

# NATIONAL OFFICE CANDIDATE SUBMISSION REQUIREMENTS CHECKLIST

(Even Year Elections)

Members who want to be considered for nomination for the offices of: Senior Vice President; Vice President – Council on Practices and Standards; and Vice President - Finance will be required to forward the following documents before being considered as a candidate:

<b>CANDIDATE SUBMISSION REQUIREMENTS</b> <i>(All required documents must be submitted by August 15.)</i>	<b>Submitted</b> ( ✓ )
Signed Letter of Intent to run for office.	
Completed Society Office Candidate Form (See Section XVII. Actual form can be obtained from Society Headquarters) <i>(Contact Dolores Kopp (dkopp@asse.org) for electronic version of Candidate Form.)</i>	
Work related resume.	
Proposed 250 word biography (See Section XV).	
Proposed platform statement (limited to 1000 words for Senior Vice President, limited to 300 words for all other national offices. (See Section XVI).	
Signed employer's statement of support addressed to the N&E Chair.	
Signed Letter of Accountability Agreement for the position	
Completed and signed Conflict of Interest Disclosure (See SOG 6.34)	
Signed Financial Conflict of Interest Statement (see SOG 6.34).	
A color photo, head and shoulders glossy, or 300 dpi .jpg electronic photo will be required. <b>(Upon Nomination)</b>	

## **Section 6.31**

### **Title      NOMINATION AND ELECTION OF NATIONAL OFFICERS**

#### **I.      ELECTED OFFICERS OF THE SOCIETY**

As approved by the Assembly at the June 19, 1995 meeting, the elected officers and members of the Board of Directors of the American Society of Safety Engineers (Society) shall be:

- President
- President-Elect
- Senior Vice President
- Vice President - Finance
- Vice President - Council on Professional Affairs
- Vice President - Council on Professional Development
- Vice President - Council on Practices and Standards
- One Vice President for Each Region

#### **II.     QUALIFICATIONS FOR OFFICERS**

Each officer and each nominee for an elected national position shall be a Professional Member of the Society, and shall also meet criteria set by the Society Nominations and Elections Committee and approved by the Board of Directors.

Nominees for National Office shall be considered on the merit of their service to the safety profession, to ASSE and to the community without regard to race, creed, color, religion, national origin or gender.

At the National level, Officers and the Board of Directors should make every effort to seek out and encourage minorities and women to gain the necessary experience within ASSE to prepare them for leadership positions.

Selecting the Senior VP nominees is a responsibility of utmost gravity. These candidates are the persons who will lead the Society as its Chief Governing Officer, and will be the "face, body and spirit" of the Society and its aggregate members during the time they serve. No greater responsibility is entrusted to any Committee than is entrusted to the Nominations and Elections Committee, and all deliberations and the conduct of all business of this Committee in the selection of nominees, the oversight of the campaign and elections processes shall be conducted with that gravity of responsibility in mind.

#### **III.    TERMS OF OFFICE**

The terms of office for the President, President-Elect and Senior Vice President shall commence on July 1 for a period of one year.

The terms of office for the Vice President-Finance, Regional Vice Presidents and Council Vice Presidents shall commence on July 1 of the year in which they are elected and continue for a period of two (2) years, or until a successor has been elected. They shall not serve more than two (2) consecutive full terms as Regional or Council Vice Presidents, or Vice President-Finance.

Terms of office of the Vice President-Finance and the Vice President, Council on Practices and Standards shall alternate by one-year from the terms of the Vice President, Council on Professional Affairs and Vice President, Council on Professional Development.

#### **IV. NOMINATIONS, ELECTIONS AND SUCCESSION OF OFFICERS**

The President-Elect shall automatically succeed to the office of President.

The Senior Vice President shall automatically succeed to the office of the President-Elect.

The Nominations and Elections Committee shall make every effort to present at least two nominees considered to be qualified for each of the offices of Senior Vice President, Vice President-Finance and Council Vice President.

The Vice President-Finance and Vice President-Practices and Standards shall be nominated and elected in even numbered years and the Vice President-Professional Development and the Vice President- Professional Affairs shall be nominated and elected in odd numbered years.

If the President-Elect is unable to assume the office of President, the Senior Vice President shall automatically succeed to the office of President. The Nominations and Elections Committee shall make every effort to present two nominees considered to be qualified for the office of President-Elect, and Senior Vice President.

If neither the President-Elect nor the Senior Vice President can serve in the office of President, the Nominations and Elections Committee shall make every effort to present two nominees considered to be qualified, to be placed on the ballot for the office of President and President-Elect.

#### **V. NOMINATIONS AND ELECTIONS COMMITTEE**

The Nominations and Elections Committee shall consist of seven (7) Professional Members. Committee make up will be the most recently available Past President serving as chair, the current President as ex-officio member, the President-Elect, two (2) additional serving Board Members, and two (2) members at-large. The Executive Director shall serve as Secretary of the committee without vote.

Duties shall be to provide a slate of qualified nominees, who are capable of fulfilling the duties of Society elective offices, to conduct elections and supervise election procedures. This committee is charged with the responsibility of selecting the future leaders of our Society. A face-to-face meeting of the Nominations and Elections Committee may be required if there are more than two candidates for any of the offices. A simple majority of committee members present shall constitute a quorum and allow business to be conducted. Determination of the need for such a meeting will be made by the chair.

No member serving on the Nominations and Elections Committee may be nominated by that committee.

#### **VI. NOMINATIONS AND ELECTIONS COMMITTEE GUIDELINES FOR MEMBERS OF THE BOARD OF DIRECTORS**

**Note:** Confidentiality of proceedings of the committee is essential and members shall refrain from discussing actions of the N&E Committee outside of the group.

- Request for Potential Nominees from the Board shall be in accordance with the time line under section VII.

- Contact Potential Nominees - All potential nominees should be contacted, preferably by phone to determine whether they are interested in being considered, and whether they believe their employer (if not self employed) will support their activities in both time and financial aspects.
- Request for Candidate Information - The members who want to be considered for nomination for the offices of: Vice President-Finance, Vice President, Council on Practices and Standards, Vice President, Council on Professional Affairs, Vice President, Council on Professional Development, and Regional Vice Presidents shall be requested to forward the following documents before being considered as a candidate:
  - completed Society Office Candidate Form (see Section XVII. Actual form obtained from Society Headquarters),
  - work related resume,
  - proposed 250 word biography (see Section XV).
  - proposed platform statement (limited to 1000 words for Senior Vice President, limited to 300 words for all other offices except Area Directors. Area Directors limited to 250 words.) (see Section XVI).
  - Signed employer's statement of support addressed to the N&E Chair.
  - Signed letter of intent to run for office.
  - Signed Standard Accountability Letter for the position (see SOG 6.34)
  - Signed Financial Conflict of Interest Statement (see SOG 6.34).

This shall be done according to the time line established by this S.O.G., Section VII. The information shall include education and certification data, a work history, and an outline of ASSE activities both local and national with emphasis covering the immediate past five (5) years; plus information on other volunteer efforts. Emphasis should be placed on results and outcome of activities. Staff will send copies of the information and the completed **Society Office Candidate Form** for each potential candidate to all N&E committee members. Staff shall have validated the biographical information on the Society Office Candidate Form as regards to ASSE activities prior to the committee meeting.

- Nominations and Elections Committee Meeting steps:
  1. The N&E Committee shall review the completed **Society Office Candidate Form**, as completed by the prospective candidates. ASSE staff will have validated all references to ASSE service. The committee members will rate the potential candidates from 1 to 10 on each Objective element. Greater weight shall be given to service on the Board of Directors or National committees, as well as more emphasis on service and contributions within the most current 5 years.
  2. The committee members will complete the **Candidate Subjective Elements Form** (see Section XVIII) for each potential candidate and rank each element from 1 to 5. Again, greater weighting should be given to service and contributions on a national scale, with more emphasis on the most recent 5 years.
  3. An open and frank discussion shall take place on all candidates that are considered for positions. This discussion will utilize information from the **Society Office Candidate Form** and the **Candidate Subjective Elements Form**. Confidentiality of proceedings of the committee is essential and members shall refrain from discussing actions of the N&E Committee outside of the group.

4. Following the discussion, the candidates for each position shall be ranked to determine at least two who will be offered as candidates. Members of the Nominations and Elections Committee shall privately rank all candidates for office in order of preference, i.e. one, two, three, four, five, with five being the highest rank. The Secretary then collects and adds the numerical ranking for each candidate. The candidates with the highest totals will be the nominees for the Board positions as designated.
- Contacting the Nominees - The Chair shall contact the potential candidates as soon as possible, preferably by phone, within 24 hours. If one or more of the nominees for a position decline the nomination, then the next highest ranked candidate(s) considered to be qualified should be offered the opportunity to accept the nomination without further consideration or deliberation by the Committee.
  - Contacting Those Not Nominated - After nominees have accepted the nomination for each Board position, the other candidates who were seeking nomination shall be contacted by the Chair within 24 hours, thanked for their interest and dedication to the Society, and inform them of their rights to petition.

## VII. NOMINATIONS DEADLINES FOR CANDIDATES

**Mid-Winter Board Meeting:** Society President announces solicitation for potential candidates for the election to be held the following March.

**May 1,** By this date, Society staff will distribute a Call for Nominations letter to the Board of Directors, Area Directors, Society Council members, House of Delegates, Practice Specialty Administrators, Chapter Presidents and Society Past Presidents. A broadcast email announcement will also be made to Professional Members.

**June Board Meeting:** Society President presents the Board of Directors with a list of candidates who have completed their nomination package and a list of those who have requested nomination packages. An announcement by the Society President will be made for the solicitation of additional candidates. Regional Nominations Committee Chair should submit a list of candidates that are under consideration.

**July 15<sup>th</sup>** By this date, Society staff distributes a second Call for Nominations letter from the N&E Chair. A broadcast email announcement will also be made to Professional Members.

**August 15:** By this date, potential candidates for the office of Senior Vice President (every year), Vice President – Finance and Vice President - Council on Practices and Standards (even numbered years) and Vice President - Council on Professional Affairs and Vice President - Council on Professional Development (odd numbered years) shall have completed and submitted the required forms and paperwork. Regional Nominations Committees (RNC) will determine the due date for candidates to submit the forms and paperwork required in Section VI to the RNC chair.

**September 15:** By this date, staff will have verified data submitted by the Candidates on the Society Office Candidate Form and submitted all documents to the N&E Committee for review.

**October 15:** By this date, N&E Committee members will have completed the Candidate Subjective Elements Form and returned a copy to Society Headquarters.

**October 30:** By this date, N&E Committee meets either by phone or by a face-to-face meeting to review candidate submissions and to determine the slate of candidates for Society Offices. N&E Chair will decide if an in person meeting is required.

**November 1,** By this date, N&E Chair will have contacted all successful and unsuccessful candidates and verified their willingness to be on the ballot. Society national office slate announced to the Board of Directors.

**November 1,** By this date, Regional Nominations Committee chairs will have submitted all forms and paperwork for nominated candidates for Regional Vice President and Area Director offices to Society Headquarters (see Section VI for required forms and paperwork).

**November 5:** By this date, Society staff will distribute to N&E Committee an approval candidate form and verification that Regional Vice President and Area Director candidates meet the qualifications for the position. If necessary, the N&E Chair may request a meeting by phone to discuss the Regional and Area candidates.

**November 14:** By this date, N&E Committee will have returned Regional and Area nomination approval form or the N&E Committee will have met by phone to review these nominations.

**November 15:** By this date, the Board of Directors will be notified of the candidate slate for national and regional offices.

**November 15:** Candidate petition process begins. To petition, notify the Society Secretary for requirements.

**December 1:** By this date, petition nominations must be complete and submitted to Society Headquarters.

**December 2-14:** Society staff will verify petition signatures and compliance with the requirements. N&E Committee will be notified of successful petition candidates and revise the final slate of candidates.

**December 15:** Final slate of candidates announced to the Board of Directors.

**March 1:** By this date, the final candidate slate and biographies will be published in Professional Safety Journal.

**March 1:** By this date, the Society election voting commences by mail ballot or electronic voting.

**April 1:** By this date, the Society election voting for mail and electronic voting ends.

**April 15:** By this date, the Tellers Committee has verified the election results and the N&E Chair has contacted successful and unsuccessful candidates. Final election results released and announced to the Board of Directors.

## **VIII. ELECTION SCHEDULE EXCEPTIONS**

The ASSE elections schedule as written in this document (SOG 6.31) would be superceded by Bylaws VII, Section 5 (G) and (H), in cases where there is a candidate withdrawal or removal from the election slate or in case of National emergency or acts of God as determined by the current Executive Committee.

## **IX. PETITION NOMINATION**

Society Bylaws (Article VII, Sec. 4) also provide for Petition Nomination, wherein Society members may submit nominations for Society offices by petition after a designated number of signatures of members are collected in support of a petitioner's bid to be placed on a ballot. Members who plan to file a petition for Society office should notify the Chair of the Nominations and Elections Committee by using the Candidate Petition Notification Form.

Candidates that decide to run by petition shall immediately come under the same campaigning rules as other selected candidates.

Petition nominations shall be submitted no later than December 1 of the election year. Petition candidates shall be confirmed to the Society Secretary by December 14.

A signature on a petition conveys no meaning other than the petitioner is seeking a place on the ballot by collecting a sufficient number of member signatures. There is no implied endorsement of a petitioner on the part of the signer nor on the part of the presenter of a petition, which is often a party other than the petitioner, such as a Chapter President who may have received a copy of a petition to present to Chapter members.

**Rules for Electronic Submission of Signatures for the Petition Process (E-mail signatures):** If a potential candidate solicits signatures via e-mail to have his or her name placed on the ballot, the e-mail submitted by the member must contain the member's full name, ASSE ID number, Region and Chapter name. Potential candidates seeking signatures in this fashion must notify the Society Secretary no later than November 16 so a specific e-mail address can be created. Members interested in submitting an electronic signature for the potential candidate must use the e-mail address created by the Society in order to have their signature counted. Responses are sent directly to the Society and staff will be responsible for verifying the authenticity and validity of each electronic signature.

Members may choose to sign a petition or not. In either case, they exercise their voting privilege and responsibility by voting for the candidate of their choice when they receive their ballot.

Petition requirements are as follows:

For **Senior Vice President, Vice President-Finance, and Council Vice Presidents**, signatures of two percent of the Society's membership as of July 1 of the current Society fiscal year comprised of signatures from at least five regions with no more than 15% of the total required from any one region and no more than 25% of the region's allowable total from one chapter. Provisions shall be made for electronic submission; i.e. e-mail or facsimile, of signatures to support a potential petition candidate. All petitions shall be sent directly to the petitioner and that individual shall be solely responsible for accumulated totals by Chapter, Region, etc. The petitioner shall transmit the petitions to the Society Secretary by the most efficient and effective means available in order to meet the December 1<sup>st</sup> deadline.

Names of nominees submitted in accordance with this section and meeting the requirements of the Bylaws shall be included on the official ballot. Petitions will be validated by the Nominations and Elections Committee chair and the Society Secretary.

## **X. CANDIDATE PETITION FORM**

The Nominations and Elections Committee each year nominates two candidates for each national office. The Bylaws, Article VII, section 4, provide that Society members may submit nominations for Society offices by petition after a designated number of signatures of members are collected in support of a petitioner's bid to be placed on a ballot. The signatures below do not constitute an

endorsement of a candidate. A sufficient number of member signatures allow the petitioner to have his/her name placed on a ballot. This petition may be transmitted in the most efficient and effective means available in order to meet the December 1<sup>st</sup> deadline.

Petition for: \_\_\_\_\_  
(office)

The candidate named below meets the Bylaws qualifications in that s/he is a Professional Member of the Society.

Candidate name:

Member Name	Signature	Member #	Chapter	Region	Date	Verified

**XI. ELECTION BALLOT PROCESS**

A list of all nominees together with their qualifications and biographies will be published not later than the March issue of *Professional Safety Journal*. Candidate biographies, platform statements and photos will be displayed on the Society web site.

A ballot for election of officers shall be mailed no later than March 1 each year to all members eligible to vote. To be counted, completed and returned ballots must be received by ASSE or the selected Society election vendor not later than 30 days after ballots are mailed in accordance with the due date specified on the ballot. Ballots going to countries overseas shall be sent via air mail. Only members in good standing within thirty days prior to mailing of the ballot will be sent a ballot. Provisions shall be made for electronic ballots. Electronic voting may be an option at the discretion of the Society. Electronic voting can take the place of the paper ballot and the same timeline for voting applies. Members have the option to receive a mail ballot or electronic ballot. Ballots shall be made available as follows:

- For Senior Vice President to the Society membership.
- For Vice President-Finance and Council Vice Presidents to the Society membership.
- For Regional Vice Presidents to the membership of the respective regions.
- For Area Directors to the membership of the respective areas.

According to the ASSE Bylaws, the President-Elect automatically succeeds to the office of President and the Senior Vice President automatically succeeds to the office of President-Elect. Names of the President-Elect and Senior Vice President will appear on the ballot with a notation of this automatic succession.

Ballots will be opened and computer processed by the Society staff or an organization approved by the Nominations and Elections Committee and the Executive Committee. Electronic voting eliminates the actual physical ballot. The Tellers Committee will receive a voting summary report of all mail and electronic ballots. All ballots with unauthorized marks or questionable entries will be held without counting until the Tellers Committee examines them and determines their validity. The Tellers Committee determines the validity of questionable ballots and verifies the tabulated vote counts in accordance with SOG 6.36.

The nominee receiving a plurality of the votes cast for an elective office shall be considered elected.

The Tellers Committee shall be responsible for assuring that the Nominations and Elections Committee Chair is advised promptly of the results of the election. Members of the Tellers Committee, the Nominations and Elections Committee, and Headquarters staff shall not disclose the results of the election to anyone, unless authorized by the Chair of the Nominations and Elections Committee, until all of the candidates have been advised.

The Chair of the Nominations and Elections Committee shall be responsible for notifying all of the candidates immediately, or as promptly as possible, in person, by phone, or fax. Written confirmation of the election outcome will be made by the Society Secretary.

Ballots for election of Society officers shall be retained for six months after the Tellers Committee meeting.

Notice of all election results shall be published in a Society publication or made available to all members following verification by the Tellers Committee.

## **XII. CAMPAIGN PROCEDURES**

SOG 6.35 provides details of rules for campaigning after nomination for Society offices. Violation of these rules shall be reported to the Nominations and Elections Committee Chair and the Director of Member/Region Affairs. Confirmed violations may result in candidate removal or election forfeiture.

## **XIII. REMOVAL FROM OFFICE**

Elected Society officers may be removed by the voting membership at any annual or special meeting of the membership. All removals shall be carried out without prejudice, if any, of the person(s) so removed.

## **XIV. NOMINATION OF REGIONAL VICE PRESIDENTS**

Nomination of Regional Vice Presidents and Area Directors shall be in conformance with the Society Bylaws, and also meet criteria set by the Council on Member/Region Affairs.

Nominations for Regional Vice Presidents shall be made by Regional Nominations Committees and submitted to the Society Nominations and Elections Committee to determine if nominees meet the qualification criteria set by the Council on Member and Region Affairs and the Board of Directors. (Refer to Section 6.32 for Nominating and Election Procedures for Regional Vice Presidents and Area Directors).

## **XV. CANDIDATE BIOGRAPHICAL INFORMATION**

### **Guidelines for Candidate Biographies**

The following guidelines have been developed to ensure a consistent presentation and enhance the professionalism of candidate biographies.

1. Each biography should begin with the candidate's name, designations and current job titles, employer and employment location. For example: John Q. Citizen, P.E., CSP, is corporate safety director for XYZ Co., St. Louis, MO. After this first reference, the candidate should refer to him/herself either by last name only or using the personal pronoun he or she --per *Professional Safety* style.
2. The candidate should then proceed to detail the following information:
  - current job responsibilities/functions
  - years in field/career progress
  - previous experience/positions of note
  - education (degrees and program of study, institution and location)
3. Next is service to ASSE. Provide specific membership information (i.e., years a member, membership level, specific chapter) with emphasis on most recent five (5) years and include positions held/activities involved in at each level, as well as years of office. This information should proceed in the following manner: a) chapter; b) area; c) region; d) practice specialty; e) national.
4. The next area to describe is awards/accomplishments. Begin with ASSE awards and include awards received from other relevant groups as well. Information about articles/books authored, presentations made, membership in other organizations, etc. could be included here as well.
5. The final paragraph can provide additional information of note, such as community service.

### **Usage Guidelines - Acronyms**

1. A candidate should always use the CSP or P.E. acronyms (rather than the full terms certified safety professional and professional engineer). The reasons: The acronyms are well known in the industry/field. Inclusion of the full terms only adds to a candidate's word count. Over the course of the election pages, such use also becomes redundant. The same holds true for other recognized terms such as CIH and ASSE specific terms such as ARVP and RVP.
2. If a candidate has received numerous safety professional of the year awards, she or he should use the SPY acronym after the first reference. This holds true for any repeated terms for which an acronym is appropriate.

### **Usage Guidelines - Capitalization**

Per *Professional Safety* style, the following are not capitalized:

- job titles
- generic references (i.e., his chapter service includes...)
- past ASSE offices (only current ASSE offices will be capitalized)

Candidate biographies are published in *Professional Safety*. Professional Safety editorial staff will reserve the right to modify any biography to ensure compliance with editorial guidelines and readability prior to and/or after review by the Nominations and Elections Committee.

### **Sample Candidate Biography**

John Q. Citizen, P.E., CSP, CIH, is corporate safety director for XYZ Co., St. Louis, MO. He oversees the firm's corporate safety, health and environmental protection programs, and provides technical assistance regarding safety policy and regulatory compliance. Citizen has more than 15 years experience in the safety field. Prior to joining XYZ, he was safety and health manager for PDQ Corp. in Cleveland. He holds a B.S. in Safety Sciences from the University of Minnesota-Duluth and an M.S. in Industrial Safety Management from Central Missouri State University, Warrensburg.

An ASSE member since 1982, he has held all offices in the Missouri Chapter. During his term as president (1990-91), the chapter received a Chapter Achievement Award. Citizen's Region IV service includes two terms as ARVP of government affairs (1991-93) and one term as ARVP of awards and honors (1993-94). Nationally, he was a member of the Bylaws and Finance committees (1992-93) and currently serves on the Professional Conduct Committee.

Citizen was named the Missouri Chapter's Safety Professional of the Year (SPY) in 1992 and Region IV SPY in 1994. He received XYZ Co.'s Safety Fellow Award in 1992. Citizen is also a member of the American Industrial Hygiene Assn. He is a technical reviewer for ASSE's CSP Refresher Guide and has published articles in *Professional Safety* and the AIHA Journal.

Citizen is also active in his community, serving on the Madison County Safety Council and as a technical advisor to the local school district.

## **XVI. CANDIDATE PLATFORM STATEMENT**

### **Candidate Platform Statement Guidelines:**

All candidates will be asked to develop a platform statement regarding their views on the challenges facing the Society and their vision for its future. Their platform statements will be made available to all members no later than March 1. Senior Vice President candidates' statements shall be 1,000 words or less and those of other candidates, except Area Directors, shall be 300 words or less. Area Director statements shall be 250 words or less. Candidates are encouraged to submit bios and candidate statements to the Society Secretary electronically.

The following guidelines have been developed to ensure a consistent presentation and enhance the professionalism of candidate platform statements.

1. The candidate should include their full name and designation at the top of the page followed by the Society Office for their nomination. In the case of Area Directors, be sure to include the Region number, position and name of the Area.
2. Next, provide an introductory paragraph that covers your view on the challenges facing the Society.
3. Provide two or more additional paragraphs that expand upon your thoughts and views on the challenges facing the society as well as your vision for the future. Explain how you plan to address these challenges. Bullet points are allowed in these paragraphs if they are not overused.

4. The final paragraph should include a final thought to summarize your campaign platform statement.

## **XVII. INSTRUCTIONS FOR SOCIETY OFFICE CANDIDATE FORM**

### **FOR CANDIDATE:**

The attached form is designed to capture information regarding your contributions to the safety profession, the Society and your employer. This form is condensed for the purpose of this SOG. The actual form can be obtained electronically from Society Headquarters or on the Society web site.

Please give a detailed listing of contributions, activities, service, etc., listing most recent accomplishments first and providing any relevant comments. You may provide attachments to this form to supplement and/or validate information supplied. **DO NOT COMPLETE OR ENTER ANY INFORMATION IN THE "POINTS" COLUMN – THIS SECTION RESERVED FOR THE NOMINATIONS AND ELECTIONS COMMITTEE.**

This document is to be submitted to the Nominations and Elections Committee along with:

- work related resume,
- proposed 250 word biography (see Section XV).
- proposed platform statement (limited to 1000 words for Senior Vice President, limited to 300 words for all other offices except Area Directors. Area Directors limited to 250 words.) (see Section XVI).
- Signed employer's statement of support addressed to the N&E Chair.
- Signed letter of intent to run for office.
- Signed Standard Accountability Letter for the position (see SOG 6.34)
- Signed Financial Conflict of Interest Statement (see SOG 6.34).

### **Evaluation Process:**

The evaluation of candidates is done in two distinct and separate elements. One is an objective evaluation of the potential candidate's service and contribution to the Society and to the profession. This is done through the paperwork and forms that you submit.

The second element of candidate evaluation is the person's ability to lead and promote the Society and profession along with perceptions of the image the potential candidate will portray if elected. This second evaluation is completed by the Nominations and Elections Committee after careful review of the candidate's information, platform statement and other relevant information.

**SOCIETY OFFICE CANDIDATE FORM**

<b>SOCIETY OFFICE TITLE:</b>	<b>NAME OF PROSPECTIVE CANDIDATE:</b>
------------------------------	---------------------------------------

**OBJECTIVE ELEMENTS**

<b>CRITERIA</b>	<b>DATE(S) OF SERVICE</b>	<b>COMMENTS</b>	<b>POINTS</b>
<b>Involvement at Society Level</b>			
Board of Directors			
Regional Office			
Practice Specialty			
National Committee			
Other			
<b>Total</b>			

<b>CRITERIA</b>	<b>DATE(S) OF SERVICE</b>	<b>COMMENTS</b>	<b>POINTS</b>
<b>Contribution to Society/Safety: Awards, Articles, Publications, Successful Programs, etc</b>			
Fellow Honor			
SPY Award			
Culbertson Award			
Regional Award(s)			
Practice Specialty Award(s)			
ASSE Foundation			
Other			
<b>Total</b>			

<b>CRITERIA</b>	<b>DATE(S) OF SERVICE</b>	<b>COMMENTS</b>	<b>POINTS</b>
<b>Organizational &amp; Decision Making Skills</b>			
Committee Chairperson			
Administrative Committee Member			
Editorial Board			
Other			
<b>Total</b>			

CRITERIA	DATE(S) OF SERVICE	COMMENTS	POINTS
<b>Communication Skills – Interpersonal Skills</b>			
Speakers Bureau			
PDC Speaker			
Regional Speaker			
Chapter Speaker			
Speaker – Other Venues			
Other			
<b>Total</b>			

CRITERIA	DATE(S) OF SERVICE	COMMENTS	POINTS
<b>Ability to Organize &amp; Complete Projects; Examples of Accomplishments</b>			
National			
Regional			
Practice Specialties			
Chapter			
Committee			
Other			
<b>Total</b>			

CRITERIA	DATE(S) OF SERVICE	COMMENTS	POINTS
<b>Represented the Society in a professional manner, with an image favorable to ASSE</b>			
As a member of the Board			
National Committee or task force			
Region or Practice Specialty Committee or task force			
Standing Committee Chair			
Chapter Committee			
Other			
<b>Total</b>			

CRITERIA		COMMENTS	POINTS
<b>Has employer support to serve</b>			
Full Support			
Limited Support			
No Support			
Other			
<b>Total</b>			

CRITERIA	Yes/No	COMMENTS	POINTS
<b>Professional Member, Designations, Certifications, Education</b>			
Professional Member			
PE			
Ph. D. Safety			
CSP			
CIH			
Other(s):			
<b>Total</b>			

CRITERIA	DATE(S) OF SERVICE	COMMENTS	POINTS
<b>Involvement in Other Professional or Philanthropic Organizations</b>			
Service on Board			
National Committees			
Regional Committees			
Grass Roots Level			
Special Projects/Assignments			
Other			
<b>Total</b>			

CRITERIA	DATE(S) OF SERVICE	COMMENTS	POINTS
<b>Contribution to the Body of Knowledge</b>			
Books			
Articles in Prof. Safety			
Training Programs/Seminars			
Other Publications			
Research			
Other			
<b>Total</b>			

**TOTAL SCORE – OBJECTIVE ELEMENTS:** \_\_\_\_\_

**XVIII. CANDIDATE SUBJECTIVE ELEMENTS FORM AND INSTRUCTIONS FOR EVALUATION OF SOCIETY OFFICE CANDIDATE FORM**

**For NOMINATIONS AND ELECTIONS COMMITTEE:**

After reviewing the information provided by the potential candidate, please complete both portions of the Society Office Candidate Form and Candidate Subjective Elements Form rating the potential candidate as described below.

For each element of the Society Office Candidate Form, rate the potential candidate from 1 to 10. Service on the Board, National Committees, national events, etc. should be given greater weighting. Also, service/contribution within the past 5 years is to be given greater weighting. In no event can a potential candidate's rating be higher than 10 in any one individual element. Maximum score for all objective elements is 100.

For each element of the Candidate Subjective Elements Form, rate the potential candidate from 1 to 5. Again when rating, greater weighting should be placed on service/contributions on a national scale and within the past 5 years. In no event can the potential candidate's rating be higher than 5 in any one individual element. Maximum score for all subjective elements is 30.

**CANDIDATE SUBJECTIVE ELEMENTS FORM**

<b>CRITERIA</b>	<b>COMMENTS</b>	<b>POINTS</b>
<b>Relates to Vision of the Society &amp; the Safety Profession</b>		
Demonstrates understanding of the Society Vision & Mission		
Moderate understanding, but shows signs of support		
Disagrees with Vision but shows some support to redefine it		
Disagrees – often criticizes Society Vision & Mission		
<b>Total</b>		

<b>CRITERIA</b>	<b>COMMENTS</b>	<b>POINTS</b>
<b>Motivates Others to Work for Society</b>		
Positive attitude in Society Interactions		
Encourages & supports performance		
Moderate knowledge of how ASSE functions		
Limited knowledge of how ASSE functions		
Often Disagreeable		
Other		
<b>Total</b>		

<b>CRITERIA</b>	<b>COMMENTS</b>	<b>POINTS</b>
<b>Understands the Responsibility &amp; Obligations of Top Elective Office in ASSE; Understands the Role of</b>		
Officers		
Board Members		
Committees		
Chapters		
Members		
Other		
<b>Total</b>		

<b>CRITERIA</b>	<b>COMMENTS</b>	<b>POINTS</b>
<b>Has Highest Integrity &amp; the Image of a Safety Professional; Candidate Has Demonstrated</b>		
High Integrity		
Positive Image		
Professional Demeanor		
Other		
<b>Total</b>		

<b>CRITERIA</b>	<b>COMMENTS</b>	<b>POINTS</b>
<b>Will Represent ASSE in a Professional Manner With Other Organizations &amp; Governmental Agencies</b>		
Governmental Agencies		
Other Organizations		
Other Agencies		
Other Boards		
Liaison With Committees		
Other		
<b>Total</b>		

<b>CRITERIA</b>	<b>COMMENTS</b>	<b>POINTS</b>
<b>Has Demonstrated Leadership Qualities and Capabilities</b>		
ASSE Leadership Roles		
Able to Sell Concepts		
Promotes the Vision of the Society		
Demonstrated Trust in Society Matters		
Walks-the Talk		
Other		
<b>Total</b>		

**TOTAL SCORE – SUBJECTIVE ELEMENTS:** \_\_\_\_\_

**NOMINATIONS AND ELECTIONS COMMITTEE  
CANDIDATE RANKING**

**INSTRUCTIONS**

In the table below, write the names of all qualified potential candidates in alphabetical order. Beside the potential candidate's name give a numeric ranking based upon the Objective and Subjective criteria form, platform statements, biography and any discussion conducted within the Committee. The highest ranking candidate should be given the number one, second highest – two, third – three, etc., until all candidates have been ranked. Add any comments you may feel appropriate to support your placement/ranking.

Office: \_\_\_\_\_

<b>NAME</b>	<b>Objective Rating</b>	<b>Subjective Rating</b>	<b>Final RANKING</b>	<b>COMMENTS</b>

Approved By/Date	03/04 Board of Directors, 06/04 House of Delegates
Replaces Edition Dated	10/00
Next Revision Due	10/07

***SAMPLE LETTER OF INTENT OF CANDIDACY***

Date

Donald S. Jones, Sr., CSP, P.E.  
c/o Terry Wilkinson  
Director, Member/Region Affairs  
1800 East Oakton  
Des Plaines, IL 60018

Dear Mr. Jones:

This letter is to advise that I have received the candidate requirements for consideration of nomination for the office of (*Insert Position*) and have completed all forms and requirements outlined in the Candidate Submission Requirements Checklist.

Please consider this letter my official notification that I intend to seek nomination as a candidate for the office of (*Insert Position Here*) and you will find all of the required documents attached.

Sincerely,

Name  
Title  
Company

# SAMPLE LETTERS OF EMPLOYER SUPPORT

## Sample 1

(Date)

Donald S. Jones, Sr., CSP, P.E.  
c/o Terry Wilkinson  
Director, Member/Region Affairs  
1800 East Oakton  
Des Plaines, IL 60018

Dear Mr. Jones:

I have recently been informed that \_\_\_\_\_ (Candidate) \_\_\_\_\_ has been nominated for the position of \_\_\_\_\_ (Office) \_\_\_\_\_. I am very pleased by this honor not only for \_\_\_\_\_ (Candidate) \_\_\_\_\_, but also because it speaks well of the type of professional personnel we have in our organization here at \_\_\_\_\_ (Company) \_\_\_\_\_. (He/she) has indicated that a letter of support from \_\_\_\_\_ (Company) \_\_\_\_\_ is required as part of the nominating process. \_\_\_\_\_ (Candidate) \_\_\_\_\_ has served the local Chapter in various volunteer officer capacities these last five years and \_\_\_\_\_ (Company) \_\_\_\_\_ has supported (his/her) activities knowing full well the added benefit to be gained from professional organization activities.

It is our intent to continue to support and encourage \_\_\_\_\_ (Candidate) \_\_\_\_\_ in these professional volunteer activities. The American Society of Safety Engineers provides excellent leadership development opportunities. This nomination is one of the numerous ways to continue that development for \_\_\_\_\_ (Candidate) \_\_\_\_\_.

Sincerely,

(Employer)  
(Title)

## Sample 2

Dear \_\_\_\_\_:

This letter is in support of \_\_\_\_\_ (Candidate's) \_\_\_\_\_ interest to run for the position of \_\_\_\_\_ (Office) \_\_\_\_\_ of the American Society of Safety Engineers.

\_\_\_\_\_ (Company) \_\_\_\_\_ fully supports \_\_\_\_\_ (Candidate's) \_\_\_\_\_ decision to run for this position, if nominated. We understand that this is a two-year term, and it will involve travel and time away from his work.

Please contact me if you have any questions.

Very truly yours,

(Employer)  
(Title)

**SAMPLE LETTER OF SUPPORT FOR SELF-EMPLOYED CANDIDATES**

(Date)

Donald S. Jones, Sr., CSP, P.E.  
c/o Terry Wilkinson  
Director, Member/Region Affairs  
1800 East Oakton  
Des Plaines, IL 60018

Dear Mr. Jones:

This letter is to affirm that I am self-employed as the *(insert title)* of *(insert company name)*.  
I have submitted my letter of acceptance of nomination for the position of ASSE *(insert position title)* and have reviewed the Position Description for *(insert title of ASSE position)*.

I fully understand responsibilities, and the time and travel commitments required of this position.  
This letter will confirm that I am willing to commit to these responsibilities and accountability requirements through my company and its resources.

Sincerely,

Name  
Title  
Company

## **SENIOR VICE PRESIDENT (Position Description from SOG 1.4)**

### **A. Major Responsibilities**

The Senior Vice President provides leadership to Region/Area functions and Chairs the Council on Member and Region Affairs, according to Society Bylaws and the Council on Member and Region Affairs Operating Procedures. In this capacity the Senior Vice President, supervises the Regional Vice Presidents and Directs the Council on Member and Region Affairs to ensure effective Chapter and Section operations in the U.S. and internationally.

- Lead and manage the Council on Member and Region Affairs in carrying out its assigned responsibilities, including:
- Oversee the policies and operating procedures for Society constituent units, and the means to evaluate their effectiveness.
- Develop and enhance growth and retention of membership, including an efficient admissions process and supportive member services.
- Ensure effective governmental and intersociety affairs activities at the Region, Area and Chapter levels.
- Resolve conflicts between Chapters involving more than one Region.
- Establish and maintain qualification criteria for nominations for Regional Vice President and Area Director.
- Receive reports from and monitor the activities of the Regional Vice Presidents.
- Accept invitations to attend and participate in Regional Operating Committee meetings, Area Operating Committee meetings and chapter functions, as feasible.
- Participate in the Congress of Councils, in accordance with Society Bylaws

### **B. Organizational Relationships**

Reports to the President

Serve as a member of the Society Board of Directors

Preside at meetings of the Council on Member and Region Affairs

Serve as a voting member of the House of Delegates

Serve as a member of the Executive Committee

Serve as a member of the Long Range Planning Committee

## **SENIOR VICE PRESIDENT ACCOUNTABILITY LETTER (from SOG 6.34)**

This letter is to verify your selection as a candidate for the position of Senior Vice President of the American Society of Safety Engineers. This position is a key Society position in that the office progresses to President of the Society without further election.

An individual who accepts nomination to this position must be a Professional Member of the Society and must stand for election by the membership. The candidate elected to this position shall serve a one-year term advancing to successive one-year terms as President-Elect and President.

As Society Senior Vice President, you will be expected to support the objectives/purposes of ASSE. You will represent the Society in a professional manner with Board, Councils, Regions, Areas, Chapters, the membership, and the staff and all events wherein you represent the Society.

As Chair of the Council on Member and Region Affairs, your responsibility will be to oversee the administration of this Council, which is composed of the Regional Vice Presidents, according to the Society Bylaws and the Council Operating Rules and Procedures.

You may also serve on special task forces designated by the Society President. You may be asked to serve as liaison to other organizations (government, professional societies).

We also ask that you read the attached **ASSE Statement of Accountability for Elected Officers**.

Time commitment and travel for the Senior Vice President will include: up to three Council meetings held in conjunction with Board of Directors meetings. Additional Council meetings, as necessary, will be held by conference call. Other meetings include Executive Committee, Strategic Planning Committee and the annual House of Delegates meeting, and the Annual Professional Development Conference. Transportation, lodging and expenses incidental to attending the above meetings will be reimbursed by the Society. Reimbursement for other Society meetings will be available as approved in the Society's annual budget.

It is vital that you discuss the responsibilities of this position with your immediate supervisor. We ask that they then send a signed letter, to my attention at the Society office in Des Plaines by August 15, 2007. The letter should acknowledge the time commitments which will be required of you, and the length of your commitment to the Society. The letter should include the level of support your employer will provide during your terms as an officer of ASSE.

Thank you for your interest in serving as a member of the ASSE Board of Directors. After you have had an opportunity to review the above requirements and discuss them with your employer, I look forward to receiving your letter of acceptance as a nominee for the position of Senior Vice President.

Sincerely,



Donald S. Jones, Sr. CSP, P.E.  
Chair, Nominations and Elections Committee  
2007-2008

## Position Description From SOG 1.4

### IX. VICE PRESIDENT, COUNCIL ON PRACTICES AND STANDARDS

#### A. Responsibilities and Accountabilities

Leads, oversees and administers the Council On Practices And Standards, according to the Society Bylaws and the Council Operating Procedures. In this capacity the Vice President, Council On Practices And Standards serves as the chair of the Council On Practices And Standards, supervises the Practice Specialty Administrators and oversees the operation of the Standards Development Standing Committee.

In concert with the Council, responsibilities include:

- Leadership in the development and implementation of programs placing the Society in the lead in caring for the field of safety, including but not limited to: the safety body of knowledge, safety research, development of safety standards, and development of safety position statement
- Guides programs to define and identify safety professional practice specialties
- Plans and executes programs to establish knowledge/skill standards of practice, including unique professional development needs
- Appointment and supervision of Council committee and task force chairs and members
- Identifies technical information related to international practice
- Coordinate the Society's participation in standards making activity
- Serves as, or appoints representatives as liaison with Standards Development organizations and represents the Society on standards management boards (i.e. ANSI, NFPA)
- Directs development of procedures and practices for standards implementation
- Ensures operation of programs for technical recognition of members
- Prepares and submits a written annual report of activities and accomplishments

#### B. Organizational Relationships

Elected by the ASSE membership  
Reports to President-Elect  
Member, Board of Directors  
Member of the Congress of Councils  
Member, House of Delegates (voting)  
Board liaison to ASSE Foundation  
Member of and Chair of the Council On Practices And Standards

#### C. Operational Procedures

Attends following meetings:  
Board of Directors  
Congress of Councils  
Council On Practices And Standards  
House of Delegates  
Practice Specialty meetings as needed  
Standards Committees as needed  
Standards Development Committee

## **VICE PRESIDENT- COUNCIL ON PRACTICES AND STANDARDS ACCOUNTABILITY LETTER (FROM SOG 6.34)**

This letter is to verify your selection as a candidate for the position of Vice President of the Council on Practices and Standards of the American Society of Safety Engineers. This is one of three Council Vice President positions. Each is a key position in Society leadership.

An individual who accepts nomination to this position must be a Professional Member of the Society and must stand for election by the membership. The candidate elected to this position shall serve a two-year term beginning July 1, 2008 and ending June 30, 2010, or until a successor is selected.

As Vice President, Council on Practices and Standards, your responsibility will be to oversee administration of the Council on Practices and Standards, serving as its chair, according to the Society Bylaws and the Council Operating Rules and Procedures. Council responsibilities will include:

- Development and implementation of programs placing the Society in the lead in caring for the field of safety, including but not limited to: the safety body of knowledge, safety research (needs, agendas and strategies), development of safety standards, development of safety position statement to be considered by the House of Delegates, and technical periodicals.
- Definition and identification of safety professional practice specialties and establishment of knowledge/skill standards of practice, including unique professional development needs.
- Identification of technical information related to international/global practice.
- Coordination of the Society's participation in standards making activity and supervision of the chairs of the Standards Development Committee and other committees formed by the Council.
- Development and maintenance of technical, practice specialty information resources: databases, bulletin boards, network and electronic media.
- Establishment and operation of programs for technical recognition of members.
- Establishment of liaison with standards development organizations and represents the Society on standards management boards (i.e. ANSI, NFPA).
- Development of procedures and practices for standards implementation, to include selection of technically competent individuals to represent the Society on standards promulgation activities and standards development committees.
- Appointment of the Council committee and task force chairs and members.
- Preparation of a written annual report of the activities and accomplishments.

You will serve as a member of the Board of Directors of the Society, the Congress of Councils, and of the House of Delegates (voting). You may also serve on special task forces designated by the Society President. You will serve as Board liaison to the ASSE Foundation (ASSEF). You will report to the President-Elect.

We also ask that you read the attached ASSE Statement of Accountability for Elected Officers.

Sincerely,



Donald S. Jones, Sr. CSP, P.E.  
Chair, Nominations and Elections Committee  
2007-2008

## **VICE PRESIDENT – FINANCE (Responsibilities from SOG 1.4)**

### **A. Major Responsibilities**

The Vice President - Finance serves as Treasurer of the Society. The Vice President - Finance chairs the Finance Committee, according to the Society Bylaws, the Society Operation Guide and the Finance Committee Operating Procedures. In this capacity, the Vice President - Finance is a Director of the Society and a member of the Executive Committee. Specific duties include:

- Recommend and oversee implementation of the Society's financial policies, with the assistance of professional staff.
- Responsibility for recommending a budget to the Board of Directors, with oversight of adopted budgets, investments and for recommending accounting controls.
- With the support of the Society's financial staff, work with all Councils and Standing Committees to develop short and long range financial plans, and to monitor their implementation.
- Provides the Board of Directors with quarterly financial reports.
- Provides the membership with an annual financial report as approved by the Society's independent auditor.
- Appoints members of and supervises Finance Committee sub-committees and task forces

### **B. Organizational Relationships**

Reports to the Society President

Serves as a member of the Executive Committee

Serves as a member of the Board of Directors

Serves as Treasurer of the Society

Serves as chair of the Finance Committee

Serves as a member of the Long Range Planning Committees.

Serves as a member of the House of Delegates (voting)

## **VICE PRESIDENT-FINANCE ACCOUNTABILITY LETTER (From SOG 6.34)**

This letter will confirm your selection as a candidate for Vice President of Finance in the American Society of Safety Engineers. This is a key position in the Society leadership.

You must be a Professional Member of the Society and must stand for election by the membership. If elected, the term of office is for two years from July 1, 2008 through June 30, 2010, or until a successor is selected.

As Vice President of Finance, you will have responsibility as Treasurer of the Society who will recommend and oversee implementation of the Society's financial policies, serve as Chair of the Finance Committee and serve as a member of the Society Board of Directors.

We also ask that you read the attached ASSE Statement of Accountability for Elected Officers.

Time commitment and travel for the Vice President of Finance will include: up to three Council and Congress of Councils meetings held in conjunction with Board of Directors meetings, the annual House of Delegates meeting, and meetings of the Finance, Executive and Strategic Planning Committees. Transportation, lodging and expenses incidental to attending the above named meetings will be reimbursed by the Society. Reimbursement for travel for other Society meetings will be available as approved in the Society's annual budget.

Please discuss the responsibilities of the position with your immediate supervisor and ask that he/she send a signed letter of support for you to serve as Vice President of Finance to my attention at the Society office in Des Plaines by August 15, 2007.

Thanks for your interest in serving as a member of the ASSE Board of Directors. After you have had the opportunity to review the above requirements and responsibilities, I look forward to receiving your signed letter of acceptance as a nominee for Vice President of Finance.

Sincerely,

A handwritten signature in black ink, appearing to read "Donald S. Jones, Sr.", written in a cursive style.

Donald S. Jones, Sr. CSP, P.E.  
Chair, Nominations and Elections Committee  
2007-2008

**Section 6.34**

**Title ACCOUNTABILITY FOR ELECTED OFFICERS**

**I. INTRODUCTION**

As an officer in the American Society of Safety Engineers, an honor has been bestowed upon you by your fellow professionals, whether the office is at the Section, Chapter, Area, Practice Specialty, Region or Society level, that honor carries with it the faith, trust, and support of your peers to carry out the defined responsibilities of that office.

The mission, goals and objectives of the Society are advanced and achieved by officers carrying out assigned responsibility. It must, therefore, be recognized that the Society suffers when responsibilities are not fulfilled.

Therefore, the following expressions of accountability are appropriate.

- All Society political entities (Chapter, Area, Region, Practice Specialty, Society) will assure that elected and appointed officer candidates understand the true scope of activities expected in the office each seeks.
- All Society entities will assure written acceptance of responsibilities by the officer candidate.
- Specific projects (short or long term) assigned to officers will have goals for timing and budgeting.
- Accountability for appointed officers for completing projects and fulfilling office responsibilities will rest with the elected officer who made the appointment.
- Accountability for elected officers will rest with the infrastructure of the Chapter (Executive Committee), Area Directors, Region (Regional Operating Committee), Practice Specialty Administrators, the four Councils and Society (Board of Directors), all of whom represent the electorate of the affected officer.
- The inability of an officer to fulfill responsibilities will result in a review of his/her activities by the appropriate officer or committee for the purpose of determining circumstances that contribute to the situation.
- If review reveals no extenuating circumstances contributed to the unsatisfactory performance of the affected officer, then action may be taken to remove that officer from his appointed or elected office, by following Society Bylaws requirement in Article VI, Officers, Section 6.
- Appointed committees and task forces can be removed by the appointing elected officer. Elected officers may be removed by the governing Bylaws of the Society entity.

Volunteer work within the Society is the backbone of its success. For the most part, our Society's volunteers do admirable work that allows the Society to achieve its goals. On rare occasions, a person may volunteer for personal gain only, without fulfilling their responsibilities to the membership. This Statement of Accountability should be actively utilized in those rare cases.

#### IV. SENIOR VICE PRESIDENT ACCOUNTABILITY LETTER

This letter is to verify your selection as a candidate for the position of Senior Vice President of the American Society of Safety Engineers. This position is a key Society position in that the office progresses to President of the Society without further election.

An individual who accepts nomination to this position must be a Professional Member of the Society and must stand for election by the membership. The candidate elected to this position shall serve a one-year term advancing to successive one-year terms as President-Elect and President.

As Society Senior Vice President, you will be expected to support the objectives/purposes of ASSE. You will represent the Society in a professional manner with Board, Councils, Regions, Areas, Chapters, the membership, and the staff and all events wherein you represent the Society.

As Chair of the Council on Member and Region Affairs, your responsibility will be to oversee the administration of this Council, which is composed of the Regional Vice Presidents, according to the Society Bylaws and the Council Operating Rules and Procedures.

You may also serve on special task forces designated by the Society President. You may be asked to serve as liaison to other organizations (government, professional societies).

We also ask that you read the attached **ASSE Statement of Accountability for Elected Officers**.

Time commitment and travel for the Senior Vice President will include: up to three Council meetings held in conjunction with Board of Directors meetings. Additional Council meetings, as necessary, will be held by conference call. Other meetings include Executive Committee, Strategic Planning Committee and the annual House of Delegates meeting, and the Annual Professional Development Conference. Transportation, lodging and expenses incidental to attending the above meetings will be reimbursed by the Society. Reimbursement for other Society meetings will be available as approved in the Society's annual budget.

It is vital that you discuss the responsibilities of this position with your immediate supervisor. We ask that they then send a signed letter, to my attention at the Society office in Des Plaines by August 15. The letter should acknowledge the time commitments which will be required of you, and the length of your commitment to the Society. The letter should include the level of support your employer will provide during your terms as an officer of ASSE.

Thank you for your interest in serving as a member of the ASSE Board of Directors. After you have had an opportunity to review the above requirements and discuss them with your employer, I look forward to receiving your letter of acceptance as a nominee for the position of Senior Vice President.

Sincerely,

Chair, Nominations and Elections Committee

## V. VICE PRESIDENT-FINANCE ACCOUNTABILITY LETTER

This letter will confirm your selection as a candidate for Vice President of Finance in the American Society of Safety Engineers. This is a key position in the Society leadership.

You must be a Professional Member of the Society and must stand for election by the membership. If elected, the term of office is for two years from July 1, \_\_ through June 30, \_\_, or until a successor is selected.

As Vice President of Finance, you will have responsibility as Treasurer of the Society who will recommend and oversee implementation of the Society's financial policies, serve as Chair of the Finance Committee and serve as a member of the Society Board of Directors.

We also ask that you read the attached **ASSE Statement of Accountability for Elected Officers.**

Time commitment and travel for the Vice President of Finance will include: up to three Council and Congress of Councils meetings held in conjunction with Board of Directors meetings, the annual House of Delegates meeting, and meetings of the Finance, Executive and Strategic Planning Committees. Transportation, lodging and expenses incidental to attending the above named meetings will be reimbursed by the Society. Reimbursement for travel for other Society meetings will be available as approved in the Society's annual budget.

Please discuss the responsibilities of the position with your immediate supervisor and ask that he/she send a signed letter of support for you to serve as Vice President of Finance to my attention at the Society office in Des Plaines by August 15, \_\_.

Thanks for your interest in serving as a member of the ASSE Board of Directors. After you have had the opportunity to review the above requirements and responsibilities, I look forward to receiving your signed letter of acceptance as a nominee for Vice President of Finance.

Sincerely,

Chair, Nominations and Elections Committee

## VI. VICE PRESIDENT - COUNCIL ON PROFESSIONAL DEVELOPMENT ACCOUNTABILITY LETTER

This letter is to verify your selection as a candidate for the position of Vice President of the Council on Professional Development of the American Society of Safety Engineers. This is one of three Council Vice President positions. Each is a key position in Society leadership.

An individual who accepts nomination to this position must be a Professional Member of the Society and must stand for election by the membership. The candidate elected to this position shall serve a two-year term beginning July 1, \_\_ and ending June 30, \_\_, or until a successor is selected.

As Vice President, Council on Professional Development, your responsibility will be to oversee administration of the Council on Professional Development, serving as its chair, according to the Society Bylaws and the Council Operating Rules and Procedures. You will oversee the planning and operation of the Professional Development Conference and Exposition, and all other professional development programs, and supervise the chairs of the assigned committees and task forces. Council responsibilities will include:

- Development and implementation of educational programs for members and non-members promoting the interchange and acquisition of professional knowledge, including needs assessments, institutes, conferences, teleconferences, seminars (regional, private, etc.), symposia, speakers and instructors bureaus, publishing professional journals, and publishing,

selecting and marketing technical books and related media (including electronic media such as on-line or interactive PC media), career development, and the employment and effective use of the safety professional.

- Appointment of Council committee and task force chairs and members.
- Preparation of a written annual report of activities and accomplishments.

You will chair the Council on Professional Development, and serve as a member of the Board of Directors of the Society, the Congress of Councils, and of the House of Delegates (voting). You may also serve on special task forces designated by the Society President. You will report to the President-Elect.

We also ask that you read the attached **ASSE Statement of Accountability for Elected Officers**.

Time commitment and travel for Council Vice Presidents will include: up to three Council and Congress of Councils meetings held in conjunction with Board of Directors meetings, the House of Delegates meeting and the Annual Professional Development Conference. Transportation, lodging and expenses incidental to attending the above meetings will be reimbursed by the Society. Reimbursement for other Society meetings is available as approved in the Society's annual budget.

It is important that you discuss the responsibilities of this position with your immediate supervisor. We ask that he/she send a letter, to my attention at the Society offices in Des Plaines by August 15, \_\_\_\_. The letter should indicate the level of support your employer will provide during your term as an officer of ASSE.

Thank you for your interest in serving as a member of the ASSE Board of Directors. After you have had an opportunity to review the above requirements and discuss them with your employer, I look forward to receiving your letter of acceptance as a nominee for the position of Vice President of the Council on Professional Development.

Sincerely,

Chair, Nominating Committee

## **VII. VICE PRESIDENT- COUNCIL ON PROFESSIONAL AFFAIRS ACCOUNTABILITY LETTER**

This letter is to verify your selection as a candidate for the position of Vice President of the Council on Professional Affairs of the American Society of Safety Engineers. This is one of three Council Vice President positions. Each is a key position in Society leadership.

An individual who accepts nomination to this position must be a Professional Member of the Society and must stand for election by the membership. The candidate elected to this position shall serve a two-year term beginning July 1, \_\_ and ending June 30, \_\_, or until a successor is selected.

As Vice President- Council on Professional Affairs your responsibility will be to administer the Council on Professional Affairs, serving as its chair, according to the Society Bylaws and the Council Operating Rules and Procedures. Council responsibilities will include:

- Development and implementation of programs to place the Society in a leadership position in the management of the safety profession, including but not limited to recognition of the safety professional and enhancement of the safety profession.
- Development of professional, educational and academic standards, to be considered by the Board of Directors.
- Definition of the safety profession and maintenance of the publication, *Scope and Functions of the Safety Professional Position*, subject to approval of the Board of Directors.
- Recognition of safety professional achievements of members through awarding the Fellow Honor, and professional related awards and honors.

- Establishment of standards of competency for, and maintaining mechanisms to monitor and be proactive in issues of national and international practice, including licensing, certification and credentials.
- Establishment and maintenance of relationships with other professional societies and colleges for universities.
- Operation of a continuous public relations program which promotes the advancement of the safety profession.
- Appointment of Council committee and task force chairs and members.
- Preparation of a written annual report of activities and accomplishments.

You will chair the Council on Professional Affairs and serve as a member of the Board of Directors of the Society, the Congress of Councils, and of the House of Delegates (voting). You may also serve on special task forces designated by the Society President. You will serve as liaison, as needed, to other organizations (government, professional societies). You will serve as liaison, as needed, to educational institutions, Accreditation Board for Engineering and Technology (ABET). You will report to the President-Elect.

We also ask that you read the attached **ASSE Statement of Accountability for Elected Officers**.

Time commitment and travel for Council Vice Presidents will include: up to three Council and Congress of Councils meetings held in conjunction with Board of Directors meetings and the House of Delegates meeting. Transportation, lodging and expenses incidental to attending the above meetings will be reimbursed by the Society. Reimbursement for other Society meetings will be available as approved in the Society's annual budget.

It is important that you discuss the responsibilities of this position with your immediate supervisor. We ask that they then send a letter, to my attention at the Society offices in Des Plaines by August 15, \_\_\_\_\_. The letter should indicate the level of support your employer will provide during your term as an officer of ASSE.

Thank you for your interest in serving as a member of the ASSE Board of Directors. After you have had an opportunity to review the above requirements and discuss them with your employer, I look forward to receiving your letter of acceptance as a nominee for the position of Vice President of the Council on Professional Affairs.

Sincerely,

Chair, Nominating Committee

## VIII. VICE PRESIDENT- COUNCIL ON PRACTICES AND STANDARDS ACCOUNTABILITY LETTER

This letter is to verify your selection as a candidate for the position of Vice President of the Council on Practices and Standards of the American Society of Safety Engineers. This is one of three Council Vice President positions. Each is a key position in Society leadership.

An individual who accepts nomination to this position must be a Professional Member of the Society and must stand for election by the membership. The candidate elected to this position shall serve a two-year term beginning July 1, \_\_ and ending June 30, \_\_, or until a successor is selected.

As Vice President, Council on Practices and Standards, your responsibility will be to oversee administration of the Council on Practices and Standards, serving as its chair, according to the Society Bylaws and the Council Operating Rules and Procedures. Council responsibilities will include:

- Development and implementation of programs placing the Society in the lead in caring for the field of safety, including but not limited to: the safety body of knowledge, safety research (needs, agendas and strategies), development of safety standards, development of safety position statement to be considered by the House of Delegates, and technical periodicals.
- Definition and identification of safety professional practice specialties and establishment of knowledge/skill standards of practice, including unique professional development needs.
- Identification of technical information related to international/global practice.
- Coordination of the Society's participation in standards making activity and supervision of the chairs of the Standards Development Committee and other committees formed by the Council.
- Development and maintenance of technical, practice specialty information resources: databases, bulletin boards, network and electronic media.
- Establishment and operation of programs for technical recognition of members.
- Establishment of liaison with standards development organizations and represents the Society on standards management boards (i.e. ANSI, NFPA).
- Development of procedures and practices for standards implementation, to include selection of technically competent individuals to represent the Society on standards promulgation activities and standards development committees.
- Appointment of the Council committee and task force chairs and members.
- Preparation of a written annual report of the activities and accomplishments.

You will serve as a member of the Board of Directors of the Society, the Congress of Councils, and of the House of Delegates (voting). You may also serve on special task forces designated by the Society President. You will serve as Board liaison to the ASSE Foundation (ASSEF). You will report to the President-Elect.

We also ask that you read the attached **ASSE Statement of Accountability for Elected Officers**.

Time commitment and travel for Council Vice Presidents will include: up to three Council and Congress of Councils meetings held in conjunction with Board of Directors meetings and the annual House of Delegates meeting. Transportation, lodging and expenses incidental to attending the above meetings will be reimbursed by the Society. Reimbursement for other Society meetings will be available as approved in the Society's annual budget.

It is important that you discuss the responsibilities of this position with your immediate supervisor. We ask that they then send a signed letter, to my attention at the Society offices in Des Plaines by August 15, \_\_. The letter should indicate the level of support your employer will provide during your term as an officer of ASSE.

Thank you for your interest in serving as a member of the ASSE Board of Directors. After you have had an opportunity to review the above requirements and discuss them with your employer, I look forward to receiving your signed letter of acceptance as a nominee for the position of Vice President of the Council on Practices and Standards.

Sincerely,

Chair, Nominations and Elections Committee

**Approved By/Date:** Board of Directors 02/25/06

**Replaces Edition Dated:** 6/00

**Next Revision Due:** 2/09

**AMERICAN SOCIETY OF SAFETY ENGINEERS  
POLICY AND PROCEDURES ON CONFLICTS OF INTEREST**

**RECORD OF DISCLOSURE**

Pursuant to the policies and procedures adopted by the Board of Directors of the American Society of Safety Engineers requiring disclosure of certain interests, a copy of which has been furnished to me, I hereby state that I or members of my immediate family have the following affiliations or interests and have taken part in the following transactions that, which considered in conjunction with my position with or relation to the Society, might possibly constitute a conflict of interest. (Check "None" where applicable)

1. **Outside Interests**

Identify any interests or investments, of yourself or your immediate family, that might be deemed a position or financial interest in any outside concern that conflicts with the interests of the Society as described in the Society Operations Guide, Section 2.6 Policy & Procedures on Conflict of Interest.

None  
Yes *(If Yes, give details)*

---

---

---

---

---

---

---

---

---

---

Identify any purchases or sales of property or property rights, interests, or services, by yourself or your immediate family, that might be deemed to have been made in competition with the Society, as described in the Society Operations Guide, Section 2.6 Policy & Procedures on Conflict of Interest.

None  
Yes *(If Yes, give details)*

---

---

---

---

---

---

---

---

---

---

2. **Outside Activities**

Identify any instances in which you or any members of your immediate family have rendered directive, managerial or consultative services to any outside concern that does business with, or competes with the services of the Society, or have rendered other services in competition with the Society, as described in the Society Operations Guide, Section 2.6 Policy & Procedures on Conflict of Interest.

None  
Yes *(If Yes, give details)*

---

---

---

---

---

---

3. **Gifts, Gratuities and Entertainment**

I hereby certify that neither I nor any member of my immediate family have accepted gifts, gratuities, or entertainment with a value exceeding \$25 from any outside concern that does, or is seeking to do business with or is a competitor of, the Society, except as listed below:

None  
Yes *(If Yes, give details)*

---

---

---

---

---

---

4. **Inside Information**

I hereby certify that neither I nor any member of my immediate family have disclosed or used information relating to the Society's Business for the personal profit or advantage of myself or my immediate family, or disclose any information to any outside concern that does, or is seeking to do business with the Society, that could be used to their advantage when soliciting or doing business with the Society except as listed below:

None  
Yes *(If Yes, give details)*

---

---

---

---

---

---

5. **Other**

List any other activities in which you or your immediate family have engaged that might be regarded as constituting a conflict of interest.

None  
Yes (*If Yes, give details*)

---

---

---

---

---

---

I hereby agree to report to the Board of Directors of the American Society of Safety Engineers any further transactions that may develop before completion of my next Record of Disclosure.

Should a possible conflict arise in my responsibilities to ASSE, I recognize that I have an obligation to disclose it to Executive Director/Corporate Secretary and the Board of Directors, as appropriate, and to abstain from any participation in the matter.

Name \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

FINANCIAL CONFLICT OF INTEREST CERTIFICATION

Members who serve on the Board of Directors are demonstrated and respected professionals within their careers. Members of the Board of Directors are expected to be held in high esteem by their colleagues within the profession, and as such, will be placed in a position where they must assure all members that their integrity and professional conduct will not be questioned.

As a professional society, ASSE is dependent on providing the highest standards of excellence in programming and services to the membership. Within the established financial management procedures of ASSE, a Board member may be awarded a contract in which he or she will be paid to perform a particular service for the Society. Typically this may involve fees or honoraria for performance of professional services.

The ASSE Board of Directors approved a Financial Conflict of Interest Statement on February 26, 1993, which included a requirement that all members of the Board of Directors disclose in writing to his/her Regional Operating Committee (for Regional Vice Presidents) or Council (for Council Vice Presidents) and the Senior Vice President (for Regional Vice Presidents), or to the President-Elect (for other elected Vice Presidents). Members of the Executive Committee will provide a similar report to the President.

The Executive Director of ASSE will publish at least annually a listing for Board information of all Society members, including Board members, who have received, or who are scheduled to receive, fees or honoraria from the Society for the current operating year.

Currently, I have financial interest with the Society: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, complete the form below:

-----

In view of the requirements as stated in the Board approved Financial Conflict of Interest Statement, I certify that I have received or have commitments to receive the following fees/honoraria from ASSE:

Specify type of services provided/

to be provided to ASSE --

speaker, seminar leader, consulting, etc.

Date(s)

Fees

Contracting  
Society Unit

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name (please print)*

\_\_\_\_\_  
*Date of signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Company*

\_\_\_\_\_  
*Phone Number*

# SOCIETY OFFICE CANDIDATE FORM

<b>SOCIETY OFFICE TITLE:</b>	<b>NAME OF PROSPECTIVE CANDIDATE:</b>
------------------------------	---------------------------------------

## OBJECTIVE ELEMENTS

CRITERIA	DATE(S) OF SERVICE	COMMENTS	POINTS (For N&E Committee Use Only)
<b>Involvement at Society Level</b>			
Board of Directors			
Regional Office			
Practice Specialty			
National Committee			
Other			
Total			

CRITERIA	DATE(S) OF SERVICE	COMMENTS	POINTS (For N&E Committee Use Only)
<b>Contribution to Society/Safety: Awards, Articles, Publications, Successful Programs, etc</b>			
Fellow Honor			
SPY Award			
Culbertson Award			
Regional Award(s)			
Practice Specialty Award(s)			
ASSE Foundation			
Other			
Total			

CRITERIA	DATE(S) OF SERVICE	COMMENTS	POINTS (For N&E Committee Use Only)
<b>Organizational &amp; Decision Making Skills</b>			
Committee Chairperson			
Administrative Committee Member			
Editorial Board			
Other			
Total			

CRITERIA	DATE(S) OF SERVICE	COMMENTS	POINTS (For N&E Committee Use Only)
<b>Communication Skills – Interpersonal Skills</b>			
Speakers Bureau			
PDC Speaker			
Regional Speaker			
Chapter Speaker			
Speaker – Other Venues			
Other			
Total			

CRITERIA	DATE(S) OF SERVICE	COMMENTS	POINTS (For N&E Committee Use Only)
<b>Ability to Organize &amp; Complete Projects; Examples of Accomplishments</b>			
National			
Regional			
Practice Specialties			
Chapter			
Committee			
Other			
Total			

CRITERIA	DATE(S) OF SERVICE	COMMENTS	POINTS (For N&E Committee Use Only)
<b>Represented the Society in a professional manner, with an image favorable to ASSE</b>			
As a member of the Board			
National Committee or task force			
Region or Practice Specialty Committee or task force			
Standing Committee Chair			
Chapter Committee			
Other			
Total			

CRITERIA	DATE(S) OF SERVICE	COMMENTS	POINTS (For N&E Committee Use Only)
<b>Has employer support to serve</b>			
Full Support			
Limited Support			
No Support			
Other			
Total			

CRITERIA	YES / NO	COMMENTS	POINTS (For N&E Committee Use Only)
<b>Professional Member, Designations, Certifications, Education</b>			
Professional Member			
PE			
Ph.D. Safety			
CSP			
CIH			
Other(s):			
Total			

CRITERIA	DATE(S) OF SERVICE	COMMENTS	POINTS (For N&E Committee Use Only)
<b>Involvement in Other Professional or Philanthropic Organizations</b>			
Service on Board			
National Committees			
Regional Committees			
Grass Roots Level			
Special Projects/Assignments			
Other			
Total			

CRITERIA	DATE(S) OF SERVICE	COMMENTS	POINTS (For N&E Committee Use Only)
<b>Contribution to the Body of Knowledge</b>			
Books			
Articles in Prof. Safety			
Training Programs/Seminars			
Other Publications			
Research			
Other			
Total			