



MEMO

DATE: February 2008

TO: Society Membership

FROM: Donald S. Jones, Sr., CSP, P.E.
Nominations and Elections Committee Chairman

RE: SOCIETY ELECTIONS - 2009

We are beginning the nominations process for the 2009 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.

In accordance with Society Bylaws, the Nominations & Elections Committee will nominate two candidates for each of the following positions:

Senior Vice President	-	one-year term
Vice President, Professional Affairs	-	two-year term
Vice President, Professional Development	-	two-year term

The following criteria are required for candidates to qualify for Senior Vice President.

- Must be a Professional Member prior to taking office.
- Has been involved in Society affairs on a national level.
- Has made identifiable contributions to the Society and to the safety profession.
- Has demonstrated support of Society objectives and purposes.
- Has the potential of representing the Society in a professional manner.
- Understands the responsibility and obligations of the chief elective officer in ASSE.

The Senior Vice President chairs the Council on Member/Region Affairs. This is a very important position in the Society and succeeds to President-Elect and President in subsequent years.

The Vice President of Professional Affairs chairs the Council on Professional Affairs. The Vice President Professional Development chairs the Council on Professional Development.

Please see the enclosed Criteria for Candidates for Society Office, position descriptions and accountability letters for more information.

Senior Vice President, Vice President-Council on Professional Development, Vice President-Council on Professional Affairs.

Members who want to be considered for nomination for the above offices in the 2009 Society Election shall be requested to forward the following documents before being considered as a candidate:

- completed Society Office Candidate Form. (Actual form obtained from Society Headquarters),
- work related resume,
- proposed 250 word biography.
- proposed platform statement (limited to 1000 words for Senior Vice President, limited to 300 words for all other offices).
- 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).

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 2009 Society Election shall contact their Regional Nominations Committee before being considered as a candidate. The Society Nominations and Elections Committee will require the following by November 1.

- completed Society Office Candidate Form. (Actual form obtained from Society Headquarters),
- 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).

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 2009 Society Election shall contact their Regional Nominations Committee before being considered as a candidate. The Society Nominations and Elections Committee will require the following 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 Nominations and Elections Committee. 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. 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 by August 15, 2008.**

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.

**AREA DIRECTOR
CANDIDATE SUBMISSION REQUIREMENTS CHECKLIST**

Members who want to be considered for nomination for the office of Area Director are required to forward the following documents before being considered as a candidate:

CANDIDATE SUBMISSION REQUIREMENTS	Submitted (✓)
A work related Resume.	
A letter of nomination from the Regional Nominations & Elections Committee Chairman.	
A letter of Acceptance from the candidate.	
Signed employer's statement of support addressed to the N&E Chair.	
Proposed 250 word biography (See Section XV).	
Proposed 250 platform statement. (See Section XVI).	
A color, head and shoulders, glossy photo, or 300 dpi .jpg electronic photo. (Upon Nomination)	

AREAS

Society Bylaws

Article IV; Section 3

Sec. 3: (AREAS) Areas are established at the discretion of the ROC. Areas are groups of chapters within a region, defined by the boundaries of those chapters.

- (A) Areas are administered by an elected Area Director and the Area Operating Committee comprised of the Chapter Presidents in the area and chaired by the Area Director.
- (B) Area Directors shall be Professional Members and meet criteria set by the Council on Member and Region Affairs.
- (C) Area Directors shall not concurrently hold a Chapter office, nor serve more than two consecutive terms.

Society Bylaws

Article VII, Sec. 3. Nomination and Election of Regional Vice Presidents and Area Directors

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.
- (B) 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.

Section 6.32

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

I. 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.

II. 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.

III. 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.

IV. 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

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 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.

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

Date

Michael W. Thompson, CSP
c/o Terry Wilkinson
Director, Member/Region Affairs
American Society of Safety Engineers
1800 E. Oakton Street
Des Plaines, IL 60018

Dear Mr. Thompson:

The *(insert Region No.)* Regional Nomination & Elections Committee has evaluated all candidates nominated for the office of Regional Vice President and Area Director. 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.

We are further pleased to submit the names of *(insert candidate's name)* and *(insert candidate's name)* as the two nominees for Area Director, *(insert Area Name)*; *(repeat for each area in Region)*,

The relevant documents required for each candidate is attached, as stated in SOG 6.31 and Society Bylaws (Article IV; Section 3). 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

SAMPLE LETTERS OF EMPLOYER SUPPORT

Sample 1

(Date)

Michael W. Thompson, CSP
c/o Terry W. Wilkinson, Ph. D., CSP
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 Mr. Thompson:

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 ACCEPTANCE OF NOMINATION

Date

Michael W. Thompson, CSP
c/o Terry W. Wilkinson
Director, Member/Region Affairs
1800 East Oakton
Des Plaines, IL 60018

Dear Mr. Thompson:

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.

Please consider this letter my acceptance of nomination of the *(Insert Region No.)* Nominations and Elections Committee as a candidate for the office of *(Insert Position)*.

Sincerely,

Name
Title
Company

SAMPLE LETTER OF SUPPORT FOR SELF-EMPLOYED CANDIDATES

(Date)

Michael W. Thompson, CSP
c/o Terry W. Wilkinson
Director, Member/Region Affairs
1800 East Oakton
Des Plaines, IL 60018

Dear Mr. Thompson:

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