

AMERICAN SOCIETY OF HIGHWAY ENGINEERS

NATIONAL OFFICER/DIRECTOR

NOMINATION GUIDELINES

Objective: To produce a user friendly and informative nominating format within which all ASHE Regions and Sections can operate, and to promote increased participation and interest in the nominating process.

By August 1st, the chair of the National Nominating Committee (immediate National Past President) will notify all Regions/Sections of their opportunity to nominate individuals who are qualified and interested in becoming Officers on next year's National Board. It is emphasized that the position of the National Second Vice President and outgoing Directors will require new nominees. Nominations for the National Secretary and Treasurer apply when their respective **three year** term expires. **In addition**, one year in advance of when the third year of the three year term expires for the National Secretary and Treasurer positions, **or** if the individuals in these positions desire not to continue serving the their full terms, nominations will be taken for the National Secretary-Elect and National Treasurer-Elect positions as appropriate. Request to applicable Regions will also be made for nominations for National Directors. A deadline of December 1st is given to provide nominations for all of the aforementioned positions.

NOTE: To be considered for the National officer position of President, 1st Vice-President and 2nd Vice-President, it shall be necessary to have previously served on the Board for at least one year or served as the Chair of a National Committee for at least two years. To be considered for the National officer position of Secretary, Treasurer, Secretary-Elect and Treasurer-Elect, it shall be necessary to have previously served on the Board for at least one year, or served as the Chair of a National Committee for at least two years, or served as a Regional Officer for two years, or served on a Regional Board for four years.

Those Sections interested in nominating someone for a **National Officer's position** are asked to submit a letter identifying the nominee and stating the nominee's desire to be considered for the

respective position, accompanied by a resume citing the nominee's experience with and contributions to ASHE and the transportation industry. This letter, and the accompanying documentation, must be submitted through the Section's respective Region to the Chair of the National Nominating Committee by December 1st of the year prior to the year of desired service. Note: The Region's role is limited to compiling the nominations received and submitting same to the Chair of the National Nominating Committee by the date specified.

Each Region Board shall solicit nominations for **National Director** from the Sections within the Region. The Region Board will consider only the nominations received from the Sections to determine the recommended individual to the National Nominating Committee. Upon deciding upon a final candidate, the Region Board shall submit a letter identifying the nominee and stating the nominee's desire to be considered for the respective position, accompanied by a resume citing the nominee's experience with and contributions to ASHE and the transportation industry. This letter, and the accompanying documentation, must be submitted by the Region Board to the Chair of the National Nominating Committee by December 1st of the year prior to the year of desired service.

The Chair of the National Nominating Committee will present a report to the National Board at the January meeting, identifying the prospective candidates.

The Nominating Committee will distribute nominating forms, instructions and biographical data for candidates to all ASHE Sections by February 1st. The instructions will be explicit with respect to nominating National Officers. Each Section shall formulate a letter of support for applicable candidates and submit that letter to the Chair of the National Nominating Committee by March 1st. This will allow follow-up by the Committee to provide clarification and facilitate maximum participation.

The Nominating Committee will meet to discuss the results of the balloting and vote on a slate of Officers and Directors. Such meeting will be held to allow sufficient time to submit the final slate of officers to the National Board no less than sixty (60) days prior to the Annual Membership Business Meeting. The slate will be presented to the National Board for an approval vote at the April National Board Meeting.