

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.