

### Nominations for ASME Society Offices

The Nominating Committee meets at ASME’s Annual Meeting held in June (year). Following a brief NC meeting, presentations from supporters and interviews of the proposed nominees begin. The preferred order of consideration is Vice Presidents, Board of Governors, and President. The specific vice presidential offices considered are listed in Appendix D. Every effort will be made to group proposed nominees for the same office on the same day so that deliberations may be held at the end of the day for that office. The supporters will be scheduled to appear/present first and the proposed nominees will follow **immediately** after the supporters whenever possible. The ASME NC Staff Coordinator will assign interview appointments and verify confirmation.

Tentative Sequence as follows:

- Vice Presidents
- Governors
- President
- Wrap-up Report

Speaker	Statement	Discussion	Total
Proposed Presidential Nominees	8 minutes	18 minutes	26 minutes
Proposed Board of Governors Nominees	6 minutes	13 minutes	19 minutes
Proposed Vice President Nominees	5 minutes	11 minutes	16 minutes
Supporters	3 minutes	0 minutes	3 minutes

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.

Proposed nominees for offices of President, Board of Governors, and Vice President, and the supporters listed on the Proposal Form will receive the appropriate communications regarding interview schedules from the Committee. Any others desiring to appear before the Committee in order to present information regarding any proposed nominee should arrange for an appointment by contacting the ASME NC Staff Coordinator.

Information may also be transmitted to the Committee by letter. Mail letters of information to the ASME NC Staff Coordinator.

RuthAnn Bigley  
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3416 Washington Commons Avenue  
Kennesaw, GA 30144  
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917.270.6864  
Fax 770.917.8508

In order to allow adequate time for Members of the Committee to review the Nomination Proposal Forms, it is advisable to submit them on or before April 15.

SAMPLE LETTER  
(For Proposed Nominees)

Dear **NAME**:

Your name has been submitted to the ASME Nominating Committee as a proposed nominee for the office of **OFFICE**. Except for extenuating circumstances, proposed nominees must appear before the Nominating Committee. Past experience has shown that the Nominating Committee can be fair and equitable if all proposed nominees are present for brief interviews. Both you and your supporters should appear at contiguous time slots.

The Nominating Committee will meet during the (year) Annual Meeting held in June at the (location). At that time, interviews with proposed nominees and others will be held. Interviews will be arranged according to a published schedule to the extent that it is possible. Where it is not possible to meet the schedule assigned by the Committee, efforts will be made to accommodate those having extenuating circumstances. It is strongly recommended that supporters immediately **precede** the appearance of the proposed nominee.

The nomination packet, including a proposal form, as well as instructions to aid you in preparing the packet, can be found on the ASME NC Website: [http://www.asme.org/Governance/Nominating/Nominating\\_Committee.cfm](http://www.asme.org/Governance/Nominating/Nominating_Committee.cfm) It is also possible to submit the package electronically using a secured web site. Please contact me should you wish to use this method.

Please follow the instructions included in the nomination package to assist the Committee in making proper selections of nominees. By keeping the form simple, the statements succinct, and the recommendation meaningful, each proposed nominee will receive fair consideration for office by the Nominating Committee. This information is critical to the Committee for the nominee selection process.

When the packet is complete with all Letters of Support, please send an electronic version, in Word format, to me at [bigleyr@asme.org](mailto:bigleyr@asme.org). If you are unable to download the information, I can send the packet to you electronically, by fax or express mail. Please contact me by phone at 917.270.6864 or by e-mail at [bigleyr@asme.org](mailto:bigleyr@asme.org) to advise me on how to proceed.

We would like you to use your interview time to tell us what your major emphasis will be if you are elected. We are interested in your ideas for ASME as a whole and what you would like to implement if you are elected to this position. Following your statements, specific questions may be asked of you. In order to be sure that you have time to answer such questions, a signal will be provided when you are nearing the end of the allotted time for your presentation and when your presentation time has expired.

If you are using a PowerPoint Presentation we ask that you refrain from using animation. If your presentation is more than 5 MB, kindly forward it to RuthAnn Bigley on a CD Rom to be received no later than (date). Otherwise you may email it directly.

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Kennesaw, GA 30144  
[bigleyr@asme.org](mailto:bigleyr@asme.org)  
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The Nominating Committee Anteroom will open on Sunday, (date and time). It is essential that you check in at the Nominating Committee Anteroom where the updated schedule will be posted.

We look forward to receiving your interview scheduling form so that we can proceed with setting up an overall schedule and seeing you in June.

Sincerely,

RuthAnn Bigley  
ASME Nominating Committee Staff Coordinator

cc: **(name), NC Secretary**

**SAMPLE LETTER TO SUPPORTERS  
APPEARING FOR PROPOSED NOMINEES**

Dear **NAME**:

Your name has been submitted to the ASME Nominating Committee as a supporter for **NAME** for the office of **OFFICE**.

The Nominating Committee will meet during the (year) Annual Meeting held in June (location). At that time, Supporters will make their presentations and interviews with proposed nominees will be held. Interviews will be arranged according to a published schedule to the extent that it is possible. Where it is not possible to meet the schedule assigned by the Committee, efforts will be made to accommodate those having extenuating circumstances. It is strongly recommended that supporters immediately **precede** the appearance of the proposed nominee.

You will be allotted three minutes for your presentation. In your presentation, avoid repeating information that is on your Supporter Background Form. In your own words, enlighten the Nominating Committee on why the person you are supporting is qualified for the proposed office and what you think this person will do for ASME if elected.

If you are using a PowerPoint Presentation we ask that you refrain from using animation. If your presentation is more than 5 MB, kindly forward it to me on a CD Rom to be received no later than (date). Otherwise you may email it directly.

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We look forward to receiving your interview scheduling form so that we can proceed with setting up an overall schedule.

See you in June.

Sincerely,

RuthAnn Bigley  
ASME Nominating Committee Staff Coordinator  
cc: **(name)**, **NC Secretary**

SAMPLE FORM

Supporter Information and Interview Schedule Form

Supporters Name: \_\_\_\_\_

Supporters Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Preferred Contact Number during the **June Selection Meeting**: \_\_\_\_\_

Proposed Nominee you are supporting:

Name: \_\_\_\_\_ Society office running for: \_\_\_\_\_

It is strongly recommended that supporters immediately **precede** the appearance of the proposed nominee

Your appearance before the Nominating Committee on behalf of NAME has been tentatively scheduled for:

(Day and Date) @ (time) AM ( \_\_\_ minute Presentation)

Is this time \_\_\_\_\_ or \_\_\_\_\_ (Please check one)  
Satisfactory Unsatisfactory

If your time is unsatisfactory please let me know a time preference and I will see if I can accommodate your request.

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For additional information on the Nominating Committee please visit our website at

[http://www.asme.org/Governance/Nominating/Nominating\\_Committee.cfm](http://www.asme.org/Governance/Nominating/Nominating_Committee.cfm).

Sample Form  
Proposed Nominee Information and Interview Schedule Form

Proposed Nominee Name: \_\_\_\_\_

Society Office you are running for: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Preferred Contact Number during the **June Selection Meeting**: \_\_\_\_\_

It is strongly recommended that you appear immediately following your supporters.  
Your appearance before the Committee has been tentatively scheduled for:

(day and date) @ (time) AM ( \_\_\_ minute Statement with \_\_\_ minute Q&A)

Is this time \_\_\_\_\_ or \_\_\_\_\_ (Please check one)  
Satisfactory                      Unsatisfactory

If your time is unsatisfactory please let me know a time preference and I will see if I can accommodate your request.

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For additional information on the Nominating Committee please visit our website at  
[http://www.asme.org/Governance/Nominating/Nominating\\_Committee.cfm](http://www.asme.org/Governance/Nominating/Nominating_Committee.cfm)