

## 5. Process for Proposing Nominees for Society Office

Any Member of the Society or any organized unit of the Society may propose, and is encouraged to propose, directly to the Committee, nominees for President, Vice President, or the Board of Governors. ([By-Law B4.2.12](#)). The exception is that Nominating Committee Members, Alternates, Advisors, and Consultants shall not be proposers, supporters, nor generate letters in support of proposed nominees. However, a Nominating Committee Member who encourages candidates and will later vote on candidates is NOT a conflict of interest as long as support for candidate is not implied. Traditionally, the current President, President-elect, and immediate Past President do not provide written or verbal sponsorship for proposed nominees for elected office.

The year in which each elected position will solicit nominations is indicated in Appendix D.

In order to effectively discharge its duties, the Committee seeks a minimum number of proposals for the various elective offices as follows:

President:	three
Governors:	twice the number to be elected
Vice Presidents:	two for each position

In the absence of the above minimum number of proposals, the Committee shall take necessary action to seek out and obtain suitable proposals. Such action may include, but is not limited to, direct interaction with Sector and Unit leadership, direct interaction with past-proposed nominees to determine their willingness and availability to serve, and consultation with ASME staff members. The Committee will work tirelessly to insure the minimum number of quality proposals is received for each position. However, it is at the discretion of the Committee Chair to cease action should he/she feel the Committee has done due diligence with their search.

Upon receipt of Letters of Intent, the ASME NC Staff Coordinator will advise the Nominating Committee Secretary, the Nominating Committee Chair, and the Nominating Committee Member for the unit for which that person has been proposed, as appropriate. The ASME NC Staff Coordinator shall initiate correspondence with the proposed nominee and designated supporters for the purpose of establishing specific times for appearing during the Selection Meeting. (See Appendix J)

As proposals are received, the ASME NC Staff Coordinator will review Supporters identified to appear before the Nominating Committee and will review Letters of Support to be sure that no individual would appear before the Committee nor provide support letters more times than allowed. In the event that someone does over-commit, the NC Secretary shall advise the overbooked supporter to contact the affected proposers and revise his/her commitments. The ASME NC Staff Coordinator and the Nominating Committee Chair shall be copied with this correspondence.

Upon receipt of Proposals, ASME NC Staff Coordinator, working in conjunction with the NC Secretary, will take steps to post the proposals on a secure website. Access will be provided for the other Committee Members, the three Advisors, the two Consultants, and the ASME NC Staff Coordinator.