

Instructions for preparation of the Nomination Packet

All proposals must be made on the approved proposal form, which is provided by the Nominating Committee staff, and is due no later than April 15, 2009. Enter information as briefly as possible. Include only the most significant items. The most recent positions, honors or other information should be entered first.

What follows is a general description of each section in the proposal form.

- A. Nominee Contact Information and Membership History
- B. A 2” x 2” glossy photograph shall be entered in the proposal in the space indicated in the biographical region.
- C. A statement of goals and methods is requested from all proposed nominees so that the Nominating Committee Members might have a better understanding of the person’s plans and proposals before the interview procedure starts.
- D. An Employer Letter, stating the understanding by the employer of the needs related to time and expenses associated with election to the office and agreement to provide such support is required. If the employer refuses to respond, or has a policy against providing such letters, the proposed nominee shall provide a statement of explanation as to why the employer did not respond and the status of support. Persons who are retired or self-employed should indicate in writing their availability and arrangements for support.
- E. In the sections entitled ASME and Non-ASME Activities, list the activity, any offices held in the activity, and the dates for the activity and offices.
- F. The business and professional record should list the most recent employment first, giving the date, company or institution, position, and responsibilities. Education should specify the dates, institutions, and degrees received beyond secondary education.

For publications, books, papers, major addresses, and patents, the total number of items should be entered. The examples do not have to be the most recent, but should be representative of the proposed nominee’s activities.

- G. A biography that would appear on the Nominating Committee Website should you become a proposed nominee shall be entered. Please limit to 800 characters including spaces.
- H. The Supporter Information section is where you will list the members speaking on your behalf and their availability as well as yours. If you wish to have alternate supporters, kindly list their information as well.
- I. Proposer’s / Sponsoring Unit Information Section & Nominee Signature and Disclaimer Section – Please complete as stated.

- J. Nominee's Checklist – Please be sure all components of the checklist have been completed before sending to the ASME Staff Coordinator.

Letters of Support

There may be up to five letters of support from persons who are knowledgeable about the proposed nominee. The letters should include a good understanding of the breadth of the proposed nominee's experience and specific strengths. Nominating Committee Members, Alternates, Advisors, and Consultants cannot support nominations by letter or in person. Traditionally, the current President, President-elect, and immediate Past President do not provide written or verbal sponsorship for proposed nominees for elected office.

Additionally, an individual shall not provide a Letter of Support for more than one candidate for any one office. A Letter of Support should be one page in length and composed on the author's personal stationery. As indicated in the [ASME Society Policy 14.6](#), please refrain from using stationery with company logos or the ASME logo.

Policy 14.6 - "Members of ASME committees, boards, or other units must use care and good judgment in the use of ASME letterheads and envelopes. A letter written on ASME stationery must clearly distinguish personal comments and opinions of the writer from official positions of ASME based on the ASME Articles of the Constitution, By-Laws, Society Policies, rules, procedures, or voted actions of units of ASME. This exercise of care is necessary so that it is clear to the reader that the writer is not representing ASME in all comments on an ASME letterhead or material enclosed within an ASME envelope. "

The packet shall be delivered by electronic submission, in Word Format, to the Nominating Committee Staff Coordinator by April 15, 2009

Please mail the original hard copy separately to the Nominating Committee Staff Coordinator by April 15, 2009.

RuthAnn Bigley
ASME
3416 Washington Commons Avenue
Kennesaw, GA 30144
bigleyr@asme.org
917.270.6864
Fax 770.917.8508

PROPOSAL FORM TO THE 2009 NOMINATING COMMITTEE
(This is the first page of your Nomination Proposal Form)

Section A

Today's Date: _____

PROPOSED NOMINEE: _____

REPRESENTING THE OFFICE OF: _____

Preferred Mailing Address _____

Preferred Phone Number (s) _____

E-Mail _____

Current ASME Membership Grade _____ Years of Membership ____

Current Registration ____

No. of States _____

Section B

Please insert a 2x2 glossy
picture

JPEG file preferred if
transferred electronically.

Section C

*** Please complete this section within this one page. ***

1. My goals for the office of _____ are:
2. The following is a listing of the methods I would use to accomplish the listed goals during my term of office:
3. I believe the following list of experiences and accomplishments attests to my managerial and leadership abilities as they relate to this office:
4. I believe that the duties involved in this office will require ___ hrs/wk on an average over the term of office.

Section D

I have attached (check one)

- for an employed individual, a letter of commitment of support from my employer or a letter of explanation as to why it is not available and how support will be provided
- for a self-employed or retired individual, a statement of support indicating my availability and my arrangements for support is as follows.

Section E

*** Please complete this section within this one page. ***

ASME Activities - Society-wide including but not limited to Sectors, Committees Reporting to the Board of Governors, District Operating Boards and Sectional/Technical Divisions.

ASME Honors & Awards

Non-ASME Activities - including but not limited to Other Professional Activities, Awards and Civic/State/National and/or International Activities

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Section F

*** Please complete this section within this one page. ***

Business and Professional Section

Current Job Title:

Education:

Other Business & Professional Records:

Patents (list no more than 5)

Total Number ____

Publications, Books, Papers (list no more than 5)

Total Number ____

Major Addresses (list no more than 5)

Total Number ____

Section G

PROPOSED NOMINEE'S BRIEF BIOGRAPHY

Please provide a biography that would appear on the Nominating Committee website should you become a proposed nominee. It is suggested to write a narrative bio based on your ASME Activities; Honors and Awards, Non-ASME Activities, Education and Professional background, Patents and notable published accomplishments. (**Space is limited to 800 characters with spaces**)

Section H

SUPPORTER INFORMATION

Supporters to Appear Before the Nominating Committee (*)

Name: _____ Address: _____

Contact Number: _____

Email: _____

Dates and Times **Not** Available: _____

Name: _____ Address: _____

Contact Number: _____

Email: _____

Dates and Times **Not** Available: _____

An individual may appear before the Committee in support of only one proposed nominee for any one office (e.g. one for President, one for Governor, one for each Vice President), except that no individual

- shall appear before the Committee as a supporter of proposed nominees for more than three offices
- shall not provide a letter of support for more than one proposed nominee for any one office
- shall not provide a letter of support for a proposed nominee for an office for which the individual is appearing before the Nominating Committee in support of another proposed nominee.

Nominating Committee Members, Alternates, Advisors, and Consultants cannot support nominations by letter or in person. Traditionally, the current President, President-elect, and immediate Past President do not provide written or verbal sponsorship for proposed nominees for elected office.

It should be noted that candidates for Board of Governor and Vice President positions who appear before the Nominating Committee can have up to one supporter speak on their behalf at the Selection Meeting. The Presidential candidates who appear before the Nominating Committee can have up to two supporters speak on their behalf at the Selection Meeting.

List and indicate up to 2 alternate supporters, if desired. Only the persons listed above as supporters or alternates will be allowed to appear before the Committee in support of your proposed nominee. In case of extenuating circumstances, substitution may be permitted with prior approval of the Chair and Secretary of the Nominating Committee.

Section I

Proposer's / Sponsoring Unit Information

Proposer's / Unit's Name _____

Proposer's / Unit's Contact Number(s) _____

Proposer's / Unit's Email Address _____

Proposer's / Unit Representative's Signature _____ Date _____

(Unit Representative Signature and state position held, if unit-sponsored.)

Nominating Committee Representative: _____

Proposed Nominee's Availability for Interview

Dates and Times Proposed Nominee **Cannot** Appear _____

Proposed Nominee's Expression of Commitment and
Disposition of Biographical Information

If I am nominated and elected as _____ in the American Society of Mechanical Engineers, I am willing and able to serve. I have the time necessary to serve and have the necessary secretarial support to fulfill the responsibilities of this office. I have read the proposal prepared on my behalf and found it to be accurate.

I will also adhere to the ASME Constitution and By-Laws and ASME Society Policies, and in addition will adhere to the conditions of [Society Policy P-15.8](#), Conflicts of Interest.

If I am not nominated by the Nominating Committee, I have no objection to having the Biographical Data contained in this proposal form made available to those units of ASME that might have need for my experience and expertise.

Please check if you object to this paragraph.

Proposed Nominee's Signature _____ Date: _____

(This page concludes your Nomination Proposal Form. There should be no more than 8 pages. This does not include your letters.)

Section J

Nominee Checklist

Check off as each item is completed:

- Letter of Intent has been submitted to the NC Staff Coordinator by March 15, 2009.
- Nomination Proposal Form is completed and has not exceeded 8 pages.
- 2x2 Glossy photo or JPEG file is attached to proposal form.
- 800 Character Biography has been completed in the Nomination Proposal Form.
- Proposer / Unit signature appears on proposal form.
- Nominee signature appears on proposal form.
- Letter of Endorsement from employer, with signature, is attached to proposal form.
- Or a Letter of Self-Employment or retirement indicating my availability and my arrangements for support
- Letters of Support specific to this ASME nomination, with signatures, are attached to proposal form. (**Note:** No more than 5 one page letters will be accepted.)
 - Individuals proposing, writing letters, or speaking on behalf of nominee are not Nominating Committee Members, Alternates, Advisors, or Consultants.
(*Traditionally, the current President, President-elect, and immediate Past President do not provide written or verbal sponsorship for proposed nominees for elected office.)
 - Individuals speaking on behalf of nominee are not speaking before the Nominating Committee for more than 3 offices.
- No extra pages are included (**Note:** No attached resumes or additional letters will be accepted.)
- Nomination Packet is assembled and stapled by the Candidate or person preparing the packet for the Candidate with pages in the following order:
 1. Nomination Proposal Form
 2. Employer Letter of Support or Letter of Self Employment (one page)
 3. 5 letters of support. (one page each)
- Electronic submission of the completed Nomination Packet, in PDF Format, has been emailed to the Nominating Committee Staff Coordinator by April 15, 2009.
- Original hard copy mailed separately to the Nominating Committee Staff Coordinator by April 15, 2009.
- Speaker Background Form has been given to your supporter(s) for completion and should be returned to the Nominating Committee Staff Coordinator no later than May 15, 2009.