



## MEMO

DATE: April 2010

TO: Society Membership

FROM : Warren K. Brown, CSP, ARM, CSHM  
Nominations and Elections Committee Chairman

RE: SOCIETY ELECTIONS – 2011  
REGIONAL VICE PRESIDENTS & AREA DIRECTORS

We are beginning the nominations process for the 2011 Society election. We are seeking qualified nominations for offices of Senior Vice President, Vice President-Professional Affairs, Vice President-Professional Development, Regional Vice Presidents and Area Directors.

### Regional Vice Presidents

In accordance with Society Bylaws, the Regional Nominations Committee will nominate no more than two candidates for each of the following positions:

- Region I Vice President
- Region III Vice President
- Region V Vice President
- Region VII Vice President

Members who want to be considered for nomination as a Regional Vice President in the 2011 Society Election shall contact their Regional Nominations Committee before being considered as a candidate. The Regional Nominations Committee is required to submit all Regional Vice President Information required below to the Society Nominations and Elections Committee at ASSE headquarters by November 1.

- work related resume,
- proposed 250 word biography.
- proposed platform statement (limited to 300 words).
- Signed employer's statement of support addressed to the Society's Nominations and Elections Committee 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).

SOCIETY ELECTIONS – 2011  
REGIONAL VICE PRESIDENTS & AREA DIRECTORS  
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Area Directors

In accordance with Society Bylaws, the Regional Nominations Committee will nominate no more than two candidates for each of the following positions:

- Area B Area Director (Region II)
- South Florida Area Director (Region IV)
- Louisiana Area Director (Region IV)
- Metropolitan Area Director (Region VIII)
- Keystone Area Director (Region VIII)

Members who want to be considered for nomination for Area Director in the 2011 Society Election shall contact their Regional Nominations Committee before being considered as a candidate. The Regional Nominations Committee is required to submit all Area Director Information required below to the Society Nominations and Elections Committee at Society headquarters by November 1.

- work related resume,
- proposed 250 word biography.
- proposed platform statement (limited to 250 words).
- 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 the ASSE Nominations and Elections Committee. The information shall include education and certification data, a work history, and an outline of ASSE activities at the local , regional and Society level 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. Prospective candidates should contact Terry Wilkinson, 847-768-3420, or Dolores Kopp, 847-768-3447, to receive all necessary forms and documents for submission. This information should be received at ASSE headquarters by November 1, 2010.

Send to: Terry Wilkinson, Ph.D., CSP, CAE  
Director, Member/Region Affairs  
American Society of Safety Engineers  
1800 E. Oakton  
Des Plaines, IL 60018-2187

Your prompt attention to this matter is appreciated and will assure that we have qualified leadership for the future.

**REGIONAL VICE PRESIDENTS  
CANDIDATE SUBMISSION REQUIREMENTS CHECKLIST**

Members who want to be considered for nomination for the offices of Regional Vice President will be required to forward the following documents before being considered as a candidate:

CANDIDATE SUBMISSION REQUIREMENTS	Submitted (✓)
Signed letter of intent to run for office.	
A work related Resume.	
A letter of nomination from the Regional Nominations & Elections Committee Chairman.	
Signed employer's statement of support addressed to the N&E Chair; or,	
Signed self-employed statement of support addressed to the N&E Chair.	
Proposed 250 word biography (See Section XV).	
Proposed platform statement. (See Section XVI). RVP Candidates limited to 300 words.	
Signed Standard Accountability Letter for the position (See SOG 6.34)	
Completed and signed Conflict of Interest Statement (See SOG 6.34)	
Signed Financial Conflict of Interest Certification (See SOG 6.34).	
A color photo, head and shoulders, at least 300 dpi .jpg or .tif electronic photo. (Upon Nomination)	

**NOMINATION AND ELECTION OF  
REGIONAL VICE PRESIDENTS AND AREA DIRECTORS**

**Society Bylaws  
Article VII, Section 3**

Sec. 3: (NOMINATION AND ELECTION OF REGIONAL VICE PRESIDENTS AND AREA DIRECTORS)

- (A) Nominations for Regional Vice President and Area Directors shall be made by Regional Nominations Committees and submitted to the Society Nominations and Elections Committee to determine if nominees are qualified to serve before their names are placed on the ballot.
- (1) Regional Vice Presidents of even numbered regions shall be elected in even numbered years. Regional Vice Presidents in odd numbered regions shall be elected in odd numbered years.
  - (2) Area Director elections will be conducted annually and their two-year terms staggered within a Region to ensure there is not 100% turnover of Area Directors in any given year.
  - (3) Regional Vice Presidents and Area Directors shall be elected by members of their region or members of the chapters assigned to their area, respectively.
  - (4) Each Regional Nominations Committee shall present no more than two nominees for Regional Vice President and Area Director.

Regional Nominations Committees shall consist of a minimum of five members, including the Deputy Regional Vice President, two Area Directors, where in office, and two Chapter Presidents. The Deputy Regional Vice President shall serve as Chair. The Regional Operating Committee will appoint the Regional Nominations Committee. No one serving on a Regional Nominations Committee may be nominated by that committee.

*Note: In Regions with no Area Directors four Chapter Presidents will serve on the Regional Nominating Committee.*

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

Date

Nominations & Elections Committee Chair  
c/o Terry Wilkinson  
Director, Member/Region Affairs  
American Society of Safety Engineers  
1800 East Oakton  
Des Plaines, IL 60018

Dear Sir:

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)

Nominations & Elections Committee Chair  
c/o Terry Wilkinson  
Director, Member/Region Affairs  
American Society of Safety Engineers  
1800 East Oakton  
Des Plaines, IL 60018

Dear Sir:

I have recently been informed that Candidate's Name has been nominated for the position of (Office Title). 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 Name). (He/she) has indicated that a letter of support from (Company Name) 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 Mr. Sir:

This letter is in support of (Candidate's Name) interest to run for the position of (Office Title) of the American Society of Safety Engineers. (Company Name) fully supports (Candidate's Name) 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)

Nominations & Elections Committee Chair  
c/o Terry Wilkinson  
Director, Member/Region Affairs  
American Society of Safety Engineers  
1800 East Oakton  
Des Plaines, IL 60018

Dear Sir:

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

## FROM SOG 6. 31 – NOMINATION AND ELECTION OF NATIONAL OFFICERS

### CANDIDATE BIOGRAPHY AND PLATFORM STATEMENT REQUIREMENTS

#### 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 Company'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.

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### Sample Candidate Biography

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4. Next, provide an introductory paragraph that covers your view on the challenges facing the Society.
5. 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.

## IX. REGIONAL VICE PRESIDENT ACCOUNTABILITY LETTER

You have been nominated as a candidate for Vice President of Region \_\_\_\_\_. This is a key position in the Region and in the Society. If elected as a Regional Vice President, you will serve both on the Board of Directors of the American Society of Safety Engineers as the Vice President of your Region as a member of the Council on Member and Region Affairs, and House of Delegates. This gives you a dual responsibility for the management and advancement of the Society and of your Region.

You must be a Professional Member of the Society at the time of nomination, and must be elected by the members in your region. The term of office is from July 1, 2010, through June 30, 2012, or until a successor is elected.

The Regional Vice Presidents report to the Senior Vice President of the Society, and are functionally accountable to the membership, the Society Executive Committee and Board of Directors.

Travel for Regional Vice Presidents will include: up to three Member and Region Council meetings in conjunction with the Board of Directors meetings, the House of Delegates meeting, two Regional Operating Committee meetings and visit at least one-half of your Region's Areas and/or Chapters each year. Transportation, lodging and expenses incidental to attending the above named meetings will be reimbursed by the Society as approved in the Society's annual budget. Every effort will be made to limit the number of normal work days or days away from and out of the office.

Please discuss the responsibilities of the position with your immediate supervisor and ask that he/she send a letter to my attention at the Society office in Des Plaines by December 1, 2010. The letter should indicate the level of support your company will provide during your term as Regional Vice President.

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

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 letter of acceptance as a nominee for Vice President of Region \_\_\_\_.

Sincerely,

Chair, Nominating Committee

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

Replaces Edition Dated: 6/00

Next Revision Due: 2/09

## **SAMPLE LETTER OF ACCOUNTABILITY AGREEMENT**

Date

Nominations & Elections Committee Chair  
c/o Terry Wilkinson  
Director, Member/Region Affairs  
American Society of Safety Engineers  
1800 East Oakton  
Des Plaines, IL 60018

Dear Sir:

This letter is to affirm that I have read ASSE Society Operations Guide Section 6.34, Accountability for Elected Officers; Article IX of same, (*Insert Position*) Accountability Letter; and, the Position Description for (*Insert Position*) from SOG Section 1.4.

If nominated, I fully understand responsibilities, and the time and travel commitments required of this position. This letter will confirm that as a candidate I am willing to commit to all responsibility and accountability requirements of the office of (*Insert Position*).

Sincerely,

Name  
Title  
Company

## **Section 6.34**

### **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.

## **VI. REGIONAL VICE PRESIDENT (Position Description)**

### **A. Responsibilities and Accountabilities**

Regional Vice Presidents provide leadership, assistance and consultation to Chapter Presidents within their respective Region and administer Region operations, according to the Society Bylaws and the Region Operating Procedures, as approved by the Council on Member and Region Affairs. In this capacity,

Regional Vice Presidents chair the Regional Operating Committee (ROC) and supervise the functions of Area Directors, Deputy Regional Vice Presidents, and Assistant Regional Vice Presidents. Where Areas have not been formed, supervises the activities of the Chapter Presidents.

Regional Vice Presidents (RVP's) serve as a Director of the Society and provide a vital link between the Society leadership and staff and constituent units and members of the Society. Functions include:

- Maintains close contact with Area Directors, where Areas are formed, and Chapter Presidents in the Region
- Assures that expected levels of participation are achieved and that all activities, including documentation, are accomplished
- Attends meetings and conducts periodic visits, assuring that each chapter is visited once each two years, at a minimum
- Evaluates Area Director Performance
- Appoints Region Governmental Affairs and Intersociety Affairs Committee Chairs and ensures effective operation of governmental affairs functions in all Areas, on a state by state basis
- Receives chapter annual reports and annual financial reports and where Areas are not formed, completes annual written evaluations of chapters
- Administers the ROC Schedule and presides at Regional Operating Committee meetings, a minimum of two each year.
- Conducts election of Deputy Regional Vice Presidents and appoints Assistant Regional Vice Presidents and other region, committee chairs as necessary
- Review submissions for Chapter Achievement Award
- Ensures annual updating of the Region long range plans
- Facilitates region participation in the House of Delegates

### **B. Organizational Relationships**

Reports to the Senior Vice President

Serves as a member of the Council on Member and Regional Affairs

Serves as a member of the Society Board of Directors.

Member House of Delegates, (voting)

Chair of the Regional Operating Committee

Serves on Society or Council committees and task forces as appointed

**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.

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

## 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:

- 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.
- 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.

- 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.
- 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: 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.

## **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.

**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

**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.

### *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.

### *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.

### *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.

## **Section 6.32**

### **Title NOMINATION AND ELECTION OF REGIONAL VICE PRESIDENTS AND AREA DIRECTORS**

#### **NOMINATIONS & ELECTIONS OF REGIONAL VICE PRESIDENTS**

Regional Vice Presidents of even numbered regions shall be elected in even numbered years. Regional Vice Presidents in odd numbered regions shall be elected in odd numbered years.

Regional Vice Presidents shall:

- Be a Professional Member of the Society for one year.
- Be a member of a Chapter and reside, or be employed, within the Region the RVP represents.
- Be elected by members of the Region represented.
- Have held the office of Chapter President, Area Director, Practice Specialty Administrator, or national committee chair for one year.

Each regional nominating committee is encouraged to have two (2) nominees for Regional Vice President.

The Regional Nominating Committees shall consist of a minimum of five members, including the elected Vice Chair of the Region, two Area Directors, where in office, and two Chapter Presidents. The Deputy Regional Vice President shall serve as chair.

#### **REGIONAL NOMINATING COMMITTEE PROCEDURES**

Odd numbered regions elect Regional Vice Presidents in odd numbered years and even numbered regions elect Regional Vice Presidents in even numbered years.

At a meeting of the Regional Nominating Committee:

A quorum is established when more than half the Area Directors or half of the Chapters are represented by the Chapter Presidents or the person designated to serve in his stead. Nomination will require affirmative votes of 2/3 of the Areas or the Chapters present, by secret ballot.

The Deputy Regional Vice President shall chair the Committee.

Nominations for Regional Vice President may be made by any member of the Committee or the person designated to serve in the stead. However, each Area or Chapter may make only ONE nomination. An Area Director or Chapter representative may second as many nominations as it desires.

A nominee does not have to be a member of the Area or Chapter making the nomination, but does have to be a member of a Chapter in the Region. After all nominations are received, the Chair shall take a secret vote individually on each of the nominees, to determine if the members of the Regional Nominating Committee agree or disagree that each nominee, individually, has met the criteria for the office. Candidates should be ranked by each member of the Regional Nominating Committee and the top two candidates shall be nominated.

The results of the balloting shall be recorded by the Chair, and a copy of the record, together with the confirmation letters, shall be sent to the chair of the Society Nominating and Elections Committee, care of Society Secretary, to be received on or before November 1 of the year preceding the election. This usually requires the Committee to begin its activity no later than August 1.

All Regional Vice President candidates shall affirm, in writing, their interest and willingness to serve, and shall submit an employer's written concurrence with that service to the Regional Nominating Committee no later than September 15.

The Regional Nominating Committee shall also assure that a short biography of all candidates and appropriate black and white photographs of each are forwarded to the Society Secretary by November 1.

When a meeting cannot be held because a quorum could not be present, the following procedure shall be used:

Voting by mail shall require a majority (more than fifty percent) affirmative vote of Area Directors and/or Chapter Presidents. The Chair of the Regional Nominating Committee shall write to all Area Directors and Chapter Presidents soliciting nominations. A deadline of 30-45 days should be specified.

Area Directors or Chapter Presidents shall submit only one nomination from their Chapter, with appropriate confirmation letters, as specified.

At the end of the period for the receipt of nominations, the chair shall prepare a list of the names of all candidates with appropriate confirmation letters and mail this information to each member of the Regional Nominating Committee. The Chair shall also submit a ballot listing to the individual nominees and provide each Chapter President an opportunity to evaluate whether each candidate has met the qualifying criteria to be a candidate for Regional VP. The criteria and basis for voting shall be clearly explained. Date for receipt of ballot shall be established upon return of ballots and a review by the Regional Nominating Committee Chair, the results of the balloting shall be recorded by the Chair and a copy of the record, together with the confirmation letters mentioned above should be sent to the Chair of the Society Nominating and Elections Committee, care of Society Secretary, to be received on or before November 1.

If time constraints do not make a mailing process feasible, a conference call in which a quorum of areas and Chapters participate may be substituted to complete the nomination process in a Region. In this case, the Chair shall make a detailed record of the date, time and results of the call and furnish a copy to all Area Directors and Chapter Presidents in the Region as well as the Society Secretary by November 1, together with the necessary confirmation letters.

### **SPECIAL ELECTION OF REGIONAL VICE PRESIDENT**

If a mid-term Regional Vice President is elected for the office of Society Senior Vice President, or any other Board position, a special election to fill the potential RVP vacancy must be held between the time of the meeting of the Tellers Committee and the end of Society year (June 30).

If a mid-term RVP is nominated, the affected Region must prepare for a special election, as follows:

On November 1, or earlier, when the Society Board candidates are announced, the Chair of the Society Nominating and Elections Committee notifies RVP in writing, asking they convene their Regional Nominating Committees within 60 days. One or more candidates to fill the potential committee and their credentials shall be submitted to the Society Nominating and Elections Committee Chair by February 1, for approval by February 15. Letter ballots for the Region will then be prepared by the staff on a contingency basis. The election process is implemented in the Region of the winning Senior Vice President or other Society position candidate.

## NOMINATION AND ELECTION OF AREA DIRECTORS

- Nominations for Area Directors shall be made by Regional Nominating Committees, and submitted to the Regional Vice President for evaluation of qualifications.
- Area Directors of even numbered regions shall be elected in even numbered years. Area Directors in odd numbered regions shall be elected in odd numbered years.
- Area Directors, where in office, shall be elected by members of the chapter(s) assigned to each area.
- Each nominating committee for Area Directors is encouraged to have two (2) nominees for Area Director positions.

Petition nomination of an Area Director is covered under Section III of these procedures.

Approved By/Date	Board of Directors 5/31/96
Replaces Edition Dated	6/88
Next Revision Due	5/99

**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)*

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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)*

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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)*

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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)*

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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)*

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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)*

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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 \_\_\_\_\_



**SAMPLE LETTER OF NOMINATION  
FROM  
REGIONAL NOMINATIONS COMMITTEE CHAIR**

Date

Nominations & Elections Committee Chair  
c/o Terry Wilkinson  
Director, Member/Region Affairs  
American Society of Safety Engineers  
1800 E. Oakton Street  
Des Plaines, IL 60018

Dear Sir:

The (*insert Region No.*) Regional Nomination & Elections Committee has evaluated all candidates nominated for the office of Regional Vice President. The Nominating Committee is pleased to offer (*insert candidate's name*) and (*insert candidate's name*) as the two nominees from (*insert Region No.*) for the office of Vice President.

The relevant documents required for each candidate is attached, as listed on the checklist. Please contact me at (*insert telephone number and email address*) if you have any questions.

Sincerely,

(*Insert N&E Chair Name*)  
(*Insert Region No.*) Nominations & Elections Committee Chair