

## CHAPTER 3 NOMINATING COMMITTEE

### 1.01 PURPOSE

The purpose of this chapter is to provide guidelines for the operation of this committee as established by Bylaw 6 – NOMINATING COMMITTEE, and Bylaw 7 – ELECTION OF OFFICERS, sections C, E and F.

### 1.02 GENERAL

- A. References are given for certain items which are common to all committees, chairs, officers, etc. These are state simply to *See B:1.05* (SECTION B, Chapter 1, Paragraph 5).
- B. For duties of Committee Chair, See F:00.
- C. For information on expenses and vouchers, See F:00.05, B:4 and B:5.
  1. This committee's expense account number is 713.
- D. For information on reports, See F:00.04. (NOTE: Additional specific reporting procedure for this committee is listed under 3.04: OPERATING SCHEDULE).
- E. The ASCET Nominating Committee is elected by the Board of Directors at its meeting held at the beginning of the fiscal and administrative year. It is comprised of one member and one alternate from each ASCET region. The chair, who shall be a Past National President, is also elected by the Board at the same meeting. Additionally, a Vice Chair is elected by the Board from among the Nominating Committee members. The Vice Chair would be called upon to assume the duties of the Chair should the Chair become unavailable to serve.

### 1.03 DUTIES

- A. Shall canvass the Society for candidates for the offices of President, Secretary-Treasurer and Regional Vice Presidents as appropriate.
  1. The President and Secretary-Treasurer shall be elected by the entire membership in odd-numbered years.
  2. The regional Vice Presidents of the Northeastern, Southeastern and Southwestern regions are elected in odd-numbered years.
  3. The regional Vice Presidents of the Central, North Central, Pacific Northwest and Western regions are elected in even-numbered years.
  4. Each officer is elected for a two-year term.
- B. The committee chair shall:
  1. Distribute the copies of this page, and the *Candidate for officer information* package to the committee members and alternates, and the regional Vice Presidents.
  2. Prepare and submit to the Chair, Publications Committee, a *Call for Candidates* notice for publication in the September/October issue of CET Magazine.
  3. Coordinate with the President, and Chair, Tellers Committee, the slate of nominees to appear on the ballot.
  4. Prepare and submit to the Chair, Publications Committee, the resumes and photographs of the nominees for publication in the March/April issue of CET Magazine.
- C. Committee members shall:
  1. Distribute the *Candidate for Office Information* packages to potential candidates and to each chapter in their regions.
  2. Maintain contact with the chapters in their regions to assure the solicitation of qualified candidates.
  3. Review submittals received from prospective candidates for completeness.
    - a. Incomplete submittals may not be considered.
  4. Forward all submittals to the Committee Chair.
  5. Retain a record of expenses and forward voucher with receipts to Committee Chair for reimbursement.

### 1.04 OPERATING SCHEDULE

- |              |  |
|--------------|--|
| AUGUST 1:    | Deadline to provide the <i>Call for Candidates</i> article to the Chair, Publications Committee, for publication.                |
| NOVEMBER 30: | Deadline for receipt of candidates' submittals by Nominating Committee member or alternate.                                      |
| DECEMBER 5:  | Deadline for receipt of candidates' resumes by Nominating Committee member or alternate.   |
| DECEMBER 20: | Deadline for committee selection of nominees.  |
| JANUARY 2:   | Chair reports slate of nominees to the President and Tellers Committee.  |
| FEBRUARY 1:  | Deadline to submit slate of nominees and ballot (if not to be mailed) for publication in March/April issue of CET Magazine.      |
| MARCH 15:    | Distribute ballot by mail or magazine.   |
| MAY 15:      | Deadline for ballots to reach Tellers Committee.   |
| JUNE 1:      | Tellers Committee reports election results to Chair. Chair to notify Executive Committee and all candidates of election results. |

### 1.05 CANDIDATE FOR OFFICE INFORMATION PACKAGE follows.

**F:3.05****CANDIDATES FOR OFFICE INFORMATION**

The ASCET Nominating Committee is now seeking candidates for the national offices of \_\_\_\_\_

At some time during his or her technical career, every member of ASCET should consider volunteering as a candidate for office at the national or local level. Assuming responsibility as an officer requires much personal time and effort. However, as an officer you will have opportunities that would not normally occur in your daily work. You will make many new personal contacts and develop professional skills that can increase your efficiency on the job. You will also become more knowledgeable about all aspects of your society and its continuing efforts to promote the recognition of Engineering Technicians and Technologists as essential members of the Engineering Team.

The ASCET President, Secretary-Treasurer and seven Regional Vice Presidents are elected to serve a two-year term of office. They are members of the Executive Committee which meets during the Annual Meeting and again in midwinter. They are also members of the Board of Directors which meets during the Annual Meeting. Both the President and Chairman of the Board may convene special meetings at their discretion. Officers are expected to attend these meetings. The duties of the various offices are outlined in the Policy and Procedures Manual, a copy of which is distributed to each chapter as well as to each officer. Those specific duties are not discussed in this package, ASCET budgets an expense account for these officers which may cover travel and lodging, and some incidental expenses. Other expenses incurred in the performance of the duties of office, such as postage, telephone, and printing are reimbursable as well.

The Nominating Committee has prepared this packet of information for potential officer candidates. If you are interested in becoming a National Officer of your Society, please submit one complete set of the required information to the address of your region's committee member or alternate **no later than November 30**. Submittals not conforming to the requirements will be returned to the submitter without consideration by the Nominating Committee.

**ASCET ELECTIONS**

ASCET elections are held annually in March. The President and Secretary-Treasurer are elected by the entire membership. Regional Vice Presidents are elected by the members in their respective regions. All officers are elected by a plurality vote. Successful candidates assume office at the beginning of the next administrative year (July 1). The results of the election will be published in CET Magazine. ASCET members in all categories except Associate, Student, Honorary, and Sustaining are eligible to hold a national office of the Society.

**ASCET POLICY REGARDING CAMPAIGN MATERIAL**

ASCET is a nonpolitical entity. Campaigning for a national office is perfectly and ethically acceptable, provided it is carried out in good taste and in accordance with established policies.

*By resolution of the Board of Directors in 1969, Any member or officer of ASCET shall not use his official office or official ASCET letterhead stationery for the purpose of campaigning for a candidate who is running for an ASCET office; further, Campaign material should be submitted for review by the Ethics Committee...not later than forty-five days prior to publication and distribution...; further, The Society does not forbid campaigning but it also does not encourage it. No Society funds may be used to assist one candidate over another candidate. Material containing a candidate's personal history, philosophies and goals would be proper. Remarks concerning an opponent's qualification or abilities would not be proper.*

**REQUIREMENTS FOR CANDIDATE SUBMITTAL**

All potential candidates seeking national office are required to submit the following:

A formal letter addressed to the ASCET Nominating Committee, requesting consideration as a nominee for the specific office sought. This letter shall include the number of hours available to devote to ASCET business each week, home and business addresses and telephone numbers. If not self-employed, attach a letter from your employer indicating employer support and concurrence with your intent to seek a national office. See F3.05.01 for a sample letter.

NOTE: The Chairman, upon request, will send a letter to your employer outlining your duties, and asking for your employer's support.

One-page typed resume, (8.5" x 11") including your certification grade and certifying agency (if applicable), educational background, ASCET experience in chapters or on national committees, other society memberships, any honors, civic or community involvement, and any other personal information you may wish to mention. In the last paragraph of this sheet, briefly outline your personal philosophy or ASCET and specific goals anticipated. This resume should contain no more than 350 words. See F3.05.02 for sample resume.

**The above information must be received by the Nominating Committee member or alternate prior to midnight, November 30 in order to be considered for nomination.**

NOTE: The names and addresses of members and alternates of the current ASCET Nominating Committee appears in the September/October and November/December issues of CET magazine.

**3.05.01 SAMPLE CANDIDATE LETTER TO NOMINATING COMMITTEE**

(Date)  
(Name), Member/Alternate  
ASCET Nominating Committee  
(Address)

Dear (Name),

I hereby offer myself as a candidate for the office of \_\_\_\_\_ for consideration by the ASCET Nominating Committee.

My employer for the past \_\_\_\_ years is \_\_\_\_\_. Please note the enclosure from my employer indicating concurrence and support of my candidacy for this office.

I will have approximately \_\_\_\_ hours a week to devote to ASCET business. This includes \_\_\_\_ hours of my normal work week that my employer will allow me.

Also enclosed are my resume and a recent photograph.

Should you desire any additional information, please feel free to contact me at the following addresses:  
(work address, telephone) (home address, telephone)

Please consider me as a possible nominee for this office.

Sincerely,  
(Signature)  
(Print name)

enclosures

**3.05.02 SAMPLE RESUME  
(Your Name, Address)**

**ASCET INVOLVEMENT**

Currently serving a second term as National Director of the \_\_\_\_\_ Chapter; was chapter President 1991-1992; served on several chapter committees. Served as Chair of the Society's Constitution and Bylaws Committee, 1995-1997; was co-chair of the 1997 ASCET Annual Meeting Committee.

**EMPLOYMENT**

Employed by XYZ Engineering Company as a Civil Engineering Technician until May, 1995. I am currently employed by the Clifton Highway Department as a Project Coordinator.

**EDUCATION**

Graduated from Podunk High School and received BET degree from State College. Currently enrolled in the "Management Skills" course at Podunk Community College. I received a NICET Level III certification in Highway Construction (#00000). I also serve as an instructor in highway safety for company employees.

**COMMUNITY SERVICE**

Active in church, and since 1990 have been an active merit badge counselor in traffic safety for the local Boy Scout troop; also serve as a tutor in the Adult Literacy Program.

**OTHER SOCIETIES**

Member of the American Congress of Surveying and Mapping and the American Trapshooting Association.

**PERSONAL**

Hobbies include trapshooting and photography. John and his wife Mary, and two sons reside in Podunk.

**PHILOSOPHY**

My philosophy of ASCET is encompassed in the belief that the Society creates many opportunities for each member, through active participation, to maintain an awareness of our profession. I also believe that the Society provides a suitable forum to promote the future of our profession as well as to promote the professional competence of its members. My goals are to promote new chapters and improve communications within the region. I also hope to promote the growth and stature of the Society by encouraging chapters in the region to sponsor continuing education seminars.