

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. 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.