



## **AMERICAN SOCIETY OF HIGHWAY ENGINEERS NATIONAL OFFICER/DIRECTOR NOMINATION GUIDELINES**

Objective: To procure qualified candidates for National Officers and National Directors through the nomination process, and to promote increased interest and participation in leadership of ASHE at the National level. To ensure the nomination and election process is in accordance with the National By-Laws and Constitution.

### **Qualifications:**

By October 1<sup>st</sup>, the Chair of the National Nominating Committee (Immediate National Past President) will notify all Regions and Sections by way of the Regions of their opportunity to nominate individuals who are qualified and interested in becoming officers for the following years National Board. It is emphasized that the positions of National 2<sup>nd</sup> 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 third three-year term expires for the National Secretary and Treasurer positions, or if the individuals in these positions desire not to continue serving their full terms, nominations will be solicited for the National Secretary-Elect and National Treasurer-Elect positions as appropriate. Request to Regions with Directors whose terms are ending will be made for nominations for National Directors. A deadline of December 1<sup>st</sup> is given to provide nominations for all the mentioned positions.

*Note: In accordance with the Bylaws, to be considered for the National Officer position of President, 1<sup>st</sup> Vice President, or 2<sup>nd</sup> Vice President, it shall be necessary to have previously served on the National 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 two years, or served as a Regional Officer for two years, or served on a Regional Board for four years.*

### **Nomination Process:**

Sections interested in nominating someone for a National Officers position are asked to submit a letter identifying the nominee and stating the nominees desire to be considered for the respective position, accompanied by a resume citing the nominees experience with and contribution to ASHE and the transportation industry. This letter and the accompanying documentation must be submitted through the Sections respective Region to the Chair of the Nominating Committee by December 1<sup>st</sup> of the year prior to the year of desired service.

*Note: The Regions role is limited to ensuring that the nominations are complete, meet the minimum requirements for the office, compiling the nominations received and submitting the nominations 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

on a final candidate, the Region Board shall submit a letter identifying the nominee and stating the nominees desire to be considered to the respective position, accompanied by a resume citing the nominees 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 1<sup>st</sup> 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 National Board Meeting identifying the prospective candidates. The Nominating Committee will distribute nominating forms, instructions, and biographical data for candidates to all ASHE Sections by February 1<sup>st</sup>. 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 1<sup>st</sup>. 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 approval at the March or April National Board Meeting.