



## AMERICAN SOCIETY OF HIGHWAY ENGINEERS NOMINATING COMMITTEE TIMELINE

DATE	ACTIVITY
July	<b>Send request letter for nominations for National Officers and Directors to all Regions/Sections by August 1.</b>
Late September	Remind Regions/Sections <b>by October 1</b> - Nominations for National Officers and Regional Directors are due to Nominations Chair by December 1.  <b>Send letters for nominations <b>by October 1</b> for Robert E. Pearson/ Person of the Year, Member of the Year, Young Member of the Year and Lifetime Member. (Response due by February 15)</b>
October	Send follow-up reminder for Officer/Director nominations.
November	Send follow-up reminder for Officer/Director nominations.
December	Send follow-up reminder for National Award nominations (Robert E. Pearson/Person of the Year, Member of the Year, Young Member of the Year, and Lifetime Achievement)
January	The committee meets prior to the January Board meeting to vote on a slate of officers. The Nominations chair <b>makes a report to the Board by the January Board meeting</b> . Send follow-up reminders for National Award nominations (Robert E. Pearson/ Person of the Year, Member of the Year, Young Member of the Year and Lifetime Member)
February	Nominations for Person of the Year, Member of the Year, Young Member of the Year, and Lifetime Achievement awards due to Nominations Chair by February 15.  Nomination forms distributed to Nomination Committee members for review.
March	The Nominating Committee selects recipients of Robert E. Pearson/Person of the Year, Member of the Year, Young Member of the Year and Lifetime Achievement awards <b>by March 15</b> .
April	Committee chair notifies Board of award recipients <b>by the April Board Meeting. The board does <i>not</i> approve. Recipients will be notified soon after the April Board Meeting.</b>