance Subcommittee**

The President and Governors Search Assurance Subcommittee assures that there are at least three (3) qualified proposed nominees for President, and a least two (2) qualified proposed nominees for each open position for Governor.

#### **4.3.3.8**

##### **Electronic Communications Subcommittee**

The Electronic Communications Subcommittee develops procedures used to incorporate electronic communications (e-mail, fax, teleconferencing, video conferencing, etc.) into the Nominating Committee's activities. These procedures are to ensure that electronic communication are secure, confidential and are responsive to changes in technology and equipment that may occur over time.

In no case should those who do not have access to or the inclination for electronic communications be denied from participating on the Nominating Committee.

## **4.4 Nominating Committee Meetings**

The Nominating Committee normally holds five meetings annually: Organization, Interim, 2 Training, and the Selection meeting.

### **4.4.1 Organization Meeting**

This meeting is held annually, normally immediately following the conclusion of the Selection Meeting. Agenda items for this meeting typically include:

1. Call to Order by the outgoing Chair of the Nominating Committee, who presides as Chair pro-tem of the new Committee.
2. Elect a new Chair of the Nominating Committee
  - a) All Members who will complete their terms at the next Selection Meeting shall, unless they request their names be removed, be automatically nominated for Chair. A simple majority will elect the Chair. When the Chair pro tem has declared the election results, the incoming Chair will assume the office and conduct the balance of the meeting.
3. Elect a Secretary of the Nominating Committee
  - a) All Members who will complete their terms at the next Selection Meeting shall, unless they request their names be removed, be automatically nominated for Secretary. Simple majority will elect the Secretary. When the Chair pro tem has declared the election results, the incoming Secretary will assume the office.
4. Fill Subcommittees
5. Select three Past-President Advisors
6. Select Consultants
7. Business Discussion

### **4.4.2 Interim Meeting**

This meeting is usually held in the September-October timeframe via web conference and/or teleconference. Agenda items for this meeting typically include Subcommittee Reports; Proposed Revisions to the MM-10; ASME Offices slated for selection at the next business meeting; Potential nominees for elected office; Proposed dates and time of the next Training Meetings and the next Selection Meeting; and any other necessary business. Alternates and Consultants are encouraged to participate.

### **4.4.3 Training Meeting**

#### **4.4.3.1 Balanced Score Card and Full Cost Accounting**

This meeting is held at the beginning of April via a web conference. Agenda items for this meeting will include an ASME Financial Overview and the ASME Balance Score Card

#### **4.4.3.2 Selection Meeting Training.**

This meeting is usually held in the April-May timeframe via web conference and/or teleconference. Agenda items for this meeting typically include ASME Overview; Position Descriptions for offices under consideration, and Presentations on Leadership in Volunteer Organizations and other topics as deemed necessary for the Selection Meeting.

### **4.4.4 Selection Meeting (Appendix V is a complete, all in one, reference guide for the Selection Meeting.)**

This meeting shall be held in conjunction with the second ASME Business Meeting of the fiscal year. Nominating Committee Members must attend the Selection Meeting or make arrangements for an Alternate to replace them. Alternates, when not occupied with Anteroom activities, are encouraged to listen in on deliberations of the Nominating Committee activities. Only Voting Members, Alternates, Advisors, Consultants, and contracted technical support staff may be present during the deliberations and selection process.

During a Selection Meeting, these guidelines may be changed temporarily by a 2/3 vote of those Members present.

## **4.5 Disposition of Files**

The NC Staff Coordinator will separate the forms and supporting documents of the nominees who were selected by the Committee and file them in the nominee's biographic folder after they have served their purpose. All documents distributed to Members, Advisors and Consultants for evaluation of proposed nominees during the Selection Meeting shall be destroyed immediately following that Meeting.

The files of the Committee are not open Society records and it is the responsibility of each outgoing Committee to transfer the files to the incoming Committee. The Chair and the Secretary of the outgoing Committee shall turn over their general files to the incoming Chair and Secretary, respectively. Proposal files containing personal data concerning those individuals not selected as nominees shall be retained for a period of five years in the manner indicated below.

- a) These files will reside with the ASME NC Staff Coordinator, at ASME Headquarters, New York. These files shall be available at every Selection Meeting. Access to these files shall be by the authorization of the Chair. The files will be locked at all times when not in use. The ASME NC Staff Coordinator, ASME Headquarters, New York will control access to the files.
- b) The Secretary in conjunction with the ASME NC Staff Coordinator shall have full responsibility and accountability for these files at all times.
- c) The ASME NC Staff Coordinator will report at the annual Interim Meeting that only the five most recent years of proposal files are being retained.

## **4.6 Nominating Committee Financial Administration**

### **4.6.1 Committee Budget**

A nominal budget is provided for the Committee's incidental expenses, such as postage, phone, facsimile transmissions, and so forth. The Secretary should keep an itemized account of such expenditures and submit this account to the ASME NC Staff Coordinator following the termination of the Committee's work.

### **4.6.2 Travel Expense Contribution**

Travel and per diem expense contribution for attendance at the Selection, Organization, and Interim Meetings of the Nominating Committee shall be in accordance with Society Policy P-4.5.

Voting Members, Consultants, Advisors, are eligible to receive a travel expense contribution to attend Committee meetings whenever travel funds are available in the budget. Alternate Members 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 to attend Committee meetings whenever travel funds are available in the budget. (Society Policy P-4.5)

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

Proposed Members of the Committee who are not currently serving as Alternates at the Selection Meeting are eligible for travel and per diem expense contribution if they have specific assigned duties and work a minimum of one full day in the Anteroom at the Selection Meeting or if they attend the Organization Meeting.

If any current Voting Member, Alternate, Incoming Voting Member or Alternate, Consultant, or Advisor has questions about travel or per diem expense contribution, please contact the ASME NC Staff Coordinator.

All Nominating Committee participants eligible for reimbursement are asked to submit a Volunteer Travel Expense Contribution form (Appendix S) and attach all receipts with scotch tape to an 8 ½ x 11 standard sheet of paper or email expense report and receipts in an Adobe Format within a two-week period after the meeting to the ASME NC Staff Coordinator. If you would like reimbursement via Direct Deposit please include your bank information, routing number, and account number.

Electronic submissions of expense reports can be emailed to RuthAnn Bigley at [bigleyr@asme.org](mailto:bigleyr@asme.org). Hardcopy submissions of expense reports can be mailed or faxed to:

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