

### Example of Proposed Nominating Committee Member Selection Process

**Date:** October 18, 2008

**To:** Managing Director  
SVP

**From:** (NAME), Chair, (YEAR) Nominating Committee

**Cc:** (NAME), Secretary, (YEAR) Nominating Committee  
Warren Leonard, Managing Director of Governance  
RuthAnn Bigley, NC Staff Coordinator  
(YEAR) Nominating Committee Representative -

**Subject:** Nominating Committee Voting and Alternate Members for  
YEAR - YEAR

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Dear Colleague:

At the end of the Selection Meeting in June (YEAR), your Sector will have vacancies on the (YEAR) Nominating Committee roster for the following positions:

Education -	Voting Member – 2 year term ending in 2011 Alternate Member – 1 year term ending in 2010
Public Awareness -	Voting Member – 2 year term ending in 2011 Alternate Member – 1 year term ending in 2010
Leadership & Diversity	Alternate Member – 1 year term ending in 2010
Professional Develop. Practice and Ethics	Alternate Member – 1 year term ending in 2010

It is crucial that each segment of the Society be represented in the selection process by a highly qualified Nominating Committee Member. The Nominating Committee strongly encourages its Members to attend all meetings and training sessions. These sessions will continue to educate and update the committee on various ASME items throughout the society. This information will be a key factor in their decision making process at the June Selection Meeting.

I would like to reinforce how valuable the Alternate Members are to the Nominating Committee. They are encouraged to participate in all of our meetings and training sessions. Below are just two reasons why an Alternate is key to a successful Selection Meeting each June.

- Should your unit's Voting Member not be able to complete his/her term the Alternate will be asked to fill their seat at the Selection Meeting in June as a Voting Member.
- A very important factor in a successful Selection Meeting is the orderly and efficient operation of the **anteroom** at the Selection Meeting. The anteroom coordinates the schedule of the nominees and their supporters and is staffed by volunteers who are Alternates on the current Nominating Committee. Assisting in the Anteroom provides an opportunity to hear some of the interviews and to sit in on the deliberations.

I ask that you take this information into consideration when recruiting for NC members and share it with them.

In addition to the NC meetings, members are encouraged to work with other NC members, volunteers and staff to learn all they can about their unit and other units within their Sector. Below I have a list of desired qualifications when recruiting for a Nominating Committee Member.

- Understanding of unit issues (short and long term goals)
- Understanding of units operating culture
- Active involvement in unit activities
- A clear understanding of the organizational structure, governance and operations of ASME.
- Willingness to commit time and other resources needed to fully participate for the term of office.
  - Organization Meeting – June 2009 following the Selection Meeting
  - Interim Meeting – Late October 2009 (usually a Teleconference)
  - Training Meetings – Mid April and May 2010 (Web conference)
  - Selection Meeting – June 2010
- Ability to work collaboratively with others.

Therefore, the individuals who are selected as Nominating Committee Members and Alternates must understand the commitment necessary to represent their unit of the Society in the Nominating Committee Selection Meeting.

Please complete the attached 'information form' for the (YEAR) Nominating Committee members representing your unit(s) of activity for the Voting and Alternate Members whose terms expire at the Annual Meeting in June (YEAR). Kindly returned to RuthAnn Bigley, ASME Nominating Committee Staff Coordinator, as soon as possible but no later than April 1, (year).

A reminder, in order to be selected as a Nominating Committee Member one must be of Member or Fellow grade.

Should you have any questions regarding any of the above issues, please feel free to contact me at (Chair's email address), or our NC Staff Coordinator RuthAnn Bigley, [bigleyr@asme.org](mailto:bigleyr@asme.org).

Thank you.

Current NC Chair

Send completed forms to:

RuthAnn Bigley  
ASME  
3416 Washington Commons Avenue  
Kennesaw, GA 30144  
[bigleyr@asme.org](mailto:bigleyr@asme.org)  
917.270.6864  
Fax 770.917.8508

Information Form for Nominating Committee Members

Nominated by ( Unit ) \_\_\_\_\_

**Nominating Committee  
Voting Member**

Member ID Number \_\_\_\_\_

Address (preferred) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone (home) \_\_\_\_\_ (biz/cell) \_\_\_\_\_

E-Mail \_\_\_\_\_

P.E. (Yes) (No) Grade of Membership \_\_\_\_\_

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**Alternate Member**

Member ID Number \_\_\_\_\_

Address (preferred) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone (home) \_\_\_\_\_ (biz/cell) \_\_\_\_\_

E-Mail \_\_\_\_\_

P.E. (Yes) \_\_\_ (No) \_\_\_ Grade of Membership \_\_\_\_\_

Staff Member Responsible for above \_\_\_\_\_  
Extension \_\_\_\_\_

NOTE: In Order To Be Elected As A Nominating Committee Member Or Alternate, One Must Be Of Member Or Fellow Grade.

SAMPLE LETTER  
(FOR PROPOSED NOMINATING COMMITTEE MEMBERS)

Date

Address

Dear (name),

Your name has been submitted as the Voting/Alternate Member of the Nominating Committee for (sector name), with a term beginning (Day and full date) and ending at the close of the (year) Selection Meeting. Your formal election will take place during the Business Meeting in June (year).

We would like to remind you at this time, as a Member of the Nominating Committee, you **can not** be considered for nomination to any elective office of the Society during the term for which you were elected. This provision is not affected by resignation from the Nominating Committee. ASME's Constitution and By-Laws covers this particular area in B4.2.4:

"No Voting Member or Alternate shall be considered for nomination to any elective office (President, Governors and Vice Presidents) of the Society during a term of office on the Nominating Committee, whether or not it is served."

We would also like to bring to your attention Society Policies P-15.7 (Ethics) and P-15.8 (Conflicts of Interest), copies of which are attached. Please note that paragraph 8 of P-15.8 requires that you advise us in writing of your acceptance of the conditions of this Society Policy.

Please be aware that the Committee's deliberations during the Selection Meeting are of a privileged nature. Therefore, you are asked to maintain confidentiality regarding the discussions, material, and results of the selection process.

If I can be of any further assistance with your work on the Nominating Committee now or in the future, please don't hesitate to contact me at 212-591-7650 or [bigleyr@asme.org](mailto:bigleyr@asme.org) / fax 770.917.8508

Sincerely,

RuthAnn Bigley  
Nominating Committee Staff Coordinator

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In order to permit us to process your election to the Nominating Committee during the Business Meeting in June, kindly sign below to indicate that you are aware of the provisions stated in this letter. In addition, please verify your contact information as well. Please return a copy to me as soon as possible.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

<p><u>Proposed NC member's name</u> <u>Address</u> <u>Phone</u> <u>Emails</u></p>
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