INFORMATION ON DEADLINES AND PROCEDURES FOR ELECTED POSITIONS

As of May 2018

For more information, contact:

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## IMPORTANT ELECTION DATES

**April 1:** Members must be in good standing (current on membership dues) in order to vote; members verify login and password access for Members Only site for voting access. Students and Affiliate Members are not eligible to vote.

**April-June:** Information regarding election published in SmartBrief, Section newsletters, websites, the Ladder, ASCE News, and other media.

**May 1:** Election opens at 12:01am Central time and voting messages start to drop by email to voting members.

**June 1:** Election closes at 5:00pm Central time.

Region Directors send notification of vacant elected positions for their Region’s next election to the Society Secretary for notice to the membership. Appointed positions are not noticed by the Society Secretary. See [Attachment A](#).  

**June 5:** Election results verified by Tellers Committee and announced by Society Secretary.

**July 1:** A list of open elected positions for next year’s election, as provided by each Region, is noticed to the Membership by the Society Secretary. See [Attachment A](#).

Following is a breakdown of the election process by office. You may also view the election flowcharts to help you visualize the election steps. See [Attachment I](#).
PRESIDENT-ELECT THROUGH TECHNICAL REGION

**September 1:** Declare Intent to Serve to President of Primary Institute, Chair of Technical Region Board, and Society Secretary
  - Letter of Intent. See [Attachment B](#).
  - Biographical Statement *(use only the Society-approved template; limit of 1,000 words; submitted in Word format)* See [Attachment C](#).
  - Vision Statement *(limit of 1,000 words; submitted in Word format)*
  - High resolution color photograph *(head and shoulders only in a professional setting)*, submitted as high resolution JPEG file

**November 1**
Each Institute, if it intends to submit a Nominee for President-elect, submits up to one (1) Candidate to the Chair of the Technical Region Board of Governors and the Society Secretary.

**November 5:** Society Secretary distributes consolidated Candidate pool to Region Boards. Region Nominating Committees may not meet until after the consolidated pool of declared Candidates for President-elect has been distributed.

**November 15:** Earliest date by which Regions may determine their Nominee(s) for President-elect.  *This is NOT an endorsement.*

**December 1:** Technical Region Board may submit up to four (4) Nominee(s) for President-elect from among the declared Candidate pool to Society Secretary. See [Attachment D](#) for sample official nomination letter. These Nominees will be presented to the Board of Direction Nominating Committee for consideration as an Official Nominee for President-elect. *This is NOT an endorsement.*

**December 3:** Candidates for President-elect who were unsuccessful at the Technical Region Nominating Committee may declare to the Society Secretary their intent to pursue a petition route to the Board of Direction Nominating Committee.

**December 16:** Candidate submits petition signatures from 400 voting members from the Technical Region to the Society Secretary for validation. If enough signatures are received, the Candidate is forwarded to the Board of Direction Nominating Committee for consideration.

**January:** All Nominees are invited to meet with the Board of Direction Nominating Committee who shall select up to two (2) Official Nominees for President-elect to appear on the election ballot. Nominees who were not selected as Official Nominees may seek a petition route to the election ballot. Contact Patty Montgomery ([pmontgomery@asce.org](mailto:pmontgomery@asce.org)) for information on this process.
**November 1:** Declare Intent to Serve to Chair of Region Board of Governors and Society Secretary
- Letter of Intent *(submitted in Word format)* See **Attachment B.**
- Biographical Statement *(use only the Society-approved template; limit of 1,000 words; submitted in Word format)* See **Attachment C.**
- Vision Statement *(limit of 1,000 words; submitted in Word format)*
- High resolution color photograph *(head and shoulders only in a professional setting)*

**November 5:** Society Secretary distributes consolidated Candidate pool to Region Boards. **Region Nominating Committees may not meet until after the consolidated pool of declared Candidates has been distributed.**

**November 15:** Earliest date by which Regions may determine their Nominee(s) for President-elect from the declared Candidate pool. **This is NOT an endorsement.**

**December 1:** Final date by which Region Boards may submit their Nominee(s) for President-elect from among the declared Candidate pool to Society Secretary. See **Attachment D** for sample official nomination letter. These Nominees will be presented to the Board of Direction Nominating Committee for consideration as an Official Nominee for President-elect. **This is NOT an endorsement.**

**December 3:** Candidates for President-elect who were unsuccessful at the Region Nominating Committee may declare to the Society Secretary their intent to pursue a petition route to the Board of Direction Nominating Committee.

**December 16:** Candidate submits petition signatures from 400 voting members from the Candidate’s Region to the Society Secretary for validation. If enough signatures are received, the Candidate is forwarded to the Board of Direction Nominating Committee for consideration.

**January:** All Nominees are invited to meet with the Board of Direction Nominating Committee who shall select up to two (2) Official Nominees for President-elect to appear on the election ballot. Nominees who were not selected as Official Nominees may seek a petition route to the election ballot. Contact Patty Montgomery *(pmontgomery@asce.org)* for information on this process.
GEOGRAPHIC REGION DIRECTOR

December 1: Declare Intent to Serve to Chair of Region Nominating Committee and Society Secretary
   o Letter of Intent (submitted in Word format) See Attachment B.
   o Biographical Statement (use only the Society-approved template; limit of 600 words; submitted in Word format) See Attachment E.
   o Vision Statement (limit of 600 words; submitted in Word format)
   o High resolution color photograph (head and shoulders only in a professional setting)

March 1: Region Nominating Committee selects up to two (2) Official Nominees and notifies Society Secretary. Nominating Committee Chair must convene a meeting in time to meet the March 1 deadline and submit Official Nomination letter to Society Secretary for all Nominees to appear on ballot. See Attachment D for sample nomination letter.

March 3: Candidates for Region Director who were unsuccessful at the Region Nominating Committee may declare intent to pursue petition route to ballot.

March 15: Candidate submits petition signatures from 250 Society voting members for Region Director to Society Secretary for validation. If enough valid signatures are submitted, the Candidate is placed on the election ballot as a Petition Nominee.
**TECHNICAL REGION DIRECTOR**

**November 1:** Declare Intent to Serve to President of Primary Institute, Chair of Technical Region Board of Governors, and Society Secretary
- Letter of Intent (*submitted in Word format*) See Attachment B.
- Biographical Statement (*use only the Society-approved template; limit of 600 words; submitted in Word format*) See Attachment E.
- Vision Statement (*limit of 600 words; submitted in Word format*)
- High resolution color photograph (*head and shoulders only in a professional setting*)

**December 1:** Each Institute Governing Board may select one (1) Nominee from among the declared Candidate pool and notify Technical Region Nominating Committee.

**March 1:** Technical Region Nominating Committee selects up to two (2) Official Nominees and notifies Society Secretary. Nominating Committee Chair must convene a meeting in time to meet the March 1 deadline and submit Official Nomination letter to Society Secretary. See Attachment D for sample nomination letter.

**March 3:** Candidates for Technical Region Director who were unsuccessful at the Technical Region Nominating Committee may declare to the Society Secretary their intent to pursue a petition route to ballot.

**March 15:** Candidate submits petition signatures from 250 Society voting members from the Technical Region to Society Secretary for validation. If enough valid signatures are submitted, the Candidate is placed on the election ballot as a Petition Nominee.
GEOGRAPHIC REGION GOVERNORS

December 1: Declare Intent to Serve to Chair of Region Nominating Committee and Society Secretary
- Letter of Intent (submitted in Word format) See Attachment B.
- Biographical Statement (use only the Society-approved template; limit of 200 words; submitted in Word format) See Attachment F.
- Vision Statement (limit of 200 words; submitted in Word format)
- High resolution color photograph (head and shoulders only in a professional setting)

March 1: Region Nominating Committee selects up to (2) Official Nominees for each vacant position and notifies Society Secretary. Nominating Committee Chair must convene a meeting in time to meet the March 1 deadline and submit Official Nomination Letter to Society Secretary. See Attachment D for sample nomination letter.

March 3: Candidates for Region Governor who were unsuccessful at the Region Nominating Committee may declare to the Society Secretary their intent to pursue a petition route to ballot.

March 15: Submit petition signatures from 100 Society voting members to Society Secretary for validation. If enough valid signatures are submitted, the Candidate is placed on the election ballot as a Petition Nominee.
Endorsements are not permitted by an Organizational Entity or Individual until the Official and Petition Nominees have been determined – after March 1st.

March 31: Official Organizational Endorsement Actions are to be submitted to the Official or Petition Nominee (see sample in Attachment G).
  o Include action taken during a properly convened meeting of the Organizational Entity;
  o May include rationale used in the decision;
  o Letter submitted on official letterhead of the Organizational Entity;
  o Signed by President/Chair of the Organizational entity

March 31: Individual Member Endorsement Actions are to be submitted to Nominee (see sample in Attachment G).
  o Must include member’s name, Address of Record, and membership number
  o May include affiliation with the Society (i.e., Chair, XYZ Committee)
  o May include up to one (1) professional position (i.e., President, ABC Company)

April 1: Official and Petition Nominees submit their Endorsement List to the Society Secretary for validation. See Attachment H.
  o The Endorsement List must be in the format stipulated by the Society Secretary
FREQUENTLY ASKED QUESTIONS REGARDING THE ELECTION

*What is the voting period?*

The election will open at 12:00am Central Time on May 1 and conclude at 5:00pm Central Time on June 1.

*Who are the Official Nominees for President-elect?*

- Louis C Aurigemma, P.E., F.ASCE
- Kancheepuram N. “Guna” Gunalan, Ph.D., P.E., D.GE., F.ASCE

Information on the Official Nominees (biographical and vision statements) is available on the ASCE website: [http://www.asce.org/elections/](http://www.asce.org/elections/)

*How can I vote in the election?*

To participate in the national election a member must be at the grade of Associate or higher, and be a member in good standing (current on member dues) by **April 1**.

ASCE will use Single Sign-On to access the election site. Please make sure you have created or accessed your ASCE member only account via the website. There is a “Member Login” button on the top navigation bar.

**Paper ballots will be available upon request to control costs.** Please contact Patty Montgomery at pmontgomery@asce.org if you prefer to receive a paper ballot.

*What campaign activity may an Organizational Entity undertake?*

Organizational Entities may distribute or post the approved campaign literature supplied by the Official and Petition Nominee(s), provided they distribute the same literature for each Official or Petition Nominee seeking the same office. Items such as signs, key chains, pens, buttons, pins, press kits or similar items are not permitted.

Organizational Entities should also encourage their members to vote in the national election and publish information regarding the election in the newsletters and on the website. Please help educate the members on the Society’s election process and why some races are not contested. Each Region is responsible for soliciting and providing Official Nominees for inclusion on the ballot.
Can an Organizational Entity make their membership information available to the Nominees and/or their supporters?

Pursuant to the Society’s governing documents, Organizational Entities shall not provide membership lists of address records or e-mail addresses to Nominees or their supporters. Organizational Entities shall not distribute correspondence on behalf of an Official or Petition Nominee to their membership. Organizational Entities can help advertise the election to the membership.

We want to invite a Nominee to attend our meeting. Is that allowed?

Organizational Entities may invite Official and Petition Nominees to attend their event, provided all Nominees for the same position are extended the same invitation at least thirty (30) days in advance of the meeting. Nominees may make a presentation to the meeting attendees regardless of whether all the Nominees accept the invitation. Organizational Entities should contact the Nominee(s) directly to coordinate meeting details.

- If a Nominee is unavailable to attend the event in person but wishes to participate via alternative means, the Organizational Entity shall make the necessary arrangements (i.e., conference call, Webex, etc.).

- Nominees who attend a meeting of an Organizational Entity without an invitation may not make a presentation to those in attendance.

- The only exception to the invitation procedures is that Official and Petition Nominees may address their assigned Section, Branch or Primary Institute without a formal invitation being extended to the remaining Nominees who have an Address of Record outside the Section or Branch, or have designated another Institute as their Primary Institute. Nonetheless, an Organizational Entity or Region is encouraged to extend a formal invitation to all Nominees for the office, regardless of their Address of Record.

If a Nominee attends our function are we required to reimburse them?

Nominees are responsible for all travel related costs when accepting an invitation from an Organizational Entity.

Our Section/Branch/Younger Member Group, etc. have questions for the Nominees. How do we go about having those answered?

Written questions for the President-elect Official or Petition Nominees by Organizational Entities should be submitted to the Society Secretary not later than March 1. Upon review, the Society Secretary may forward the questions to the Nominees and publish their responses in ASCE News, election podcasts, or other election venues. Questions posed to President-elect Nominees in a face-to-face meeting are not subject to prior approval by the Society Secretary.
Can an Organizational Entity endorse a Nominee for office?

An Endorsement Action by an Organizational Entity may only be provided once the slate of Official and Petition Nominees has been determined. An Organizational Entity may endorse one (1) Nominee for any given office during the Election Cycle.

The Endorsement Action includes the action taken by the Organizational Entity during a properly convened meeting, is transmitted directly to the Official or Petition Nominee on Organizational Entity letterhead, signed by the chair of the Organizational Entity. The Endorsement Action may state the rationale used in the decision, provided no reference to or comparison of any other Official or Petition Nominee is included in the Endorsement Action. Endorsement Actions should be provided directly to the Nominee no later than March 31. Sample Endorsement Actions are provided in Attachment G.

We have endorsed a Nominee for office. Are we permitted to publish our action?

An Organizational Entity that officially endorses an Official or Petition Nominee may publish its Endorsement Action in their newsletter and web site, provided no reference to or comparison of any other Official or Petition Nominee is included. However, if the Organizational Entity publishes any election material (i.e., biographical statement, vision statement, photograph), the same material must be published for all Nominees pursuing the same office.

Can an individual endorse a Nominee for office?

Endorsements may only be provided by individual members once the slate of Official and Petition Nominees has been determined. Individual Members of the Society may endorse one (1) Official or Petition Nominee per office during the Election Cycle. The Endorsement Letter must include the member’s full name, Address of Record, membership number, affiliation with the Society and up to one (1) professional position. Endorsement Letters should be provided directly to the Nominee no later than March 31. Sample Endorsement Letters are provided in Attachment G.

Members of the Board of Direction, the Board of Direction Nominating Committee, and the At-Large Director Review Panel may provide a VERBAL endorsement but may not provide a written endorsement for Official or Petition Nominees.

If you have additional questions that are not addressed herein, please do not hesitate to contact Patty Montgomery at pmontgomery@asce.org or 800/548-2723, extension 6101.
NOTICE OF OPENINGS FOR ELECTED POSITIONS

Pursuant to the Rules of Policy and Procedure 7.3, the ASCE membership is hereby notified the following vacancies will be available on the _______ election ballot for terms beginning in FY 20xx. For information on how to apply for a vacant position, please contact the individual specified. The qualifications for the vacant positions are as follows:

President-elect:
Voting Society member in good standing from any Geographic or Technical Region with prior service on the Board of Direction, or service as an Institute Representative to the Board of Direction between 2000 and 2005. This is a three-year term serving one-year each as President-elect, President and Past President.

Geographic Region Director:
Society member in good standing, an Address of Record within the Region being represented, and prior service as a Geographic Region Governor. Any person who was inducted as Society President-elect or Vice President is ineligible for re-election as a Geographic Region Director. All other former Board of Direction members who were nominated by Districts are eligible to serve. This is a three-year term.

Technical Region Director:
Society member in good standing and shall have served as a voting member on an Institute Board of Governors. Any person who was inducted as Society President-elect or Vice President is ineligible for re-election as a Technical Region Director. All other former Board of Direction members who were nominated by Districts are eligible to serve. This is a three-year term.

Region Governor:
Society member in good standing, an Address of Record within the Region being represented, and prior service as a Section or Branch officer, member of a Section or Branch committee, or as a member of a Society-level Committee. This is a three-year term.

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<th>REGION</th>
<th>VACANCY TITLE</th>
<th>TERM</th>
<th># OF VACANCIES</th>
<th>RESTRICTIONS</th>
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<td>President-elect</td>
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<td>1</td>
<td>Shall be a voting Society member in good standing from any Geographic or</td>
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<td>Technical Region who has prior service on the Board of Direction, or</td>
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<td>service as an Institute</td>
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<td>Representative to the Board of Direction between 2000 and 2005.</td>
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<td>Technical Region</td>
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<td>Shall be voting Society member in good standing and shall have served on</td>
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<td>Director</td>
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<td>an Institute Board of Governors.</td>
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<td>Region 1</td>
<td>Region Director</td>
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<td>Shall be a voting Society member in good standing with an Address of Record in Region 1.</td>
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<td>Region Governor</td>
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<td>One (1) shall be a voting member in good standing from a ____ Section.</td>
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<td>One (1) shall be a voting member in good standing from the ____ Section.</td>
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<td>Region 1 is comprised of the Boston and Connecticut Societies and the following Sections: Buffalo, Ithaca, Maine, Metropolitan, Mohawk-Hudson, New Hampshire, New Jersey, Rhode Island, Rochester, Syracuse and Vermont, and the Canadian Provinces of Labrador, New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island, and Quebec</td>
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<td>Region 2</td>
<td>Region Director</td>
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<td>Shall be a voting Society member in good standing with an Address of Record in Region 2.</td>
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<td>Region Governor</td>
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<td>One (1) shall be a voting member in good standing from the ____ Section.</td>
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<td>One (1) shall be a voting member in good standing from the ____ Section.</td>
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<td>One (1) shall be a voting member in good standing from the ____ Section.</td>
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<td>No two candidates may be from the same Section.</td>
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<td>Region 2 is comprised of the following Sections: Central Pennsylvania, Delaware, Lehigh Valley, Maryland, National Capital, Philadelphia, and Pittsburgh</td>
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<td>Region 3</td>
<td>Region Director</td>
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<td>Shall be a voting Society member in good standing with an Address of Record in Region 3.</td>
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<td>Region Governor</td>
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<td>One (1) shall be a voting member in good standing from the ____ Section.</td>
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<td>One (1) shall be a voting member in good standing from the ____ Section.</td>
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<td>Region 3 is comprised of the following Sections: Akron-Canton, Central Illinois, Central Ohio, Cincinnati, Cleveland, Dayton, Duluth, Illinois, Michigan, Minnesota, North Dakota, Quad-City, Toledo and Wisconsin, and the Canadian Provinces of Manitoba, Nunavut, Ontario, Saskatchewan</td>
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<td>REGION</td>
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<td>Region 4</td>
<td>Region Director</td>
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<td>Shall be a voting Society member in good standing with an Address of Record in Region 4.</td>
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<td>Region Governor</td>
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<td>One (1) shall be a voting member in good standing from the ________ Section. One (1) shall be a voting member in good standing from the ________ Section. One (1) shall be a voting member in good standing from the ________ Section.</td>
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<td>Region 4 is comprised of the following Sections: Arkansas, Indiana, Kentucky, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia.</td>
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<td>Region 5</td>
<td>Region Director</td>
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<td>Shall be a member in good standing with an Address of Record in Region 5.</td>
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<td>Region Governor</td>
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<td>One (1) shall be a voting member in good standing from the ________ Section. One (1) shall be a voting member in good standing from the ________ Section.</td>
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<td>Region 5 is comprised of the following Sections: Alabama, Florida, Georgia, Louisiana, Mississippi and Puerto Rico</td>
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<td>Region 6</td>
<td>Region Director</td>
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<td>Shall be a voting Society member in good standing with an Address of Record in Region 6.</td>
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<td>Region Governor</td>
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<td>One (1) shall be a voting member in good standing from the ________ Section. One (1) shall be a voting member in good standing from the ________ Section.</td>
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<td>Region 6 is comprised of the following Sections: Mexico, New Mexico, Oklahoma and Texas.</td>
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<td>Region 7</td>
<td>Region Director</td>
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<td>Shall be a voting Society member in good standing with an Address of Record in Region 7.</td>
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<td>Region Governor</td>
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<td>One (1) shall be a voting member in good standing from the ____________ Section.</td>
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<td>One (1) shall be a voting member in good standing from the ____________ Section.</td>
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<td>Region Governor</td>
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<td>Region 7 is comprised of the following Sections: Colorado, Iowa, Kansas, Kansas City, Nebraska, South Dakota, St. Louis, Wyoming.</td>
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<td>Region 8</td>
<td>Region Director</td>
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<td>Shall be a voting Society member in good standing with an Address of Record in Region 8.</td>
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<td>Region Governor</td>
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<td>At least one (1) shall be a voting member in good standing from a _______ Section.</td>
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<td>One (1) shall be a voting member in good standing from a _______ or _______ Section.</td>
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<td>Region Governor</td>
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<td>Region 8 is comprised of the following Sections: Alaska (small), Arizona, Columbia (small), Hawaii, Inland Empire (small), Montana (small), Nevada, Oregon, Seattle, Southern Idaho (small), Tacoma-Olympia (small) and Utah, and the Canadian Provinces of Alberta, British Columbia, Northwest Territories, Yukon</td>
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<td>Region 9</td>
<td>Region Director</td>
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<td>Shall be a member in good standing with an Address of Record in Region 9.</td>
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<td>Region Governor</td>
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<td>One (1) shall be a voting member in good standing from the ____________ Section.</td>
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<td>Region Governor</td>
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<td>Region 9 is comprised of the following Sections: Los Angeles, Sacramento, San Diego and San Francisco.</td>
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<td>Region 10</td>
<td>Region Director</td>
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<td>Shall be a voting Society member in good standing with an Address of Record in Region 10.</td>
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<td>Region Governor</td>
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<td>________ shall be a voting member in good standing from Region 10. Candidates shall be at the time of nomination an incumbent President or have served as a President of a Region 10 Section or Group.</td>
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<td>Region 10 is comprised of the remaining geographic territory.</td>
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</tbody>
</table>
SAMPLE LETTER
CANDIDATE LETTER OF INTENT TO SERVE

November 1, 2018

________________________, Chair
Name of Primary Institute OR
Region x Board of Governors
Address

Dear _______

In accordance with the governing documents of the American Society of Civil Engineers, please accept my Letter of Intent to pursue the office of ASCE [President-elect/Technical Region Director/Region X Director/Region X Governor] in the 20xx election cycle. I intend to pursue my nomination through the [Technical/Geographic] Region Nominating Committee.

I fully understand and intend to comply with the responsibilities required for service as ASCE [President-elect/Technical Region Director/Region X Director/Region X Governor]. My prior service with the [Institutes/Region] has provided me with the knowledge and experience to serve in the position of ASCE [President-elect/Technical Region Director/Region X Director/Region X Governor], if elected by my peers.

My employer and family understand the responsibility, time commitment, and financial resources required to serve in this important position, and they have endorsed my willingness to serve.

Included with this letter are my Biographical Statement, Vision Statement and color photograph. If you have any questions regarding my nomination, please feel free to contact me at ____________________________.

Sincerely,

NAME, PROFESSIONAL DESIGNATION(S)

cc: ____________________, Chair, Region Board of Governors
    Thomas W. Smith III, CAE, ENV SP, F.ASCE, Society Secretary
    Patricia A. Montgomery, Managing Director, Executive and Board Operations
[INSERT NAME, PROFESSIONAL CREDENTIALS]
PRESIDENT-ELECT

BIOGRAPHICAL STATEMENT

NOTE: The Biographical Statement shall not exceed 1,000 words. Please do not alter the categories headings or format of the template. You may add or delete bullets as needed within each category, as long as you do not exceed the word limitation. Submit the document as a WORD file.

EDUCATION

•

•

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WORK EXPERIENCE

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ASCE INVOLVEMENT

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OTHER VOLUNTEER ACTIVITIES

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•

PERSONAL (Optional)

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•

•
OFFICIAL NOMINATION FOR PRESIDENT-ELECT
THROUGH TECHNICAL REGION

December 1, 2018

Thomas W. Smith III, CAE, ENV SP, F.ASCE
Secretary
American Society of Civil Engineers
1801 Alexander Bell Drive
Reston, Virginia 20191

Dear Secretary Smith:

In accordance with the Bylaws of the Society, I am pleased to inform you that the Technical Region Board of Governors has nominated ________ to serve as President-elect for the term commencing October 20xx.

Nominated by T&DI, ________ nomination was approved at the meeting of the Technical Region Nominating Committee (Technical Region Board of Governors) on November 20, 2018.

Sincerely,

Chair, Technical Region Board of Governors

cc: Nominee
Marsha Anderson Bomar, Technical Region Director
Patricia A. Montgomery, Managing Director, Executive and Board Operations
OFFICIAL NOMINATION FOR PRESIDENT-ELECT
THROUGH GEOGRAPHIC REGION

December 1, 2018

Thomas W. Smith III, CAE, ENV SP, F.ASCE
Secretary
American Society of Civil Engineers
1801 Alexander Bell Drive
Reston, Virginia 20191

Dear Secretary Smith:

In accordance with the Bylaws of the Society, I am pleased to inform you that the Region x Board of Governors has nominated ________ to serve as President-elect for the term commencing October 20xx.

________’s nomination was approved unanimously at a meeting of the Region Board of Governors on November 20, 2016.

Sincerely,

Chair, Technical Region Board of Governors

cc: Nominee
Patricia A. Montgomery, Managing Director, Executive and Board Operations
OFFICIAL NOMINATION FOR GEOGRAPHIC REGION DIRECTOR

December 1, 2018

Thomas W. Smith III, CAE, ENV SP, F.ASCE
Secretary
American Society of Civil Engineers
1801 Alexander Bell Drive
Reston, Virginia  20191

Dear Secretary Smith:

In accordance with the Bylaws of the Society, I am pleased to inform you that the Region x Board of Governors has nominated _________ to serve as Region Director for the term commencing October 2018.

_______’s nomination was approved unanimously at a meeting of the Region Board of Governors on November 20, 2018.

Sincerely,

Chair, Region Board of Governors

cc:     Nominee
        Patricia A. Montgomery, Director, Executive and Board Operations
OFFICIAL NOMINATION FOR TECHNICAL REGION DIRECTOR

December 1, 2016

Thomas W. Smith III, CAE, ENV SP, F.ASCE
Secretary
American Society of Civil Engineers
1801 Alexander Bell Drive
Reston, Virginia  20191

OFFICIAL NOMINATION FOR GEOGRAPHIC REGION DIRECTOR

December 1, 2018

Thomas W. Smith III, CAE, ENV SP, F.ASCE
Secretary
American Society of Civil Engineers
1801 Alexander Bell Drive
Reston, Virginia  20191

Dear Secretary Smith:

In accordance with the Bylaws of the Society, I am pleased to inform you that the _______ Institute Region x Board of Governors has nominated _____________ to serve as Region Director for the term commencing October 2018.

__________’s nomination was approved unanimously at a meeting of the Region Board of Governors on November 20, 2018.

Sincerely,

Chair, Region Board of Governors

cc: Nominee
    Patricia A. Montgomery, Director, Executive and Board Operations
NOTE: The Biographical Statement shall not exceed 600 words. Please do not alter the categories headings or format of the template. You may add or delete bullets as needed within each category, as long as you do not exceed the word limitation. Submit the document as a WORD file.

EDUCATION

WORK EXPERIENCE

ASCE INVOLVEMENT

OTHER VOLUNTEER ACTIVITIES

PERSONAL (Optional)
NOTE: The Biographical Statement shall not exceed 200 words. Please do not alter the categories headings or format of the template. You may add or delete bullets as needed within each category, as long as you do not exceed the word limitation. Submit the document as a WORD file.

EDUCATION
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WORK EXPERIENCE
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ASCE INVOLVEMENT
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OTHER VOLUNTEER ACTIVITIES
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•

PERSONAL (Optional)
•
•
SAMPLE ORGANIZATIONAL ENTITY ENDORSEMENT
(Must be submitted on Organizational Entity Letterhead)
Submit to Nominee no later than March 31.

Date (must be after the Nominating Committee convenes)

Addressed to Nominee

The Board of Governors of the XYZ Section of ASCE convened on Wednesday, March 2, 20xx, to consider the Official Nominees for (insert President-elect, Region Director or Region Governor, as appropriate) for the term commencing October 20xx. The Board reviewed the election materials for each Nominee and discussed issues of relevance.

[INSERT RATIONALE, IF DESIRED. NO MENTION OF OTHER NOMINEES IS PERMITTED IN THE RATIONALE.]

Upon conclusion of the discussions, the Board voted to endorse ________for the position of (insert relevant office title).

Please accept this letter as our official Endorsement Action.

Respectfully submitted,

Insert Name of Chair
President, XYZ Section Board of Governors
SAMPLE ENDORSEMENT FROM INDIVIDUAL MEMBER
(Must include Name, Address of Record and Member ID for validation)
Submit to Nominee no later than March 31.

Date

Addressed to Nominee

I have reviewed the election materials provided by the Nominees for the office of (insert President-elect, Region Director, or Region Governor) for a term commencing October 20xx.

[INSERT RATIONALE, IF DESIRED. NO MENTION OF OTHER NOMINEES IS PERMITTED IN THE RATIONALE.]

Please accept this document as my personal endorsement of ______________ for the position of (insert relevant office title).

Respectfully submitted,

Name and credentials
Address of Record
Member ID

One (1) ASCE affiliation (i.e., Past Chair, ABC Committee) and one (1) professional affiliation (i.e., President, XYZ Consultants, Inc.) may be provided.
ENDORSEMENT LIST

ENDORSEMENTS FROM ORGANIZATIONAL ENTITIES

1. Regions and Institutes
   •

2. USA Sections and Branches
   •

3. Councils
   •

4. International Sections and Groups
   •

ENDORSEMENTS FROM INDIVIDUALS

1. Past ASCE Presidents
   •

2. Current Governors and Institute Leaders
   •

3. Past Board of Direction Members
   •

4. Section and Branch Board Members
   •

5. ASCE Members
   •
[INSERT NAME]
[PRESIDENT-ELECT, REGION DIRECTOR, REGION GOVERNOR]
OFFICIAL NOMINEE

ENDORSEMENT LIST

For each Individual endorsement listed, ASCE will publish the member’s name, professional credentials, one ASCE affiliation, one professional affiliation, and state of residence (as shown in the samples below). You are not permitted to alter the category headings or list an individual in more than one category.

Send a copy of the endorsement action with your endorsement list by April 1, 2017.

ENDORSEMENTS FROM ORGANIZATIONAL ENTITIES

1. **Regions and Institutes**
   - Region 6 Board of Governors
   - Transportation & Development Institute

2. **USA Sections and Branches**
   - Youngstown Branch, OH
   - Illinois Section

3. **Councils**
   - Central Region Younger Member Council
   - New York State Council

4. **International Sections and Groups**
   - Bangladesh Section
   - Hong Kong Section

ENDORSEMENTS FROM INDIVIDUALS

1. **Past ASCE Presidents**
   - J. William Cooper, Ph.D., P.E., Pres.78.ASCE, KY

2. **Current Governors and Institute Leaders**
   - James W. Smith, P.E., D.GE, F.ASCE; President of XYZ Institute, WI
   - Melinda L. Murphy, P.E., F.ASCE; Region 8 Governor; CFO XYZ Company, PA

3. **Past Board of Direction Members**
   - Andrew J. Fox, P.E., M.ASCE; Past Zone II Vice President, VA
   - Peter K. Temple, P.E., LEED AP, M.ASCE; Past District 16 Director, Chair, ABC Engineering, CA
4. **Section and Branch Board Members**
   - Diane T. Wilson, A.M.ASCE; President, Las Vegas, NV
   - John T. Smith, P.E., Dist.M.ASCE; Secretary, Gainesville Branch; Vice President of ABC123 Professional Services, KS

5. **ASCE Members**
   - John S. Doe, Ph.D., P.E., F.ASCE; Past President EWRI; President of Deere Corporation, OH
   - Mary D. Jones, A.M.ASCE; Supervisor, Smith Engineering Consultants, CT
MAY 1 – JUNE 1

BALLOT

JANUARY

Board Nominating Committee (BNC) Selects No More Than 2 Official Nominees for Ballot

MARCH 15

Submit 1500 Petition Signatures (cumulative) for Election Ballot

2 DAYS POST BNC

Declare Petition Route to Ballot

LOSE

DECEMBER 1

Each Geographic Nominating Committee May Submit up to Two Nominee(s)

LOSE

DECEMBER 16

Submit 400 Petition Signatures from Region for BNC Consideration

DECEMBER 3

Declare Petition Route to Society Secretary and Start Collection of Signatures

NOVEMBER 5

Society Secretary Releases Consolidated Candidate Pool to Region Boards

NOVEMBER 1

Declare and Submit Election Materials to Geographic Region Chair and Society Secretary

*Candidates submit all election materials when they declare to expedite the process, in a Standardized format
MAY 1 – JUNE 1
BALLOT

JANUARY
BNC Selects No More Than 2 Official Nominees for Ballot

DECEMBER 1
TRBG Chair Submits up to 4 Institute Nominees to Society Secretary for Consideration by Board Nominating Committee (BNC)

NOVEMBER 5
Society Secretary Releases Consolidated Candidate Pool to Region Boards

NOVEMBER 1
Each Institute May Submit 1 Nominee to Society Secretary and TRBG Chair with Required Election Materials

SEPTEMBER 1
Declare Intent to Primary Institute, TRBG Chair, Society Secretary*

MARCH 15
Submit 1500 Petition Signatures (cumulative) for Ballot

2 DAYS POST BNC
Declare Petition Route to Ballot to Society Secretary

DECEMBER 16
Submit 400 Petition Signatures For BNC Consideration

DECEMBER 3
Declare Petition Route to Society Secretary and start collection of petition signatures to meet with BNC

LOSE

*Candidates submit all election materials when they declare to expedite the process, in a standardized format.
MAY 1 – JUNE 1

Ballot

MARCH 1

Geographic Region Nominating Committee Notifies Secretary of Official Nominees and forwards election materials

LOSE

MARCH 3

Declare Petition Route and Start Collection of Petition Signatures

DECEMBER 1

Submit Letter of Intent to Region Nominating Committee with election materials (photo, bio and vision statement)*

*Candidates submit all election materials when they declare to expedite the process, in a standardized format
TECHNICAL REGION DIRECTOR
Nomination Process

MAY 1 – JUNE 1
BALLOT

MARCH 1
TRBG Chair Notifies Secretary
Of Official Nominee(s) and
forwards election materials

MARCH 15
Submit 250 Petition Signatures

LOSE

MARCH 3
Declare Intent To
Petition To Ballot

DECEMBER 1
Institutes Submit up to One Nominee
To TRBG Chair

NOVEMBER 1
Declare Intent To Primary Institute, TRBG
Chair, and Society Secretary with election
materials (i.e., photo, bio, vision, and
maybe TR questions)

*Candidates submit all election
materials when they declare to
expedite the process, in a
standardized format
REGION GOVERNOR Nomination Process

**MAY 1 – JUNE 1**
- BALLOT

**MARCH 1**
- Geographic Region Nominating Committee Notifies Secretary of Official Nominees and forwards election materials

**MARCH 3**
- Declare Petition Route

**DECEMBER 1**
- Submit Letter of Intent to Region Nominating Committee and Secretary with election materials (photo, bio and vision statement)*

*Candidates submit all election materials when they declare to expedite the process, in a standardized format
NOTICE OF OPENINGS FOR ELECTED POSITIONS

Pursuant to the Rules of Policy and Procedure 7.3, the ASCE membership is hereby notified the following vacancies will be available on the ____ election ballot for terms beginning in FY 20xx. For information on how to apply for a vacant position, please contact the individual specified. The qualifications for the vacant positions are as follows:

**President-elect:**
Voting Society member in good standing from any Geographic or Technical Region with prior service on the Board of Direction, or service as an Institute Representative to the Board of Direction between 2000 and 2005. This is a three-year term serving one-year each as President-elect, President and Past President.

**Geographic Region Director:**
Society member in good standing, an Address of Record within the Region being represented, and prior service as a Geographic Region Governor. Any person who was inducted as Society President-elect or Vice President is ineligible for re-election as a Geographic Region Director. All other former Board of Direction members who were nominated by Districts are eligible to serve. This is a three-year term.

**Technical Region Director:**
Society member in good standing and shall have served as a voting member on an Institute Board of Governors. Any person who was inducted as Society President-elect or Vice President is ineligible for re-election as a Technical Region Director. All other former Board of Direction members who were nominated by Districts are eligible to serve. This is a three-year term.

**Region Governor:**
Society member in good standing, an Address of Record within the Region being represented, and prior service as a Section or Branch officer, member of a Section or Branch committee, or as a member of a Society-level Committee. This is a three-year term.

<table>
<thead>
<tr>
<th>REGION</th>
<th>VACANCY TITLE</th>
<th>TERM</th>
<th># OF VACANCIES</th>
<th>RESTRICTIONS</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>President-elect</td>
<td></td>
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<td>1</td>
<td>Shall be a voting Society member in good standing from any Geographic or Technical Region who has prior service on the Board of Direction, or service as an Institute Representative to the Board of Direction between 2000 and 2005.</td>
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<tr>
<td>Technical Region</td>
<td>Director</td>
<td></td>
<td>1</td>
<td>Shall be voting Society member in good standing and shall have served on an Institute Board of Governors.</td>
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<tr>
<td>Region 1</td>
<td>Region Director</td>
<td></td>
<td></td>
<td>Shall be a voting Society member in good standing with an Address of Record in Region 1.</td>
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<td></td>
<td>Region Governor</td>
<td></td>
<td></td>
<td>One (1) shall be a voting member in good standing from a _______ Section. One (1) shall be a voting member in good standing from the _______ Section.</td>
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</table>

Region 1 is comprised of the Boston and Connecticut Societies and the following Sections: Buffalo, Ithaca, Maine, Metropolitan, Mohawk-Hudson, New Hampshire, New Jersey, Rhode Island, Rochester, Syracuse and Vermont, and the Canadian Provinces of Labrador, New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island, and Quebec.

| Region 2 | Region Director |      |               | Shall be a voting Society member in good standing with an Address of Record in Region 2. |
|        | Region Governor |      |               | One (1) shall be a voting member in good standing from the _______ Section. One (1) shall be a voting member in good standing from the _______ Section. One (1) shall be a voting member in good standing from the _______ Section. No two (2) candidates may be from the same Section. |

Region 2 is comprised of the following Sections: Central Pennsylvania, Delaware, Lehigh Valley, Maryland, National Capital, Philadelphia, and Pittsburgh.

| Region 3 | Region Director |      |               | Shall be a voting Society member in good standing with an Address of Record in Region 3. |
|        | Region Governor |      |               | One (1) shall be a voting member in good standing from the _______ Section. One (1) shall be a voting member in good standing from the _______ Section. |

Region 3 is comprised of the following Sections: Akron-Canton, Central Illinois, Central Ohio, Cincinnati, Cleveland, Dayton, Duluth, Illinois, Michigan, Minnesota, North Dakota, Quad-City, Toledo and Wisconsin, and the Canadian Provinces of Manitoba, Nunavut, Ontario, Saskatchewan.
<table>
<thead>
<tr>
<th>REGION</th>
<th>VACANCY TITLE</th>
<th>TERM</th>
<th># OF VACANCIES</th>
<th>RESTRICTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region 4</td>
<td>Region Director</td>
<td></td>
<td></td>
<td>Shall be a voting Society member in good standing with an Address of Record in Region 4.</td>
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<td></td>
<td>Region Governor</td>
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<td>One (1) shall be a voting member in good standing from the __________ Section.</td>
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<td>One (1) shall be a voting member in good standing from the __________ Section.</td>
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<td>One (1) shall be a voting member in good standing from the __________ Section.</td>
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<td>Region 4 is comprised of the following Sections: Arkansas, Indiana, Kentucky, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia.</td>
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<td>Region 5</td>
<td>Region Director</td>
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<td>Shall be a member in good standing with an Address of Record in Region 5.</td>
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<td></td>
<td>Region Governor</td>
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<td></td>
<td>One (1) shall be a voting member in good standing from the __________ Section.</td>
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<td>One (1) shall be a voting member in good standing from the __________ Section.</td>
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<td>Region 5 is comprised of the following Sections: Alabama, Florida, Georgia, Louisiana, Mississippi and Puerto Rico</td>
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<td>Region 6</td>
<td>Region Director</td>
<td></td>
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<td>Shall be a voting Society member in good standing with an Address of Record in Region 6.</td>
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<td></td>
<td>Region Governor</td>
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<td>One (1) shall be a voting member in good standing from the __________ Section.</td>
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<td>One (1) shall be a voting member in good standing from the __________ Section.</td>
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<td>Region 6 is comprised of the following Sections: Mexico, New Mexico, Oklahoma and Texas.</td>
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<tr>
<td>REGION</td>
<td>VACANCY TITLE</td>
<td>TERM</td>
<td># OF VACANCIES</td>
<td>RESTRICTIONS</td>
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<tr>
<td>Region 7</td>
<td>Region Director</td>
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<td></td>
<td>Shall be a voting Society member in good standing with an Address of Record in Region 7.</td>
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<td></td>
<td>Region Governor</td>
<td></td>
<td></td>
<td>One (1) shall be a voting member in good standing from the ___________ Section.</td>
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<td></td>
<td>One (1) shall be a voting member in good standing from the ___________ Section.</td>
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</table>

Region 7 is comprised of the following Sections: Colorado, Iowa, Kansas, Kansas City, Nebraska, South Dakota, St. Louis, Wyoming.

| Region 8| Region Director |      |               | Shall be a voting Society member in good standing with an Address of Record in Region 8. |
|         | Region Governor |      |               | At least one (1) shall be a voting member in good standing from a ______ Section. |
|         |                 |      |               | One (1) shall be voting members in good standing from either a __________ or ________ Section. |

Region 8 is comprised of the following Sections: Alaska (small), Arizona, Columbia (small), Hawaii, Inland Empire (small), Montana (small), Nevada, Oregon, Seattle, Southern Idaho (small), Tacoma-Olympia (small) and Utah, and the Canadian Provinces of Alberta, British Columbia, Northwest Territories, Yukon.

| Region 9| Region Director |      |               | Shall be a member in good standing with an Address of Record in Region 9. |
|         | Region Governor |      |               | One (1) shall be a voting member in good standing from the ________ Section. |

Region 9 is comprised of the following Sections: Los Angeles, Sacramento, San Diego and San Francisco.

| Region 10| Region Director |      |               | Shall be a voting Society member in good standing with an Address of Record in Region 10. |
|          | Region Governor |      |               | ______ (x) shall be a voting member(s) in good standing from Region 10. Candidates shall be at the time of nomination an incumbent President or have served as a President of a Region 10 Section or Group. |

Region 10 is comprised of the remaining geographic territory.
SAMPLE LETTER
CANDIDATE LETTER OF INTENT TO SERVE

November 1, 20xx

____________________, Chair
Name of Primary Institute OR
Region x Board of Governors
Address

Dear ________:

In accordance with the governing documents of the American Society of Civil Engineers, please accept my Letter of Intent to pursue the office of ASCE [President-elect/Technical Region Director/Region X Director/Region X Governor] in the 20xx election cycle. I intend to pursue my nomination through the [Technical/Geographic] Region Nominating Committee.

I fully understand and intend to comply with the responsibilities required for service as ASCE [President-elect/Technical Region Director/Region X Director/Region X Governor]. My prior service with the [Institutes/Region] has provided me with the knowledge and experience to serve in the position of ASCE [President-elect/Technical Region Director/Region X Director/Region X Governor], if elected by my peers.

My employer and family understand the responsibility, time commitment, and financial resources required to serve in this important position, and they have endorsed my willingness to serve.

Included with this letter are my Biographical Statement (in the format stipulated by the Society Secretary) and Vision Statement, as well as a high-resolution color photograph in a professional setting.

If you have any questions regarding my nomination, please feel free to contact me at ____________________.

Sincerely,

NAME, PROFESSIONAL DESIGNATION(S)

cc: ________________, Chair, Region Board of Governors
    Thomas W. Smith III, CAE, ENV SP, F.ASCE, Society Secretary
    Patricia A. Montgomery, Managing Director, Executive and Board Operations
NOTE: The Biographical Statement shall not exceed 1,000 words. Do not alter the category headings, margins or format of the template. You may add or delete bullets as needed within each category, as long as you do not exceed the word limitation. Submit the document as a WORD file.

EDUCATION

WORK EXPERIENCE

ASCE INVOLVEMENT

Society-Level

Local Level

OTHER VOLUNTEER ACTIVITIES

AWARDS
December 1, 20xx

Thomas W. Smith III, CAE, ENV SP, F.ASCE
Society Secretary
American Society of Civil Engineers
1801 Alexander Bell Drive
Reston, Virginia 20191

Dear Secretary Smith:

In accordance with the Bylaws of the Society, the Technical Region Nominating Committee convened on ________, 20xx to review the candidates who declared to seek the office of President-elect.

I am pleased to inform you that the Technical Region Board of Governors voted to nominate ________, [credentials], for consideration by the Society’s Board of Direction Nominating Committee to serve as President-elect for the term commencing October 20xx.

If you have any questions regarding this nomination, please do not hesitate to contact me.

Sincerely,

Chair, Technical Region Board of Governors

cc: Nominee
       ________, Technical Region Director
       ________, Technical Region Director
       Patricia A. Montgomery, Managing Director, Executive and Board Operations
OFFICIAL NOMINATION FOR PRESIDENT-ELECT
THROUGH GEOGRAPHIC REGION

December 1, 2016

Thomas W. Smith III, CAE, ENV SP, F.ASCE
Secretary
American Society of Civil Engineers
1801 Alexander Bell Drive
Reston, Virginia 20191

Dear Secretary Smith:

In accordance with the Bylaws of the Society, I am pleased to inform you that the Region x Board of Governors has nominated __________ to serve as President-elect for the term commencing October 20xx.

_________'s nomination was approved unanimously at a meeting of the Region Board of Governors on November 20, 2016.

Sincerely,

Chair, Technical Region Board of Governors

cc: Nominee
Patricia A. Jones, Director, Executive and Board Operations
OFFICIAL NOMINATION FOR GEOGRAPHIC REGION DIRECTOR

December 1, 2016

Thomas W. Smith III, CAE, ENV SP, F.ASCE
Secretary
American Society of Civil Engineers
1801 Alexander Bell Drive
Reston, Virginia 20191

Dear Secretary Smith:

In accordance with the Bylaws of the Society, I am pleased to inform you that the Region x Board of Governors has nominated _________ to serve as Region Director for the term commencing October 20xx.

_______’s nomination was approved unanimously at a meeting of the Region Board of Governors on November 20, 2016.

Sincerely,

Chair, Region Board of Governors

cc: Nominee
    Patricia A. Jones, Director, Executive and Board Operations
OFFICIAL NOMINATION FOR TECHNICAL REGION DIRECTOR

December 1, 2016

Thomas W. Smith III, CAE, ENV SP, F.ASCE
Secretary
American Society of Civil Engineers
1801 Alexander Bell Drive
Reston, Virginia 20191

Dear Secretary Smith:

In accordance with the Bylaws of the Society, I am pleased to inform you that the Technical Region Board of Governors has nominated _________ to serve as the Technical Region Director for the term commencing October 20xx.

_______ was nominated by the ________ Institute and was approved unanimously at a meeting of the Technical Region Board of Governors on November 20, 2016.

Sincerely,

Chair, Technical Region Board of Governors

cc: Nominee
Patricia A. Jones, Director, Executive and Board Operations
NOTE: The Biographical Statement shall not exceed 600 words. Do not alter the category headings, margins or format of the template. You may add or delete bullets as needed within each category, as long as you do not exceed the word limitation. Submit the document as a WORD file.

EDUCATION


WORK EXPERIENCE


ASCE INVOLVEMENT

Society-Level


Local Level


OTHER VOLUNTEER ACTIVITIES


AWARDS


The Biographical Statement shall not exceed 200 words. Do not alter the category headings, margins or format of the template. You may add or delete bullets as needed within each category, as long as you do not exceed the word limitation. Submit the document as a WORD file.

EDUCATION

WORK EXPERIENCE

ASCE INVOLVEMENT

Society-Level

Local Level

OTHER VOLUNTEER ACTIVITIES

AWARDS
SAMPLE ORGANIZATIONAL ENTITY ENDORSEMENT
(Must be submitted on Organizational Entity Letterhead)
Submit to Nominee no later than March 31.

Date (must be after the Nominating Committee convenes)

Addressed to Nominee

The Board of Governors of the XYZ Section of ASCE convened on Wednesday, March 2, 20xx, to consider the Official Nominees for (insert President-elect, Region Director or Region Governor, as appropriate) for the term commencing October 20xx. The Board reviewed the election materials for each Nominee and discussed issues of relevance.

[INSERT RATIONALE, IF DESIRED. NO MENTION OF OTHER NOMINEES IS PERMITTED IN THE RATIONALE.]

Upon conclusion of the discussions, the Board voted to endorse _______ for the position of (insert relevant office title).

Please accept this letter as our official Endorsement Action.

Respectfully submitted,

Insert Name of Chair
President, XYZ Section Board of Governors
SAMPLE ENDORSEMENT FROM INDIVIDUAL MEMBER
(Must include Name, Address of Record and Member ID for validation)
Submit to Nominee no later than March 31.

Date

Addressed to Nominee

I have reviewed the election materials provided by the Nominees for the office of (insert President-elect, Region Director, or Region Governor) for a term commencing October 20xx.

[INSERT RATIONALE, IF DESIRED. NO MENTION OF OTHER NOMINEES MAY BE INCLUDED IN THE RATIONALE.]

Please accept this document as my personal endorsement of _______________ for the position of (insert relevant office title).

Respectfully submitted,

Name and professional credentials
Address of Record
Member ID

OPTIONAL:
One (1) ASCE affiliation (i.e., Past Chair, ABC Committee)
One (1) professional affiliation (i.e., President, XYZ Consultants, Inc.)
ENDORSEMENTS FROM ORGANIZATIONAL ENTITIES

1. Regions and Institutes
   •

2. USA Sections and Branches
   •

3. International Sections and Groups
   •

4. Councils
   •

5. Society-Level Committees
   •

ENDORSEMENTS FROM INDIVIDUALS

1. Past ASCE Presidents
   •

2. Current Governors and Institute Leaders
   •

3. Current Section and Branch Board Members
   •

4. ASCE Members
   •
ENDORSEMENT LIST

For each Individual endorsement listed, ASCE will publish the member’s name, professional credentials, one ASCE affiliation, one professional affiliation, and state of residence (as shown in the samples below). You are not permitted to alter the category headings or list an individual in more than one category.

Send a copy each Endorsement Action with your Endorsement List for validation by April 1.

ENDORSEMENTS FROM ORGANIZATIONAL ENTITIES

1. Regions and Institutes
   - Region 6 Board of Governors
   - Transportation & Development Institute

2. USA Sections and Branches
   - Youngstown Branch, OH
   - Illinois Section

3. International Sections and Groups
   - Bangladesh Section
   - Hong Kong Section

4. Councils
   - Central Region Younger Member Council
   - New York State Council

ENDORSEMENTS FROM INDIVIDUALS

1. Past ASCE Presidents
   - J. William Cooper, Ph.D., P.E., Pres.78.ASCE; KY

2. Current Governors and Institute Leaders
   - Melinda L. Murphy, P.E., F.ASCE; Region 8 Governor; CFO, XYZ Company; PA
   - James W. Smith, P.E., D.GE, F.ASCE; President of XYZ Institute; WI

3. Current Section and Branch Board Members
   - John T. Smith, P.E., Dist.M.ASCE; Secretary, Gainesville Branch; Vice President, ABC123 Professional Services; KS
   - Diane T. Wilson, A.M.ASCE; President, Las Vegas, NV
4. **ASCE Members**
   - John S. Doe, Ph.D., P.E., F.ASCE; Past President EWRI; President, Deere Corporation; OH
   - Andrew J. Fox, P.E., M.ASCE; Past Zone II Vice President; VA
   - Mary D. Jones, A.M.ASCE; Supervisor, Smith Engineering Consultants; CT
   - Peter K. Temple, P.E., LEED AP, M.ASCE; Past District 16 Director; Chair, ABC Engineering; CA
**PRESIDENT-ELECT NOMINATION PROCESS**
Through Geographic Region

**November 1**
Declare and Submit Election Materials to Geographic Region Chair and Society Secretary *

**December 1**
Only Regions with a Declared Candidate(s) May Nominate for President-elect

**January**
Board Nominating Committee (BNC) Selects No More Than 2 Official Nominees for Ballot

**May 1 – June 1**
Ballot

**March 15**
Submit 1500 Petition Signatures (cumulative) for Election Ballot

**2 Days Post BNC**
Declare Petition Route to Ballot

**December 3**
Declare Petition Route to Society Secretary and Start Collection of Signatures

**December 16**
Submit 400 Petition Signatures from Region for BNC Consideration

*Candidates submit all election materials when they declare to expedite the process, in a Standardized format*

October 2017
**PRESIDENT-ELECT NOMINATION PROCESS**

**Technical Region**

**MAY 1 – JUNE 1**

**BALKLOT**

**JANUARY**

BNC Selects No More Than 2 Official Nominees for Ballot

**DECEMBER 1**

TRBG Submits up to 4 Institute Nominees to Society Secretary for Consideration by Board Nominating Committee (BNC) only if they have any Declared Nominees

**NOVEMBER 5**

Society Secretary Releases Consolidated Candidate Pool to Region Boards

**NOVEMBER 1**

Each Institute May Submit 1 Nominee to Society Secretary and TRBG Chair with Required Election Materials

**SEPTEMBER 1**

Declare Intent to Primary Institute, TRBG Chair, Society Secretary*

**MARCH 15**

Submit 1500 Petition Signatures (cumulative) for Ballot

**2 DAYS POST BNC**

Declare Petition Route to Ballot to Society Secretary

**DECEMBER 16**

Submit 400 Petition Signatures For BNC Consideration

**DECEMBER 3**

Declare Petition Route to Society Secretary and start collection of petition signatures to meet with BNC

*Candidates submit all election materials when they declare to expedite the process, in a standardized format.

October 2017
**REGION DIRECTOR**
Nomination Process

**MAY 1 – JUNE 1**
BALLOT

**MARCH 1**
Geographic Region Nominating Committee Notifies Secretary of ALL Official Nominees and forwards elections materials

**MARCH 15**
Submit 250 Petition Signatures

**MARCH 3**
Declare Petition Route and Start Collection of Petition Signatures

**DECEMBER 1**
Submit Letter of Intent to Region Nominating Committee with election materials (photo, bio and vision statement)*

*Candidates submit all election materials when they declare to expedite the process, in a standardized format.

October 2017
TECHNICAL REGION DIRECTOR Nomination Process

**MARCH 1**
TRBG Chair Notifies Secretary of Official Nominee(s) and forwards election materials

**DECEMBER 1**
Institutes Submit up to One Nominee To TRBG Chair

**NOVEMBER 1**
Declare Intent To Primary Institute, TRBG Chair, and Society Secretary with election materials (i.e., photo, bio, vision, and maybe TR questions)

**MAY 1 – JUNE 1**
BALLOT

**MARCH 15**
Submit 250 Petition Signatures

**MARCH 3**
Declare Intent To Petition To Ballot

LOSE

*Candidates submit all election materials when they declare to expedite the process, in a standardized format*
**MAY 1 – JUNE 1**
BALLOT

**MARCH 1**
Geographic Region
Nominating Committee Notifies
Secretary of Official Nominees and
forwards election materials

**DECEMBER 1**
Submit Letter of Intent to Region
Nominating Committee and Secretary
with election materials (photo, bio and
vision statement)*

**MARCH 3**
Declare Petition Route

**MARCH 15**
Submit 100 Petition Signatures

LOSE

*Candidates submit all election materials when they declare to expedite the process, in a standardized format*