

Method of Handling Proposals

1. The cumulative experience of past Committees has resulted in the development of an official proposal form. Upon completion, the proposal form should be delivered to the ASME NC Staff Coordinator. The preferred method of delivery is by email in a Word format. If electronic method is not possible the proposer should mail one printed copy to the ASME NC Staff Coordinator.
2. The casual proposal of a person by name only, either in writing or orally, or the last minute presentation of incomplete forms will not be accepted.
3. The proposer shall discuss the proposed nominee's ability and willingness to serve, and so advise the Committee in advance of the Selection Meeting.
4. Proposals may be submitted at any time during the year, and in the interest of orderly processing, should be submitted as early as possible. All materials (proposals, letters of endorsement, photos, etc.) must be received by the ASME NC Staff Coordinator not later than April 15, (year) to avoid risk of incomplete consideration.
5. Upon receipt of individual proposals, the ASME NC Staff Coordinator shall compile and organize the proposals on a spreadsheet which can be reviewed by the Committee Chair and Secretary at any given time (see Appendix H page 2). The ASME NC Staff Coordinator shall also inform the proposer or relevant NC Member of any information or documentation necessary to complete the proposal.
6. Proposals shall be made available to the Committee members at least 3 weeks prior to the Selection Meeting via a secure website.

