

Selection Meeting Operations Guideline Sheet

The Nominating Committee Chair shall be responsible for explaining and enforcing the ground rules for agreeing upon the nominations within the framework of the following general principles:

- All Members, Advisors and Consultants present shall have adequate opportunity to express their views on the proposed nominee for each office, except that the Chair has the authority to limit the discussion.
- If a consensus is not obtained, there shall be opportunity for further discussion, and every effort shall be made to obtain one.

Prior to any proposed nominee appearing for a particular office, the respective Committee Member should brief the Committee on the significant issues and/or needs of that unit. For Board of Governors and President, the Past President Advisors shall be requested to provide this information. In no case should any unit preference be stated at this time.

However, if a Member or Alternate possesses knowledge about a particular proposed nominee that is believed to disqualify that individual from consideration for the office, he/she should disclose this information prior to the appearance of any proposed nominee for that office. Advisors and Consultants, although required to maintain impartiality, may also disclose information if specifically asked to do so by a Nominating Committee Member. In that case, the Chair shall attempt to obtain mitigating and/or counterbalancing comments from other Committee Members.

The Nominating Committee maintains a strict time schedule during the Selection Meeting. When Proposed Nominees are speaking, there is some leeway between statement time and discussion time; however, all talking will conclude when the total time is reached. If necessary, the Chair will politely inform the speaker that their time has ended.

Speaker	Statement	Discussion	Total
Proposed Presidential Nominee	8 minutes	18 minutes	26 minutes
Proposed Board of Governors Nominee	6 minutes	13minutes	19 minutes
Proposed Vice President Nominee	5 minutes	11 minutes	16 minutes
Supporter	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.

After a Proposed Nominee has finished making their statement, Members and Alternates will ask questions to assist in the evaluation. Questions may address relevant subjects such as: support of employer, experience and accomplishments inside and outside the Society, managerial and leadership abilities, and the significant issues facing the unit and/or Society.

At appropriate opportunities during the Committee meeting, the nominees for the various offices are selected. Prior to the holding of this session, each Member should have studied the records of the proposed nominees and have formed an opinion of the relative qualifications. Members who have observed the performance of a proposed nominee in business meetings of the Board of Governors, Councils, etc., should share these impressions with the Committee during the selection discussions.

Eligibility to Vote

Each Member will have one vote. No proxy votes will be permitted. Alternates do not have voting privileges. In order to vote on a particular slate of proposed nominees for any specific office, the Member must have been physically present at all information briefings by the respective Committee Member, all presentations, all discussions, and all deliberations.

Prior to voting, a physical count of eligible Voting Members (M) shall be made to determine the basis for consensus.

Consensus

President and Vice President. The Chair will determine when a consensus has been reached during the selection process if a vote is not unanimous. The Chair will declare that a consensus has been reached when one of the available proposed nominees receives votes from at least two-thirds of those Committee Members present during all presentations of, and for, the nominees for that position. (See Table)

M	Vote for 2/3 majority
18	12
17, 16	11
15	10
14, 13	9
12	8
11, 10	7

For those situations that involve three or more proposed nominees (n) for the same office, the Chair will determine if any proposed nominees should be removed from further consideration by virtue of receiving less than $m/(n+1)$ from the m present Voting Members. (For m=11 to 18 see the chart below.)

n	11/(n+1)	12/(n+1)	13/(n+1)	14/(n+1)	15/(n+1)	16/(n+1)	17/(n+1)	18/(n+1)
3	3	3	3	4	4	4	4	5
4	2	2	3	3	3	3	3	4
5	2	2	2	2	3	3	3	3
6	2	2	2	2	2	2	2	2
7	1	2	2	2	2	2	2	2
8	1	1	1	2	2	2	2	2
9	1	1	1	1	2	2	2	2
10	1	1	1	1	1	1	2	2
11	-	1	1	1	1	1	1	2
12	-	-	1	1	1	1	1	1
13	-	-	1	1	1	1	1	1

Board of Governors. By-Law B4.1.6.1 states, “If a nominee for the Board of Governors is unable to stand for election, the Nominating Committee shall recommend to the Board of Governors another nominee to fill the slate.” Therefore, three nominees plus first and second Alternates shall be selected. The voting procedures for choosing the nominees and Alternates are as follows:

1. First ballot – vote for the number of vacancies to be filled on a single ballot (e.g., for three openings, three names will be marked on the ballot). Any proposed nominee who receives at least two-thirds of the Committee votes is a nominee. In the event that more proposed nominees than the number of vacancies receives two-thirds vote, the nominees and the first and second Alternates shall be determined by a simple ranking of votes received for those proposed nominees receiving two-thirds or more. In the event that not all the number of vacancies and first and second Alternates are filled on the first ballot, subsequent ballots shall be held.
2. Second ballot and subsequent ballots – similar to the first ballot except that the number of original vacancies on the Board of Governors is reduced by the number of successful nominees from the previous ballots. Vote for the number of remaining vacancies to be filled. Any proposed nominee who receives at least two-thirds of the Committee's vote is a nominee. In the event that more proposed nominees than the number of vacancies receive two-thirds of the Committee's vote, the nominees and the first and second Alternates shall be determined by a simple ranking of votes received for those proposed nominees receiving two-thirds or more votes. Continue this voting process until the number of vacancies is filled, or until a stalemate is determined to exist by the Chair.

Proposed nominees not receiving the necessary two-thirds vote may stalemate Balloting and selection. After three ballots, the Chair may entertain a rule change for the Selection Meeting using the formula in Section 13.6.1 to remove proposed nominees by virtue of receiving too few votes.

3. After all of the selections have been made for vacancies on the Board of Governors, and if the first and second Alternates have not already been selected as detailed above, their selection will proceed as follows. All remaining proposed nominees will be eligible.

Ballot for first Alternate – vote for one person. The nominee will be the proposed nominee with the greatest number of votes above two-thirds of the votes cast. If a stalemate is determined to exist by the Chair, the procedure in (3) above will be followed. After the first Alternate has been selected, the same process is used to select the second Alternate.

One Proposed Nominee, Two Positions. If one nominee is proposed for two positions, both offices will be discussed and voted on simultaneously. Each Member will cast simultaneous votes for each of the offices. The consensus rules of 13.6.1 will apply. If the proposed nominee achieves a consensus in both contests, the nomination will be for the position receiving the higher number of votes.

Incomplete Ballots. No Member may submit a ballot with fewer votes than the number of vacancies for that ballot.

Voting

All votes for specific positions will be considered non-binding (straw votes). During the process of selection, and prior to a ballot, Voting Members may declare that they will not cast a vote on that ballot. In the event Members have been absent during the presentation of a candidate or supporter, they may not cast a vote in any ballot involving the position for which the candidate was proposed and is still eligible. After a slate of nominees has been tentatively agreed on, the Chair will entertain a formal motion making the slate of nominees the official choice of the Nominating Committee. The method of taking the straw vote will be to use paper ballots, picked up and tabulated by Alternates.

In the case of a conflict of interest between a Member of the Nominating Committee and a candidate, the committee Member with the conflict will disclose such conflict to the Chair and reclude himself/herself from the deliberations and voting for that candidate.

Results

At the conclusion of the Selection Meeting, the list of nominees shall be signed by each Voting Member, the statements of acceptance by the nominees shall be attached, and the documents will be forwarded to the Executive Director of the Society.

If a decision is not reached during the Selection Meeting, then within two weeks following the close of the second ASME Business Meeting of the fiscal year, the Nominating Committee shall deliver to the Executive Director, in writing, the names of its nominees for the elective offices to be filled at the next election, together with the written consents of the nominees. ([See By-law 4.2.9](#))