

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.