



# Nominating Committee Operating Guide

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# 1. Definitions/Responsibilities

<b>Abstentions</b>	A Voting Member may choose to abstain from any vote by marking 'abstain' on their ballot. However, the threshold for consensus shall remain the same as the Voting Member is still considered to have participated in the vote.
<b>Advisors</b>	<a href="#">ASME By-Law B4.2.2.4</a> provides the Nominating Committee with up to three past-President Advisors, (i) to acquaint the Nominating Committee with the Society's short- and long-range plans; and (ii) to "make available their experience in, and their knowledge of, the requirements for Society offices."
<b>Alternate Member</b>	Alternates are non-voting members who are selected for a one-year term and are expected to attend all meetings and training sessions and participate in Nominating Committee business and committee votes, including interviewing Candidates and deliberating in the Selection Meeting. Alternates shall not vote on Candidates unless promoted to fill a Voting Member vacancy.
<b>Annual Election Ballot</b>	The annual ballot is presented to the Corporate Membership of the Society to elect the nominees selected by the Nominating Committee.
<b>Candidates</b>	ASME Corporate Members applying for consideration for the position of Elected Governors.
<b>Candidate Application</b>	The Candidate Application provides information on the Candidate's background, ASME activities and cover letter. The Application deadline can be found by going to <a href="http://go.asme.org/nominate/">http://go.asme.org/nominate/</a> .
<b>Chair</b>	The Nominating Committee Chair directs all activities and presides over all meetings of the Committee.
<b>Consensus</b>	Consensus is reached when a Candidate receives votes from at least two-thirds of the Voting Members voting on that position-vacancy.
<b>Consultants</b>	Consultants serve a one-year term and provide the Committee with operational support (e.g., taking notes, counting ballots, managing timers) and procedural guidance. Traditionally the previous year's Chair of the Nominating Committee will take on the role of a Consultant. However, if necessary, any former Chair or Vice Chair may be invited to serve as a Consultant. <a href="#">Section 3.4.6</a>

<b>Corporate Membership</b>	Per <a href="#">Article C3.1.1</a> of the <a href="#">ASME Constitution</a> , the corporate membership consists of Honorary Members, Fellows, and Members. Corporate Members are eligible to run for the position of Elected Governor. Affiliate and Student Members are non-corporate members and are not eligible to run for the position of Elected Governor.
<b>ASME Executive Committee</b>	<a href="#">ASME By-Law B5.2.3.2</a> states that the ASME Executive Committee is composed of the President and three Elected Governors. The Executive Director/CEO is a non-voting member of the Executive Committee.
<b>Executive Committee of the Nominating Committee</b>	Composed of the NC Chair, Vice Chair and Staff Support. At the Chair's discretion, additional NC members may be appointed.
<b>Elected Governor</b>	Nominees selected by the Nominating Committee and elected by the ASME corporate membership via a ballot.
<b>Interviews</b>	The Nominating Committee may schedule multiple interviews with Candidates to gain insight into their leadership qualities, qualifications, and knowledge of ASME.
<b>Nominating Committee</b>	The Nominating Committee has the responsibility of nominating ASME Corporate Members of broad experience, high standing, and active participation in the Society to the position of Elected Governor. [ <a href="#">ASME By-Law B4.2.1</a> ].
<b>Majority</b>	All Committee votes shall require a simple majority (more than half), except for candidate selection which requires two-thirds (2/3) of the Voting Members present.
<b>Quorum</b>	<p>Quorum is required to hold a Nominating Committee Meeting (including the Selection Meeting) and to vote.</p> <p>Quorum for NC Meetings is a simple majority of at least eight (8) NC members to conduct business. This is based on a total of fifteen (15) members; ten (10) Voting Members plus five (5) Alternate Members.</p> <p>When voting for candidates, at least two-thirds of the Voting Members are required; based on a membership of ten (10) Voting Members, at least seven (7) Voting Members shall be present to have a quorum.</p>
<b>Selection Meeting</b>	Held at the Annual Meeting each June, the Selection Meeting is the sole in-person Meeting of the Nominating

Committee. The Selection Meeting may be held virtually if warranted by ASME

- Special Nominating Committee** A Special Nominating Committee may be organized by one-percent of the Society’s membership for the purpose of proposing alternate nominee(s) for Elected Governor [\[ASME By-Law B4.2.8\]](#).
- Support Staff** The ASME staff member who is responsible for the Committee’s business operations and serve with the highest level of trust and confidentiality. The Support Staff is a non-voting member of the Committee.
- Vice Chair** The Vice Chair supports the Chair and is responsible for all business aspects of the Nominating Committee. It is preferred that a 1<sup>st</sup> year Voting Member take on this position.
- Voting (eligibility)** Each Voting Member shall have one vote; documented proxy votes may be used in meetings when necessary. However, proxy votes are not permitted at the Selection Meeting. Alternates shall not cast votes on Candidates unless promoted into a Voting Member’s position per [Section 3.4.2](#).
- Voting Members** Voting Members are full participating members of the Nominating Committee, including casting votes for Candidates.

## 2. The Nominating Committee Operation Guide

### 2.1. Purpose

This Operating Guide aims (i) to assist the Nominating Committee in performing its function of selecting the best Nominees for serving as an Elected Governor, and (ii) to guide Candidates through the process of applying for service as an Elected Governor.

### 2.2. Revisions

The Nominating Committee may amend, revise, or replace this Operating Guide subject to the provisions of the [ASME Constitution and By-Laws](#) and [Society Policies](#). This Operating Guide may be amended by a two-thirds vote of present Voting and Alternate Members during any Committee Meeting where a quorum is present. Any revision shall be tentatively operative as soon as approved by the Committee, but any actions taken are subject to reconsideration if ASME General Counsel deems the revision to be inconsistent with [ASME Constitution, By-Laws](#), or [Society Policies](#).

Each year, no later than December 1, the Nominating Committee shall submit any changes to this Operating Guide to the Committee on Organization and Rules for its review and recommendation [[ASME By-Law B4.2.7](#)].

## 3. The Nominating Committee

### 3.1. Purpose

The Nominating Committee is charged with the responsibility of nominating Members of broad experience, high standing, and active participation in the work of the Society to the position of Elected Governor. These nominees may be selected from proposals by various units or by individual members in the Society or from the Nominating Committee's own deliberations as it sees fit. [[ASME By-Law B4.2.1](#)]. The Nominating Committee's composition, procedures, and activities serve this singular purpose.

### 3.2. ASME Core Values

In performing its mission, ASME adheres to Core Values. The ASME Core Values are intended to guide leadership and membership towards conscious behavior and are important to upholding and maintaining the integrity of the profession as described in this Policy.

The following ASME Core Values are imperative for the Nominating Committee to adhere to:

- Embrace integrity and ethical conduct (ASME Policies [P-15.7](#) and [P-15.14, ASME By-Law B3.3](#))
- Embrace diversity and respect the dignity and culture of all people (ASME Policies [P-15.9](#) and [P-15.11](#))

ASME is committed to fostering and maintaining a work environment where diversity, equity, and inclusion (DEI) are fully integrated into everything we do for the benefit of our employees, volunteers, members, external stakeholders, and the clients that we serve. DEI at ASME encompasses Diversity of Experience (including personal and professional experiences; family and lifestyle backgrounds; socioeconomic backgrounds); Diversity of Thought (including work



styles; personality types; and skill sets); and Diversity of Demographic Groups (the “protected classes shown in [ASME Policy P-15.9 Section I.A](#)).

### 3.3. A high-trust assignment

Service on the Nominating Committee is an assignment of high trust requiring all Committee members—Voting Members, Alternates, Advisors, Consultants, and the Support Staff—to maintain strict confidentiality.

All information provided to, and work performed by the Nominating Committee is privileged and confidential. No materials pertinent to the Committee’s work shall be disseminated beyond the Committee’s members at any time throughout the year or in the future. This confidentiality applies to the content of all Committee meetings and training; Candidate Applications, number of candidates, subcommittee work; Committee deliberations; and the Committee’s slate of nominees. At the conclusion of the Selection Meeting, all Committee Members shall dispose of all Candidate Applications and related Committee materials.

Additionally, members of the Nominating Committee are discouraged to participate in a Special Nominating Committee [[ASME By-Law B4.2.8](#)] for the purpose of proposing alternate nominee(s) for Elected Governor positions.

### 3.4. Committee Membership

The Nominating Committee is a member-at-large representative body drawn from ASME membership.

#### 3.4.1. Recruitment Process for Committee Members

The recruitment process for new Nominating Committee Members at ASME ensures fairness, transparency, inclusivity, and consistency. This standardized procedure involves nomination, application, screening, interviewing, and selection, ensuring that the most qualified candidates are chosen based on their experience, qualifications, and commitment to the role.

##### 3.4.1.1. Nomination Process

The Sector Senior Vice Presidents shall present a minimum of five applications for consideration as alternates to the Nominating Committee. Additionally, any ASME member may apply by obtaining an application link from the Staff Support.

##### 3.4.1.2. Application Submission

All applicants must submit their applications through the ASME Community Engagement Center, <https://engage.asme.org/>.

Applications shall include detailed resume, a statement of interest, and a summary of relevant experience, focusing on leadership, hiring experience, and contributions to ASME.

##### 3.4.1.3. Initial Screening Process

The initial screening phase ensures that candidates meet the essential qualifications for the role. This includes:

- Qualifications check: Verifying that the candidate is an active Corporate Member of ASME and not currently serving as an Officer or Governor of the Society.

- Experience check: Reviewing senior-level hiring experience, board member experience in large organizations, and leadership roles within ASME.
- Commitment review: Ensuring the candidate is willing and able to meet the three-year commitment and the required meeting attendance

Screening Criteria:

- Demonstrated leadership within ASME or other professional organizations.
- Senior-level recruitment experience, especially for board or executive roles.
- Ability to handle confidential information discreetly.
- Active participation in ASME activities and familiarity with ASME's structure and goals.

Candidates who pass the initial screening will move to the interview stage.

**3.4.1.4. Interview Process**

An interview conducted by the Executive Committee of the Nominating Committee will assess the candidate's ability to fulfill the role's requirements and contribute to the Nominating Committee's work.

Interview Criteria:

- Hiring Skills: Candidates will be evaluated on their experience in senior-level recruitment, focusing on their ability to identify leadership qualities.
- Bias Awareness: Assessment of their ability to recognize and address potential biases in recruitment and decision-making.
- Strategic Thinking and Vision: Evaluation of their ability to think strategically about ASME's long-term leadership needs and how potential candidates can align with the Society's goals and future direction.
- Interpersonal and Communication Skills: Their ability to communicate effectively with fellow committee members, candidates, and ASME stakeholders, as well as navigate sensitive discussions with diplomacy during deliberations.
- Decision-Making and Collaboration: The candidate's ability to make balanced, impartial decisions while working collaboratively in a committee setting.
- Diversity, Equity and Inclusion Awareness: Their commitment to promoting diversity, equity, and inclusion within ASME's leadership selection process.
- Commitment and Availability: Ensuring that the candidate is prepared to meet the time commitments and attends all required meetings and Selection Meetings.

The Executive Committee of the Nominating Committee will follow an identical assessment rubric for all candidates to ensure consistency and fairness in the evaluation process.

#### 3.4.1.5. *Assessment and Selection*

Interview results will be assessed based on the standardized rubric, taking into account the candidate's qualifications, interview performance, and overall alignment with the Nominating Committee's needs. Key factors in the assessment include:

- Experience and qualifications: How well the candidate's background aligns with the desired qualifications for the role.
- Interview performance: The candidate's demonstration of key competencies during the interview.
- Strategic fit and commitment: Whether the candidate demonstrates alignment with ASME's future leadership needs and shows dedication to the role.

After the assessment, the most qualified candidates will be recommended for an Alternate Member position.

#### 3.4.1.6. *Onboarding Process*

Selected candidates will receive formal notification and shall be voted upon at the Business Meeting of the Society.

Onboarding process includes:

- Orientation and Training: New members will attend an orientation session and participate in training to familiarize them with NC's operations and the specific responsibilities of the Nominating Committee.

### 3.4.2. *Voting Members and Alternates*

The Nominating Committee shall consist of ten Voting Members and five Alternates.

Voting Members are full participating members of the Nominating Committee, including casting votes for Candidates. Alternates attend all meetings, trainings, participate in Nominating Committee business and committee votes, including interviewing Candidates and deliberating in the Selection Meeting, but they shall not cast votes on Candidates unless promoted to fill a Voting Member vacancy.

#### 3.4.2.1. *Term and Reappointment*

Voting Members serve a two-year term and Alternates serve a one-year term, coinciding with ASME's Fiscal Year (July through June) [ASME By-Law B4.2.2.1]. Note, all Alternates shall commit to participate on the Nominating Committee for a three (3) year cycle. The second year Voting Members will rotate off the Nominating Committee each year. The first year Voting Members will then become second year Voting Members, and the Alternates will become the first year Voting Members, ensuring continuity while making room for new voices.

If a Voting Member is unable to serve, the Nominating Committee Chair shall promote an Alternate into the Voting Member's position. The promoted Alternate replacing the Voting Member at the Nominating Committee Selection Meeting would only serve for the one Selection Meeting and then go back into their rotation.

A Voting Member who completes their term may be re-appointed to the Nominating Committee as an Alternate after one year passes since the completion of their most recent term [ASME By-Law B4.2.3.2]. They will be required to commit to a new three (3) year cycle starting as an Alternate.

#### 3.4.2.2. *Commitment*

Satisfactory performance requires attendance at the Selection Meeting—held at the Annual Meeting in June—as well as attendance of at least 75% of scheduled meetings and training sessions throughout the year.

#### 3.4.2.3. *Vacancies*

If an Alternate becomes unable to serve prior to the first Society Business Meeting of the Fiscal Year (i.e., IMECE/Congress), the Nominating Committee Chair may recommend a new Alternate Member for the ASME President to present to the Membership at that Society Business Meeting [ASME By-Law B4.2.2.1]. In the event that a Voting Member becomes unable to serve after the first Society Business Meeting of the Fiscal Year, then an Alternate, from the pool of Alternates shall be promoted to fill the vacancy and the Alternate position shall remain vacant for the remainder of that Nominating Committee.

If a Voting Member is not present at the call-to-order of the Selection Meeting and the Voting Member fails to present evidence that they will be able to arrive before a substantial portion of the Meeting’s business has transpired, the Chair may ask an Alternate to replace that Voting Member. At the discretion of the NC Chair, Alternates should have participated in at least 75% of the Committee’s Meetings and Training Sessions to be eligible to replace a Voting Member, if needed. If no Alternate is available and/or eligible to become a Voting Member, then the position will remain vacant, and the record will show the missing Voting Member as absent for the Selection Meeting.

Once the Chair makes the call-to-order at the Selection Meeting, no further substitutions of Voting Members or promotions of Alternates may take place. If a Voting Member cannot complete their service during the Selection Meeting, the meeting shall continue with a reduced number of Voting Members.

If at any time an Alternate has already been promoted to fill a vacancy, is not eligible or is unable to accept the promotion to Voting Member, then the Nominating Committee Chair may select another alternate from the pool of Alternates to promote to Voting Member [ASME By-Law B4.2.3.1].

### 3.4.3. *Chair*

The Nominating Committee Chair directs all activities and presides over all meetings of the Committee. Each year the Chair is elected by a majority vote. Should a stalemate occur, that cannot be resolved by the NC, the decision will be made by the outgoing Chair. It is customary for the Vice Chair to move into the position of Chair at the end of their term, as long as they are elected by the Committee.

#### 3.4.3.1. *Duties*

- In consultation with the Vice Chair and Support Staff, makes subcommittee appointments, forms ad hoc subcommittees as needed, is a member of the Executive Committee of the Nominating Committee and serves as an ex officio member of all Nominating Committee subcommittees.

- In consultation with the Vice Chair and Support Staff, reviews and revises the Candidate Application and interview procedures.
- Conducts periodic meetings throughout the year with Support Staff.
- Collaborates and approves all meeting/training agendas and slide decks.
- Liaises with other areas of ASME and volunteers, including but not limited to Sector Senior Vice Presidents, the Committee of Past Presidents, and ASME General Counsel.
- In consultation with the Vice Chair and Support Staff, reviews and proposes revisions to this Nominating Committee Operating Guide.
- If available, attends the Leadership Dinner at the Annual Meeting to announce the Nominating Committee selection of Nominees.
- In collaboration with the Vice Chair, submits a position paper to the incoming Nominating Committee leadership on observations and opportunities for improving Nominating Committee operations.
- Attends the annual inspection of ballots. ([By-Law B6.2.3](#))
- After completing term, may serve as a Non-Voting Consultant with a reduced time commitment. Consultants shall strive to attend all Committee meetings.

#### 3.4.3.2. *Time Commitment*

- Biweekly teleconferences with Nominating Committee Vice Chair and Support Staff: 1-hour sessions.
- Nominating Committee meeting and training sessions: 8 - 12 hours per year, including meeting preparation time.
- Subcommittee Work: 3 – 4 hours per month, including preparation and meeting time.
- Executive Committee of the Nominating Committee work for incoming Alternates – 3-4 hours per year.
- Nominating Committee Selection Meeting: Day prior to the start of the Selection Meeting through the Leadership Dinner or the announcement of the Nominating Committee's selections.

#### 3.4.4. *Vice Chair*

The Vice Chair supports the Chair and is responsible for all business aspects of the Nominating Committee. The Nominating Committee elects a new Vice Chair annually from the incoming pool of first year Voting Members.

If the Chair is unable to complete their term, the Vice Chair becomes Chair. The Nominating Committee would then elect a new Vice Chair to complete the remainder of the term.

#### 3.4.4.1. *Duties*

- In the absence of the Chair for a meeting, the Vice Chair will serve as Acting Chair and will temporarily conduct the meeting.
- Is a member of the Executive Committee of the Nominating Committee.
- Coordinates with Support Staff and Chair to plan Committee meetings, set agendas, record and review meeting minutes, and support subcommittees.
- Serves as Parliamentarian for the Committee.
- Chairs the Questions Subcommittee.
- Verifies voting results at the Nominating Committee Selection Meeting and maintains a confidential record of the Selection Meeting votes until the results of the Society' Annual Election Ballot are reported at the first Business Meeting of the Society (IMECE), after which the records are destroyed.

- If available and needed, attends the Leadership Dinner to announce the Nominating Committee selection of Nominees.
- In consultation with the Chair and Support Staff, reviews and proposes revisions to this Nominating Committee Operating Guide.
- In consultation with the Chair and Support Staff, makes subcommittee appointments, forms ad hoc subcommittees as needed, and serves as an ex officio member of all Nominating Committee subcommittees.
- In consultation with the Chair and Support Staff, reviews, and revises the Candidate Application and interview procedures.
- In collaboration with the Chair, submits a position paper to the incoming Nominating Committee leadership on observations and opportunities for improving Nominating Committee operations.
- Attends the annual inspection of ballots. ([By-Law B6.2.3](#))
- Moves into the position of Chair for their last year on the Nominating Committee, dependent on a final vote from the Committee.

#### 3.4.4.2. *Time Commitment*

- Biweekly teleconferences with Nominating Committee Chair and Support Staff: 1- hour sessions
- Nominating Committee meetings and training sessions: 8 - 12 hours per year, including meeting preparation time
- Subcommittee Work: 3 – 4 hours per month, including preparation and meeting time.
- Executive Committee of the Nominating Committee work for incoming Alternates – 3-4 hours per year.
- Nominating Committee Selection Meeting: Day prior to the start of the Selection Meeting through the Leadership Dinner or the announcement of the Nominating Committee's selections.

If the Vice Chair is not able to fill the position of Chair, the Committee shall elect a new Chair from the incoming pool of 2<sup>nd</sup> year voting members.

#### 3.4.5. *Advisors*

The Nominating Committee may invite up to three Past-President Advisors, (i) to acquaint the Nominating Committee with the Society's short- and long-range plans; and (ii) to "make available their experience in, and their knowledge of, the requirements for Society offices." Advisors serve a one-year term and may be re-invited in subsequent years without a break.

Advisors shall strive to attend all Nominating Committee Meetings and Training Sessions and participate fully in all discussions; however, [ASME By-Law B4.2.2.4](#) specifies that Advisors "shall remain impartial and not communicate to the Nominating Committee their opinions regarding any Candidate."

At the discretion of the Nominating Committee Chair, Advisors may be present during the casting of votes.

#### 3.4.6. *Consultants*

The outgoing Nominating Committee may invite up to two (2) Non-Voting Consultants to support the following year's Committee. Consultants serve a one-year term and provide the Committee with operational support (e.g., taking notes, counting ballots, managing timers) and procedural guidance. Traditionally the previous year's Chair of the Nominating Committee will take on the

role of a Consultant. However, if necessary, any former Chair or Vice Chair may be invited to serve as a Consultant.

### 3.4.7. Support Staff

The Support Staff is responsible for the Committee's business operations and serves with the highest level of trust and confidentiality. The Support Staff is a non-voting member of the Committee.

#### 3.4.7.1 Duties

- Maintains records of all Nominating Committee Voting Members and Alternates, such as confidentiality agreements and acceptance of appointment terms.
- Interacts with Sector Senior Vice Presidents on Alternate Member selection.
- Is a member of the Executive Committee of the Nominating Committee.
- Liaise with other organizations within ASME including but not limited to VOLT, the ASME Executive Committee, and Board of Governors, to schedule their participation in Nominating Committee trainings.
- Prepares agendas and minutes and posts all internal documents.
- Receives, manages, and fields all questions related to the NC Member and Candidate Applications.
- Schedules Candidate interviews, coordinates facilities arrangements/setup, and processes Nominating Committee travel reimbursements related to the Selection Meeting.
- Verifies that the Chair and Vice Chair are properly trained in Robert's Rules of Order.
- Runs through the Selection Meeting agenda and slide deck(s) with the Chair and Vice Chair the day before the Selection Meeting starts.

## 4. Committee Operations

### 4.1. Subcommittees

Nominating Committee subcommittees support specific functions necessary to complete the Nominating Committee's work each year. Subcommittees may be created or changed as needed (ad hoc) at the discretion of the Chair.

The Chair and Vice Chair serve as ex officio voting members of all subcommittees; the Support Staff serves as a non-voting member of all subcommittees.

#### 4.1.1. Questions Subcommittee

The Questions Subcommittee develops a prioritized list of questions for Candidate Interviews. The questions should be clear, concise, and unambiguous. During the Selection Meeting, the Nominating Committee will review—without protracted discussion or significant rewrites—the questions to be used for Candidates and determine who will ask the questions. At the discretion of the Nominating Committee Chair, the questions may be shared with the Nominating Committee prior to the Selection Meeting.

[Appendix 7.2](#) contains additional information on the Questions Subcommittee's operations.

### 4.2. Meetings

At the invitation of the Chair, a guest may attend and/or make a presentation to the Nominating Committee.

#### 4.2.1. Quorum

Quorum is required to hold a Nominating Committee Meeting (including the Selection Meeting). A quorum is defined in the Definitions/Responsibilities Section.

#### 4.2.2. Meetings

The Nominating Committee holds virtual meetings a few times per year to review amendments to this Nominating Committee Operating Guide and any other necessary business pertaining to the selection of candidates. Meetings generally last one hour.

#### 4.2.3. Training Sessions

The Nominating Committee holds several virtual training sessions each year to provide the Committee with knowledge and skills helpful to select the best Candidates for Elected Governors. Training sessions include topics such as briefings from the ASME Executive Committee, interview best practices, and diversity, equity and inclusion. Training sessions may last up to 1.5 hours.

#### 4.2.4. Candidate Interview Meetings

##### 4.2.4.1. Pre-Selection Meeting Interviews (via webinar)

There are several stages of the candidate interview process held between March and May. However, depending on circumstances, these interviews may take place at various other times throughout the year. Interviews include reviewing a recorded interview of the candidate and a follow up discussion session with the NC.

##### 4.2.4.2. NC Selection Meeting

Held during the ASME Annual Meeting each June, the Selection Meeting is normally the sole in-person Meeting of the Nominating Committee. However, it may be held virtually if warranted by ASME. During the Selection Meeting, the Nominating Committee shall conduct final interviews of Candidates for Elected Governors, deliberate, and reach consensus on the Slate of Nominees to appear on the Annual Society Election Ballot.

### 4.3. Financial Administration

#### 4.3.1. Committee budget

A nominal budget is provided for the Nominating Committee's incidental expenses, such as postage, phone, and travel. The Support Staff shall keep an itemized account of expenses and submit them to the ASME Accounting Department for reimbursement.

#### 4.3.2. Travel expenses

All Nominating Committee members are eligible to receive travel expense reimbursement for each day they attend the Selection Meeting, in accordance with [ASME Policy P-4.5](#), when travel funds are available in the Committee's budget.

### 4.4. Disposition of files

All documents distributed to Nominating Committee members for the purposes of evaluating Candidates and documents marked confidential shall be destroyed immediately following the Selection Meeting.

Nominating Committee files are closed and confidential: it is the responsibility of the outgoing Nominating Committee leadership to turn over any files to the Committee's incoming leadership.



The Support Staff shall retain all Candidate Applications for five years.

## 5. Selecting Nominees for Elected Governors

### 5.1 Eligibility to run for Elected Governors

The Nominating Committee may select Nominees from Candidate Applications submitted by Corporate Members, from recommendations made by the Board of Governors, or from its own deliberations as it sees fit [ASME By-Law B4.2.1 and ASME Policy P1.3].

### 5.2. Application process

Except in the rare circumstances described in [Section 5.2.4](#), Candidates—ASME Corporate Members applying for consideration for an Elected Governor—shall submit a Candidate Application and be available for one or more interviews with the Nominating Committee.

For the most up-to-date Application Process and deadlines please visit <http://go.asme.org/nominate>

**NOTE:** All submissions and interviews, (in person or in absentia) shall be conducted in English.

#### 5.2.1. Candidate Application and Interview Process

The Candidate Application requests information on the Candidate's qualifications, understanding of ASME and ASME activities. The Application can be accessed online at <http://go.asme.org/nominate> or by emailing RuthAnn Bigley at [bigleyr@asme.org](mailto:bigleyr@asme.org).

Once a completed Application is received, the Nominating Committee Chair, Vice Chair, and Support Staff will review each Application for issues related to the Candidates' eligibility to serve, including any Conflicts of Interest, and may seek legal counsel as deemed necessary and appropriate.

#### 5.2.2. Interviews

The Nominating Committee may schedule multiple interviews with Candidates to gain insight into their leadership qualities, qualifications, and knowledge of ASME.

Candidates are strongly encouraged to appear in-person at the final Selection Meeting, held during the ASME Annual Meeting. However, in exceptional cases and with an appropriate justification submitted to the Nominating Committee Chair and Support Staff, the Candidate may be allowed to conduct their interview remotely (in-absentia).

#### 5.2.3. Travel Reimbursement for Candidates

In accordance with ASME Policy 4.5 Section III.D.3, candidate travel is authorized by the Executive Director/CEO and comes out of the Executive Office budget.

#### 5.2.4. Application process exemptions

In certain rare instances, the Nominating Committee may vote to exempt certain Candidates from the typical application process and deadlines. An example would be when the Nominating Committee decides to solicit additional Elected Governor Candidates.

## 5.3. Selecting the Slate of Nominees

### 5.3.1. Reviewing Applications

The Support Staff, working in conjunction with the Nominating Committee Chair, shall post all Candidate Applications in a file located on the ASME ShareFile site. Access will be provided to all Voting Members, Alternates, Advisors, and Consultants.

Prior to the Candidate interviews, all Candidate applications shall be read by Nominating Committee Voting Members and Alternates.

If, during the review of the applications or interviews, the Nominating Committee expresses a concern about the qualifications of a Candidate, the Nominating Committee may vote to uninvite the Candidate from the remainder of the application process (e.g., the Selection Meeting Interview). Removal of a Candidate from further consideration requires a two-thirds majority vote at a Committee Meeting. Proxy votes from Voting Members may be accepted during this specific voting process. Proxy votes must be sent in writing via email in advance of the meeting to the NC Chair and/or the NC Support Staff.

### 5.3.2. Identifying Conflicts of Interest

[Society Policy P-15.8](#) addresses actual, potential, and apparent conflicts of interest. Matters before the Nominating Committee ordinarily constitute “Technical or Membership Matters” within the context of that Policy.

Prior to commencing deliberations, all Voting Members and Alternates shall be asked to declare any factual knowledge about a particular Candidate that they believe may disqualify that individual from consideration for an Elected Governor, or any actual, potential, or apparent conflicts with any Candidates. (Knowing and attending meetings with a candidate is not a conflict of interest) At that time, the Nominating Committee may vote to determine if the Nominating Committee members should recuse themselves from deliberations and voting.

Advisors and Consultants may also disclose factual information about Candidates if specifically asked to do so by the Nominating Committee. In that case, the Nominating Committee Chair shall attempt to obtain mitigating and/or counterbalancing comments from other Nominating Committee Members. As needed, the Advisors will help guide the Nominating Committee to consider such comments and/or knowledge about any Candidate.

### 5.3.3. Selection Meeting Operations

The Nominating Committee Chair shall be responsible for explaining and enforcing the ground rules for developing consensus on a slate of nominees within the framework of the following principles:

- All Nominating Committee Members present shall have adequate opportunity to express their views on the Candidates; however, the Chair retains authority to limit discussion.
- Every effort shall be made to obtain consensus, including reserving the Committee’s right to call any Candidate back for additional questioning to reach consensus.

Best practices for Selection Meeting facilities are documented in [Appendix 7.5](#).

#### 5.3.3.1. *Advisors' and Consultants' guidance*

Prior to interviewing Candidates, the Advisors shall brief the Nominating Committee on significant issues and/or needs facing the Society.

#### 5.3.3.2. *Schedule*

The Nominating Committee maintains a strict schedule during the Selection Meeting. Time allotted for a Candidate's opening statement and question-and-answer session is identified in the table below.

<b>TIME ALLOTTED FOR SELECTION MEETING INTERVIEWS</b>		
Opening statement	5 minutes	
<u>Question &amp; Answer</u>	<u>20 minutes</u>	
<b>Total time before NC</b>	<b>25 minutes</b>	

#### 5.3.3.3. *Technical issues*

Should a Candidate enter the Selection Room and then experience a technical issue with their interview, the Chair shall escort the Candidate out of the Selection Room into the holding area until the technical issue is resolved. If the timer was started, it shall be paused when the issue is identified; at the discretion of the Chair, the timer may have time added to it or be completely reset.

#### 5.3.4. *Voting and balloting procedures*

##### 5.3.4.1. *Eligibility to vote*

Each Voting Member shall have one vote; proxy votes are not permitted at the Selection Meeting. Alternates do not have voting privileges unless promoted into a Voting Member's position per [Section 3.4.2.](#)

To be eligible to vote, the Voting Member must have been physically present during all presentations, interviews, information briefings, discussions, and deliberations related to that position. However, it will be at the Chair's discretion to assess the issue and make a final decision.

##### 5.3.4.2. *Voting*

The selection of a Nominee requires a consensus as defined earlier. When selecting Nominees, the Nominating Committee shall vote for one position-vacancy at a time, selecting the most qualified Candidate. Therefore, the Nominating Committee shall thoroughly discuss all Candidates prior to the first vote—including but not limited to Candidates' qualifications, experience, diversity, and needs of the position. The Nominating Committee Chair shall determine when that milestone is reached and then ask for a motion to hold the first ballot.

Votes for Candidates shall be cast by secret ballot. The Vice Chair shall certify the tally of each vote, then hand the certified result to the Chair to announce whether any Candidate has reached consensus or been removed from further consideration for the rest of the that round.

After one or more rounds of voting without obtaining consensus on the first position-vacancy, the Chair may entertain a motion to move to either the Instant Runoff Voting process or the Weighted Ballot Voting process, described in [Appendix 7.4.](#) Should a stalemate remain following additional

rounds, the Chair may entertain a motion to use additional alternative voting methods or to use other selection methods, including but not limited to flipping a coin.

When filling the remainder of the position vacancies, the Chair may entertain a motion to move to Instant Runoff Voting or Weighted Ballot Voting after one or two rounds depending on interpretation of the interim results.

**NOTE:** To ensure fidelity of the vote, [Appendix 7.4](#) contains a recommended procedure for passing, collecting, and tallying votes.

**NOTE:** In the event the Nominating Committee meets via a webinar, electronic voting methods may be used.

#### 5.3.4.3. Abstentions

A Voting Member may choose to abstain from any vote by marking ‘abstain’ on their ballot. However, the threshold for consensus shall remain the same as the Voting Member is still considered to have participated in the vote.

#### 5.3.4.4. Consensus

Prior to voting, the Vice Chair shall take a roll call of eligible Voting Members to determine the basis for consensus.

Consensus is reached when a Candidate receives votes from at least two-thirds of the Voting Members voting on that position-vacancy. The table below calculates the number of votes required based on the number of Voting Members participating in the vote.

NUMBER OF VOTES REQUIRED FOR CONSENSUS				
Voting Members participating	10	9	8	7
Votes required for consensus	7	6	6	5

#### 5.3.4.5. Sharing the tally

If no Candidate receives consensus, the Chair may, at their discretion, share the tally with the Nominating Committee; however, the tally shall not be shared in any vote where one or more Candidate receives consensus.

#### 5.3.4.6. Remaining in consideration

When four or more Candidates run, Candidates receiving less than  $VM/(n+1)$  votes—where  $n$  is the number of Candidates running for Governor and  $VM$  is the number of Voting Members participating—shall be removed from contention until the present position-vacancy under consideration is filled. The table below calculates the minimum number of votes to remain in consideration based on the number of Voting Members and Candidates.

MINIMUM NUMBER OF VOTES REQUIRED TO REMAIN IN CONSIDERATION					
		Number of Voting Members Participating (VM)			
		10	9	8	7
Number of Candidates (n)	4	2	2	2	2
	5	2	2	2	2
	6	2	2	2	1
	7	2	2	1	1
	8	2	1	1	1
	9	1	1	1	1
	10	1	1	1	1

Once a particular position-vacancy has been filled, voting moves to the next position-vacancy and all Candidates removed from consideration for the previous position-vacancy are reinstated—until they fail to meet the minimum number of votes to remain in consideration for the new position-vacancy.

### 5.3.5. Suspension and Extension of the Selection Meeting

(Reference [By-Law B4.2.9](#))

If the Nominating Committee is unable to reach consensus for a full slate of nominees, not including Alternate Nominees for Board of Governors, at the Selection Meeting, the Chair of the Nominating Committee shall entertain a motion to suspend the Selection Meeting until deliberations can be continued and consensus reached for a full slate of nominees. The Chair may choose to announce what positions, if any, have been filled at the time of the Leadership Dinner.

Prior to suspension of the Selection Meeting, the Committee should identify additional candidates to contact to appear before the Nominating Committee and a timeline for contacting additional candidates.

The Nominating Committee shall determine what application criteria are sufficient to be submitted by additional Candidates, including but not limited to, submission of a prior year’s Candidate application. They will also determine the criteria for the virtual interviews.

At the discretion of the Nominating Committee, a Candidate may be allowed to conduct his or her interview in absentia after the suspension of the Selection Meeting. An in-absentia interview shall be held virtually via a webinar.

In the event of a suspension of the Selection Meeting where a partial list of Candidates has been nominated to the Slate at the time of suspension, the number of eligible Voting Members may be reduced at the time of resumption of the Selection Meeting.

Prior to voting at the start of the Selection Meeting or at any resumption of the Selection Meeting where the Chair deems the number of eligible Voting Members may have changed, a count of eligible Voting Members shall be made to determine the basis for consensus and quorum. The Nominating Committee Vice Chair will take roll call to determine quorum and consensus for voting.

Upon resumption of the meeting, Nominating Committee members will again review potential conflicts of interest with Candidates and deliberate on remaining vacancies. The Nominating Committee Vice Chair along with available consultants and/or advisors will confirm the ballot results and present the results to the Chair.

#### 5.4. Announcing the Slate

If the Nominating Committee completes its selection of the slate of Nominees prior to the Leadership Dinner at the Annual Meeting, then the Chair shall announce the four Nominees for Board of Governors Members-At-Large at the dinner. The following day an email will go out to all Candidates as well as an announcement on [ASME.org](http://ASME.org) with the final slate of Nominees.

If the Nominating Committee is not able to select a full slate of Governor-Nominees prior to the final announcement, the Committee may withhold the final slate until it has been completed.

In the event Nominees are not announced at the Leadership Dinner, an email will go out to all Candidates as well as an announcement on [ASME.org](http://ASME.org) when the final slate of Nominees has been selected.

## 6. Taking the Position of Elected Governor

### 6.1. Annual Election Ballot

The Corporate Membership of the Society votes to elect the nominees selected by the Nominating Committee. This election process includes the following steps, subsequent to the Nominating Committee's selection of the Slate of Nominees:

- In August, the names, pictures, and biographies of the Nominees will be posted on [ASME.org](http://ASME.org).
- Approximately 60 days prior to ASME Congress, Corporate Members with an email address on-file will receive an email with instructions on how to submit their Annual Election Ballot online. Members without email addresses or email addresses that bounce back will receive a hard copy ballot in the mail. Ballots are due by mid-October.
- In late October, a Committee of Inspectors of Proxies and Ballots reviews and audits the results of the Election Ballot.
- The election occurs at the first Business Meeting of the Society of the fiscal year (Congress), using the granted proxies and the votes of Corporate Members attending the meeting. After the election, the Nominees become Governors-Elect, with their terms commencing in June immediately following the second Business Meeting of the Society at the Annual Meeting.

### 6.2. Vacancies for Elected Governor Position

If a Governor-Nominee is unable to stand for election, the Nominating Committee shall recommend to the Board of Governors another nominee to fill the slate.

If a Governor-Elect is unable to take office, then the Board of Governors shall fill the vacant position by appointment [[ASME By-Law B4.1.6.1](#)].

## 7. Appendices

### 7.1. Nominating Committee Member position description

#### 7.1.1. ASME Background

ASME is a joint volunteer-and staff-driven professional engineering membership society. A volunteer organization is led by the Board of Governors and ASME President, and on the staff side led by the Executive Director/CEO. Both volunteers and staff must comply with the [ASME Constitution and By-Laws](#) and [Society Policies](#).

Duties of the Board of Governors include:

- Choosing the Executive Director
- Approving By-Laws and Policies
- Governance: Fiduciary Oversight
- Acting on behalf of the Society
- Selecting the ASME President

The Board of Governors functions best when focused on future-oriented issues and its fiduciary responsibility. A high-functioning Board provides high-level strategy oversight and policy-making decisions, leaving the day-to-day operations to the staff.

#### 7.1.2. Position

The Nominating Committee is charged with the responsibility of reviewing and nominating members of broad experience, high standing, and active participation in the work of the Society to the position of Elected Governor. [[ASME By-Law B4.2.1](#)]. The ASME Membership then votes on these nominees via an annual ballot.

Responsibilities of Nominating Committee members include:

- Assisting with the identification of candidates
- Enhancing the Nominating Committee's competence to make informed decisions by participating in training sessions.
- Ensuring the Selection Process's compliance with the ASME Constitution, By-Laws, Society Policies, and the Nominating Committee Operating Guide
- Identifying and recommending improvements to the Selection Process, Nominating Committee operating procedures, structure, and morale.

Satisfactory performance, of at least 75%, is required to participate in the Selection Meeting—held at the Annual Meeting in June—as well as attendance at scheduled meetings and trainings sessions throughout the year. Failure to meet attendance expectations will result in possible exclusion from participating in the Selection Meeting.

#### 7.1.3. Term

Three-year commitment, coinciding with ASME's fiscal year (July to June):

- Year 1: Alternate attends all meetings, including Selection Meeting, and fully participates in all committee business and deliberations on Candidates; however, Alternate cannot vote. Alternate may be promoted to Voting Member if a vacancy arises.

- Year 2: Serves as 1<sup>st</sup> year Voting Member with full voting responsibilities.
- Year 3: Serves as 2<sup>nd</sup> year Voting Member with full voting responsibilities.

A Voting Member who completes their term may be re-appointed to the Nominating Committee as an Alternate after one year passes since the completion of their most recent term [ASME By-Law B4.2.3.2]. They will be required to commit to a new three (3) year cycle starting as an Alternate.

#### 7.1.4. Travel

If applicable, all Nominating Committee members travel once per year to the Selection Meeting, held in conjunction with the ASME Annual Meeting. All Nominating Committee members are eligible to receive a travel expense reimbursement for the days they attend the Selection Meeting, provided travel funds are available in the Committee's budget.

#### 7.1.5. Skills and Qualifications

The Nominating Committee strives to be diverse and inclusive. Participation in the Nominating Committee plays an essential role in establishing the leadership of the Society.

Most importantly, as the executive search and recruitment function for ASME's volunteer organization, it is essential to involve individuals with senior level experience. Hence, those volunteers appointed to the Nominating Committee shall have served in senior roles in moderately large or complex organizations, with experience hiring managers and executives (not just contributors). Ideally, it is desired that those volunteers appointed have experiences including but not limited to:

- Experience hiring at the business unit leader level (e.g., Product Manager, Director, VP, SVP, C-suite; Department Chair, Dean, Chancellor, etc.; Agency Director or higher); or
- Experience on a board of a large volunteer organization or an elected or appointed board at the state/province or federal level; or as senior staff supporting an elected or appointed board at the state/province or federal level; or
- Current or past positions with project responsibility of significance or held the title of department chair or higher in academia; with the title of agency associate director or director in government; or as a senior technical or account management position; or
- Participated in an ASME cross-sector experience.

Additionally, volunteers appointed to the Nominating Committee should be:

- Active ASME volunteers, acquainted with Society operations, including cross-Sector activities.
- Trusted to handle confidential matters with discretion.
- Able to build strong relationships with other Committee members by fostering trust and promoting collaboration.
- Committed and engaged to the work of the Nominating Committee

#### 7.1.6. Additional Information

For additional information, please contact the Staff Support:

RuthAnn Bigley  
[bigleyr@asme.org](mailto:bigleyr@asme.org), +1 (212) 591-7650



## 7.2. Questions Subcommittee Operations

The Questions Subcommittee, in conjunction with suggested questions from the Nominating Committee, shall deliver a prioritized list of questions for the Nominating Committee to use during the Candidate Interviews. The goal shall be to develop clear, concise, unambiguous questions that do not require protracted discussion or significant rewrites at the Selection Meeting.

It is recommended that the Subcommittee identify categories and attributes for questions in the August/September time frame and solicit the entire Nominating Committee to submit questions after each Meeting and Training Session. By May, the subcommittee's goal is to finalize the list of questions to be used for candidate interviews.

During the Selection Meeting interviews, the Nominating Committee should utilize the following best practices:

- Questions should be prioritized and assigned to a Nominating Committee member to be read.
- Identified member should rehearse presenting the question(s) into the microphone before interviewing Candidates to ensure they can be understood and are not altering the question when reading it.
- Questions should be read as written—no exceptions!
- If a candidate asks for clarification, the question will only be re-read and shall not be elaborated on in any way. If the Candidate continues to press for additional information, the Nominating Committee Chair should ask the Candidate to move on to the next question.
- At the end of the meeting, the Nominating Committee Chair should seek feedback from the Committee on what questions worked well and which should be reconsidered for the next year.

## 7.3. Recommended procedure for sending, collecting, and tallying ballots

To ensure fidelity of the vote, the ASME Support Staff will send out the ballot and the Vice Chair and an Advisor will receive and tally the votes and present the result to the Chair.

## 7.4. Alternate Voting Methods

### 7.4.1. Instant Runoff Voting

In the event of a stalemate, the Nominating Committee Chair may opt to use Instant Runoff Voting.

Voting Members rank their choices in the instant-runoff voting method. In instant runoff voting only those candidates you want to vote for receive a ranking. Therefore, if a Voting Member finds a particular candidate unqualified for the position, they leave that candidate's name blank on the ballot. Thus, acceptable ballots for a three-way race include:

- All candidates ranked (i.e., A1/B2/C3, A1/B3/C2, A2/B1/C3, A2/B3/C1, A3/B1/C2, A3/B2/C1).
- Two candidates ranked (i.e., A1/B2, B1/A2, B1/C2, C1/B2, C1/A2, A1/C2).
- One candidate ranked (i.e., A1, B1, C1); and
- No candidates ranked (i.e., abstain)

In the first tally, only the first-rank votes (1's) are counted. If a candidate fails to obtain consensus (e.g., 7 with 10 Voting Members), then the votes for the candidate with the lowest vote total on this tally get redistributed per their second-choice rank (2's); any ballots that listed a first choice only stay with the candidate. This process of redistributing ballots occurs until a candidate reaches consensus, or no ballots can be redistributed further.

For example, let's say that in the first tally, Alex receives 5 first-rank votes; Beth, 3; and Charlie, 2. With the lowest vote total and no consensus, Charlie's votes get redistributed. Of the two ballots ranking Charlie first, one ranks Beth second, and one ranks Alex second. So, in the second round of tallying, Alex has 6 votes; Beth, 4; and Charlie, 0.

In the third round of tallying, Beth has the lowest non-redistributable vote total and so her votes get redistributed. Of the three ballots that ranked Beth first, let's say two rank Alex second and one ranks Charlie second. Thus, at the end of the third tally, Alex reaches consensus with 8 votes.

#### 7.4.2. Weighted Ballot Method

Each Voting Member shall record their vote by “weighing” each Candidate in order of preference using a numerical scale based on the number of Candidates running for Elected Governor. If there are 4 Candidates, the scale is 1 through 4. The weighed votes are tallied and reviewed by the Nominating Committee Chair and Vice Chair. The name receiving the lowest number of points, from the weighted ballot, shall be selected for the open slot.

For example, if there are four (4) Candidates, each Nominating Committee Member will vote by ranking each Candidate with a number of points 1, 2, 3, or 4. With one (1) representing their top choice, two (2) for second choice, and so on. This will help to identify the two (2) top ranked Candidates.

If a tie occurs, then another weighted voting round (or rounds as needed) shall take place until one Candidate is identified for the open slot.

The results of all weighted votes may be projected for all to view between votes.

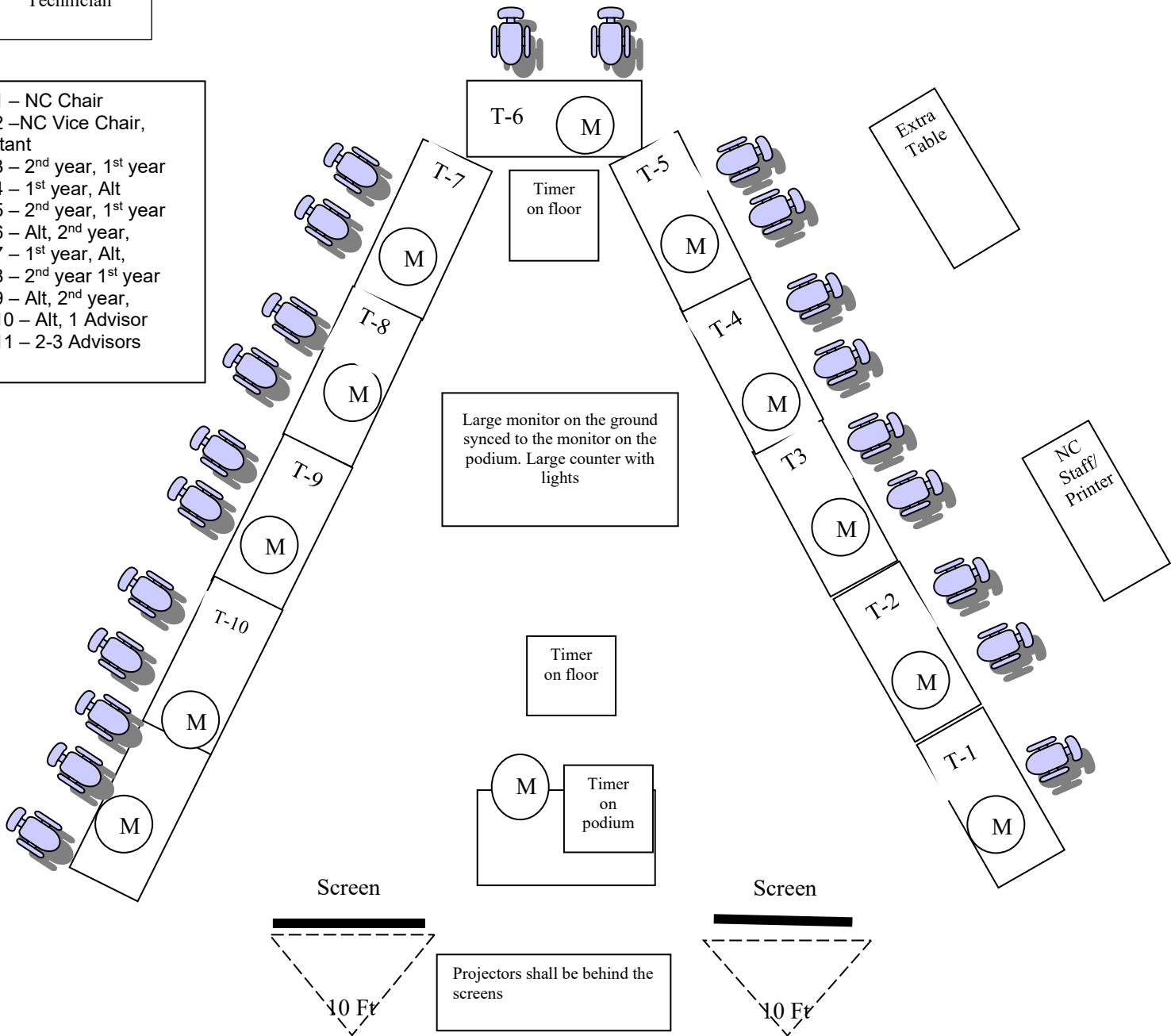
#### 7.5. Selection Meeting setup best practices

To encourage discussion, the Selection Meeting room should utilize a V- or U-shaped table with seating for up to 20 people, as shown in the figure below. The room should be no less than 50 ft × 30 ft (15 m × 9 m) and no greater than 50 ft × 50 ft (15 m × 15 m).

To ensure the privacy of discussions and decisions, it is recommended that the Selection Meeting room be adequately soundproofed and/or isolated from the rear catering hallways, outside hallways and other Annual Meeting facilities. If this is not possible, then the hallway or corridor outside the Selection Meeting room should be shielded or isolated from general traffic and loitering outside of the Selection Meeting room discouraged.

Audio/Visual  
Technician

- Table 1 – NC Chair
- Table 2 – NC Vice Chair, Consultant
- Table 3 – 2<sup>nd</sup> year, 1<sup>st</sup> year
- Table 4 – 1<sup>st</sup> year, Alt
- Table 5 – 2<sup>nd</sup> year, 1<sup>st</sup> year
- Table 6 – Alt, 2<sup>nd</sup> year,
- Table 7 – 1<sup>st</sup> year, Alt,
- Table 8 – 2<sup>nd</sup> year 1<sup>st</sup> year
- Table 9 – Alt, 2<sup>nd</sup> year,
- Table 10 – Alt, 1 Advisor
- Table 11 – 2-3 Advisors



#### Additional setup recommendations:

- 20 seats around V- or U-shaped table for Voting Members, Alternates, Advisors, and Consultants
- The table should not go beyond the front of the speaker's podium.
- The Chair receives their own table to enable ample room to spread out.
- The Chair and Vice Chair should be seated next to the Candidates' entrance.
- Consultants sit next to the Vice Chair and run the timer.
- For mentoring purposes, each table should mix first year and second-year Voting Members with Alternate Members
- Advisors sit opposite the NC Chair
- The Support Staff shall have a table behind the Chair/Vice Chair
- Each table shall have a microphone and power strip placed in the center of each table.
- A large-capacity paper shredder shall be inside room (ordered by the Support Staff in conjunction with the ASME Events Department)
- Timer controls shall be placed between the current Vice Chair and a Consultant as shown.
- One timer with countdown lights shall be on the Podium, facing the Candidate; another shall be placed at the end of the V- or U-shaped table with a monitor, facing into the center of the open area; and a third shall be located below the podium along with a monitor so that a Candidate walking inside the V- or U-shaped table can view it.
- Two lavalier microphones for Candidates and one for the Chair
- One small monitor next to the podium on a high-top table for Candidates at the podium to reference questions being asked.
- Bottled Water on the other side of Podium on a high-top table.
- Two projectors with 10-foot screens located at least 6 feet behind the podium.
- A laptop with switcher placed on the Vice Chair's table, connected to the overhead projectors.
- A laptop at Vice Chair's position synced to the screens.
- A Stool for the Chair to use at the podium.
- For in-absentia presentations, internet connectivity, sound-system connection, and webinar availability on the presentation laptop at the Vice Chair's station.
- Printer placed near the Vice Chair or Support Staff.
- Podium step for shorter presenters.

#### 7.5.1. Virtual Set Up Recommendations using Webinar Platform

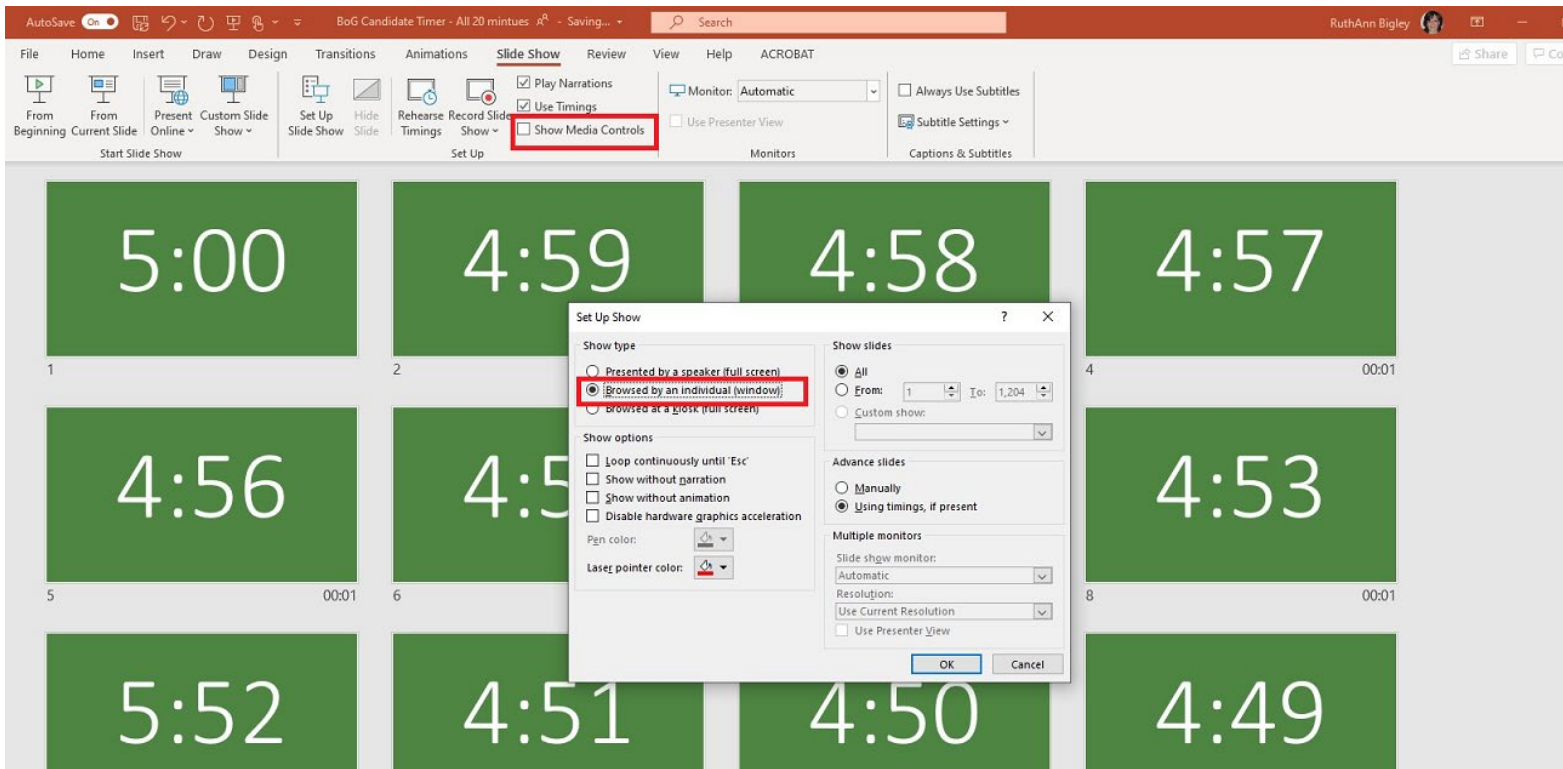
- PowerPoint slides with the questions and timers should be preset and visible to the Committee in a side-by-side format.
- Various timers should be established to align with the candidate's presentation time, Q&A, Candidate Assessment time and all break times.
- All Committee members and guests shall be put into a webinar Waiting Room before being invited to enter.
- Test webinar Break out rooms with those involved with tallying the votes.

Instructions on how to set up side by side slide show.

Go into your powerpoint screen

Select “Slide Show” then “Slide Show Set up” from your ribbon. You will get a box. Select “Browsed by an individual window”.

Then still in the “Slide Show” tab be sure the “Show Media Controls” is **Unchecked**.



As a participant and in order to see the slides and speaker at the same time, you need to be in the “Side by Side Mode”.

Between the “questions slide” and my picture you should hover and see the split screen line. You can use that line to make the sides bigger if needed. (see next page for slide)


You are viewing RuthAnn Bigley (bigleyr@asme.org)'s screen

View Options

- Zoom Ratio Fit to Window
- Annotate
- Exit Full Screen
- ✓ Side-by-side mode

5:52

Question 2



RuthAnn Bigley (bigleyr@asme.org)

The image shows a remote viewing interface. At the top, a status bar indicates the user is viewing RuthAnn Bigley's screen. A 'View Options' menu is open, with 'Side-by-side mode' selected and highlighted by a green box. The main content area is split into two panes: the left pane shows a green background with the timer '5:52', and the right pane shows a white background with the text 'Question 2'. A small video thumbnail of RuthAnn Bigley is visible in the bottom right corner, also highlighted by a green box.