

7. Guidelines for Proposed Nominees to ASME Office and Supporters of Proposed Nominees

Proposed Nominees and Supporters are encouraged to carefully follow all instructions and guidelines provided, including those for:

- Letter of Intent (Due March 15)
- Instructions for Preparation of the Proposal Form
- Proposal Form and completed Nomination Packet (Due April 15)
- Nominee Checklist (Due April 15)
- Supporter's Speaker Background Form. (Due May 15)

The completed Nomination Packet shall be delivered by electronic submission, in Word Format, to the ASME NC Staff Coordinator by April 15, (year). Please mail the original hard copy separately to the ASME Staff Coordinator by April 15, (Year).

An individual may be a Supporter for a single proposed nominee for any one office (e.g., one proposed nominee for President, one proposed nominee for Board of Governors, one proposed nominee for each Vice President), except that no individual shall be a Supporter more than three times at any one Selection Meeting.

An individual may only endorse a single proposed nominee for any one office, whether by writing a letter of recommendation or being a Supporter on behalf of the proposed nominee. In other words, an individual cannot write a letter of recommendation for one proposed nominee and be a Supporter for another proposed nominee for the same office. In an unusual event where these restrictions prevent the Committee from obtaining vital information or from having the desired number of Supporters, exceptions may be permitted with prior approval of the Chair and Secretary of the Nominating Committee.

At the Selection Meeting, an Anteroom is available for Proposed Nominees and Supporters to gather while waiting to appear before the Nominating Committee. Anteroom personnel are available to answer questions, provide scheduling information, and make every effort to put speakers at ease. An Anteroom attendant will escort Proposed Nominees and Supporters into the interviewing room. (See Appendix R)

At the Selection Meeting, Proposed Nominees and Supporters appear before the Committee to provide insight into the leadership qualifications and knowledge of ASME. Past experience has shown that preparation is the key to a successful presentation at the Selection Meeting. Be advised that Nominating Committee Members thoroughly read proposals prior to the Selection Meeting, so speakers should avoid repeating personal information that has already been submitted in the written Proposal to the Nominating Committee. Instead, speakers should spend time discussing facts, future plans, opinions, and personal knowledge.

Supporters who are unable to attend may submit a pre-recorded presentation, not to exceed the time limits indicated below, to the Nominating Committee. Guidelines for presentations in absentia are provided in Appendix K.

The 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. Proposed Nominees and Supporters are asked to plan their presentations in accordance with the following timetable to insure adequate time for statements and discussion.

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

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, Voting Members 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. Those appearing before the Committee should be treated courteously and every attempt should be made to let them know that the Committee is interested in their opinion and appreciates the effort that they have made in appearing.

After speaking, the Proposed Nominees should remain in the Anteroom for a short time. Proposed Nominees should leave a tentative agenda and contact information with the Anteroom attendants in case the Committee needs to call them back for clarification of issues that arise during the deliberations. A simple majority vote is required to bring the Proposed Nominee back.

All information provided to the Committee and all discussions are kept privileged and confidential by the Committee Members. The Committee Members will not discuss the proceedings of the Selection Meeting. Committee Members will not divulge any results of the Selection Meeting – the official slate will be announced by the Society.

All Proposed Nominees are expected to appear in person at the Selection Meeting. However, in exceptional cases and with appropriate justification to the Chair of the Nominating Committee, Proposed Nominees will be allowed to make presentations in absentia. Guidelines for presentations in absentia are provided in Appendix K.

The Committee respectfully asks that Proposed Nominees and Supporters refrain from engaging Committee Members or Alternates in any discussions involving Committee activities, discussions, deliberations, or results related to specific candidates. Your assistance in this matter will ensure that Committee Members will continue to uphold their assignment of highest trust. Campaigning among any part of the Membership in an attempt to influence the Committee is prohibited.