



INFORMATION ON DEADLINES AND PROCEDURES FOR ELECTED POSITIONS

As of September 2021

For more information, contact:

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American Society of Civil Engineers
1801 Alexander Bell Drive
Reston, VA 20191
(703) 295-6101
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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 Members are not eligible to vote.
- April-June:** Information regarding election published in CE Source, Section newsletters, websites, ASCE News, and other media.
- May 1:** Election opens at 12:01am Central time and vendor starts to drop voting messages to eligible members via email. No special voting credentials are needed. Use ASCE email and password.
- June 1:** Election closes at 5:00pm Central time.
- Region Directors provide 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:** Latest date the election results are 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. The vacancy list if posted on the Society's website. See [Attachment A](#).

Following is a breakdown of the election process by office.

PRESIDENT-ELECT THROUGH TECHNICAL REGION

- November 1:** Declare Intent to Serve to 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 for approved templates](#).
 - 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 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; endorsements are not permitted.***
- December 1:** Technical Region Board may submit up to four (4) Nominees for President-elect from among the declared Candidate pool only if there are declared Candidates from the Technical Region. The names of Nominees are to be provided to the Society Secretary via a nomination letter. (See [Attachment D](#) for a sample Official Nomination letters.) 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; endorsements are not permitted.***
- December 3:** Candidates for President-elect who were unsuccessful at the Technical Region Nominating Committee level 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.

PRESIDENT-ELECT THROUGH TECHNICAL REGION
(Continued)

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 by declaring to the Society Secretary their intent to pursue a petition route to the election ballot no more than two (2) business days following the adjournment of the Board Nominating Committee meeting.

March 15:

Validated signatures from at least 1,500 voting Society members, with a minimum of one hundred signatures from each of at least seven Regions, shall place the Nominee on the election ballot as a Petition Nominee. Contact Patty Montgomery (pmontgomery@asce.org) for the proper petition format and information on this process.

PRESIDENT-ELECT THROUGH GEOGRAPHIC REGION

- 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 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; endorsements are not permitted.***
- December 1:** Geographic Region Boards may submit up to two (2) Nominees for President- elect from among the declared Candidate pool to Society Secretary only if there are declared Candidates from their Region. The names of the Nominees are to be provided to the Society Secretary via a nomination letter. (See [Attachment D](#) for a sample Official Nomination letters.) 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.

PRESIDENT-ELECT THROUGH GEOGRAPHIC REGION
(Continued)

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 by declaring to the Society Secretary their intent to pursue a petition route to the election ballot no more than two (2) business days following the adjournment of the Board Nominating Committee meeting.

March 15:

Validated signatures from at least 1,500 voting Society members, with a minimum of one hundred signatures from each of at least seven Regions, shall place the Nominee on the election ballot as a Petition Nominee. Contact Patty Montgomery (pmontgomery@asce.org) for the proper petition format and information on this process.

GEOGRAPHIC REGION DIRECTOR

- 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 600 words; submitted in Word format*) See [Attachment C for approved templates](#).
 - Vision Statement (*limit of 600 words; submitted in Word format*)
 - High resolution color photograph (*head and shoulders only in a professional setting*)
- March 1:** The Nominating Committee Chair must convene a meeting in time to meet the March 1 deadline and submit up to two (2) Official Nominees for Director. The names of the Official Nominees are to be provided to the Society Secretary via an official nomination letter. (See [Attachment D](#) for sample Official Nomination letters.)
- 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 from their Region to Society Secretary for validation. If enough valid signatures are submitted, the Candidate is placed on the election ballot as a Petition Nominee.

To provide guidance to ASCE members seeking to become a Society Director, it is recommended interested candidates review the Qualifications, Expectations, and Training of Society Directors. See [Attachment E](#).

TECHNICAL REGION DIRECTOR

- December 1:** Declare Intent to Serve to President of Primary Institute 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 C for approved templates](#).
 - Vision Statement (*limit of 600 words; submitted in Word format*)
 - High resolution color photograph (*head and shoulders only in a professional setting*)

Each Institute Governing Board may select one (1) Candidate from among the declared Candidate pool for Technical Region Director. The President of each Institute, if it intends to submit a Candidate for elected Director, convenes a meeting on a date and time that will ensure the name of the Candidate is submitted to the Technical Region Nominating Committee no later than December 1.

- March 1:** Technical Region Nominating Committee selects up to two (2) Official Nominees and notifies Society Secretary. The names of the Official Nominees are to be provided to the Society Secretary via an official nomination letter. (See [Attachment D](#) for sample Official Nomination letters.)

- March 3:** Candidates for Technical 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 from their Region to Society Secretary for validation. If enough valid signatures are submitted, the Candidate is placed on the election ballot as a Petition Nominee.

To provide guidance to ASCE members seeking to become a Society Director, it is recommended interested candidates review the Qualifications, Expectations, and Training of Society Directors. See [Attachment E](#).

GEOGRAPHIC REGION GOVERNOR

- 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 C for approved templates](#).
 - Vision Statement (*limit of 200 words; submitted in Word format*)
 - High resolution color photograph (*head and shoulders only in a professional setting*)
- March 1:** The Nominating Committee Chair must convene a meeting in time to meet the March 1 deadline and submit up to two (2) Official Nominees for each vacant Region Governor position. The names of the Official Nominees are to be provided to the Society Secretary via an official nomination letter. (See [Attachment D](#) for sample Official Nomination letters.)
- March 3:** Candidates for Region Governor who were unsuccessful at the Region Nominating Committee may declare intent to pursue petition route to ballot.
- March 15:** Candidate submits petition signatures from 100 Society voting members from their Region to Society Secretary for validation. If enough valid signatures are submitted, the Candidate is placed on the election ballot as a Petition Nominee.

To provide guidance to ASCE members seeking to become a Geographic Region Governor, it is recommended interested candidates review the Qualifications, Expectations, and Training of Geographic Region Governors. See [Attachment F](#).

FREQUENTLY ASKED QUESTIONS REGARDING THE ELECTION

What is the voting period?

The election will open at 12:01am Central Time on May 1 and conclude at 5:01pm Central Time on June 1, except that if June 1 falls on a Saturday, Sunday or holiday, the Secretary shall change the date so the close of balloting and falls on a business day.

Who are the Official Nominees for President-elect?

The Official Nominees for President-elect are determined by the Board of Direction Nominating Committee from among those individuals who declared and were nominated by their respective Region. The Nominating Committee may select no more than two (2) Official Nominees for President-elect to appear on the ballot. Information on the Official Nominees (biographical and vision statements) is available on the ASCE website once announced: <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 Affiliate 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. You will use your ASCE email address and password.

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 not endorse any Nominees. However, they 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 their newsletters and on their 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 but shall not endorse any Nominees for office.

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., Teams, Zoom, 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.

Can an Organizational Entity endorse a Nominee for office?

Endorsements by Organizational Entities and Individual Members are no longer permitted.

Members of the Board should consider themselves as neutral stewards of the election, using their influence to promote impartiality, fairness, excitement, and engagement from the

members in the Society election. Board members should encourage members to review the qualifications of all Nominees to they can make an informed decision. A Board member may share their view of the Nominees privately when asked by an individual member. Board members should not endorse or actively campaign on any Nominee's behalf in any form.

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 ELECTED VACANCIES FOR 2022 BALLOT
Term 2022-2025**

All Candidates for elected office must submit a Letter of Intent, Biographical Statement, Vision Statement, and high-resolution color photograph in a professional setting of the head and shoulders only, by the stated deadline. The Biographical Statement must adhere to the approved template and comply with the word limit for the office being sought. Please contact Wendy Dinwiddie (wdinwiddie@asce.org) for the approved Biographical Statement template.

REGION	VACANCY TITLE	TERM	# OF VACANCIES	RESTRICTIONS	CONTACT
	President-elect	2022-2025	1	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.	Patricia Montgomery pmontgomery@asce.org 703-295-6101 <i>Deadline:</i> November 1
	Technical Region Director	2022-2025	1	Shall be a voting Society member in good standing and shall have served on an Institute Board of Governors.	Jim Rossberg jrossberg@asce.org 703-295-6196 <i>Deadline:</i> December 1
Region 1	Elected Region Governor	2022-2025	2	One (1) shall be a voting member in good standing from the New Jersey Section. One (1) shall be a voting member in good standing from any Section in the Region with the exception of the Boston Society of Civil Engineers, the Metropolitan Section, the New Jersey Section, the Syracuse Section or the Rochester Section.	Daryl Morais dmorais@asce.org 703-295-6042 <i>Deadline:</i> December 1
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 Provinces of New Brunswick, Newfoundland and Labrador, Nova Scotia, Prince Edward Island, Quebec (Canada)					
Region 2	Region Director	2022-2025	1	Shall be a voting Society member in good standing with an Address of Record within the Region being represented and shall have served as a Geographic Region Governor.	Daryl Morais dmorais@asce.org 703-295-6042 <i>Deadline:</i> December 1
	Elected Region Governor	2022-2025	1	One (1) shall be a voting member in good standing from any Section in the Region except Pittsburgh.	
Region 2 is comprised of the following Sections: Central Pennsylvania, Delaware, Lehigh Valley, Maryland, National Capital, Philadelphia, and Pittsburgh					

REGION	VACANCY TITLE	TERM	# OF VACANCIES	RESTRICTIONS	CONTACT
Region 3	Elected Region Governor	2022-2025	2	One (1) shall be a voting member in good standing from one of the Ohio sections. One (1) shall be a voting member in good standing from the Illinois Section.	Jennifer Lawrence jlawrence@asce.org 703-295-6255 <i>Deadline:</i> December 1
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 Provinces of Manitoba, Nunavut, Ontario, Saskatchewan (Canada)					
Region 4	Elected Region Governor	2022-2025	3	One (1) shall be a voting member in good standing from the Indiana Section. One (1) shall be a voting member in good standing from the South Carolina Section. One (1) shall be a voting member in good standing from the West Virginia Section.	Jennifer Lawrence jlawrence@asce.org 703-295-6255 <i>Deadline:</i> December 1
Region 4 is comprised of the following Sections: Arkansas, Indiana, Kentucky, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia.					
Region 5	Elected Region Governor	2022-2025	2	One (1) shall be a voting member in good standing from the Florida Section. One (1) shall be a voting member in good standing from the Georgia Section.	Daryl Morais dmorais@asce.org 703-295-6042 <i>Deadline:</i> December 1
Region 5 is comprised of the following Sections: Alabama, Florida, Georgia, Louisiana, Mississippi, and Puerto Rico					
Region 6	Region Director	2022-2025	1	Shall be a voting Society member in good standing with an Address of Record within the Region being represented and shall have served as a Geographic Region Governor.	Daryl Morais dmorais@asce.org 703-295-6042 <i>Deadline:</i> December 1
	Elected Region Governor	2022-2025	1	One (1) shall be a voting member in good standing from the Mexico Section.	
Region 6 is comprised of the following Sections: Mexico, New Mexico, Oklahoma, and Texas.					

REGION	VACANCY TITLE	TERM	# OF VACANCIES	RESTRICTIONS	CONTACT
Region 7	Region Director	2022-2025	1	Shall be a voting Society member in good standing with an Address of Record within the Region being represented and shall have served as a Geographic Region Governor.	Daryl Morais dmorais@asce.org 703-295-6042
	Elected Region Governor	2022-2025	2	One (1) shall be a voting member in good standing from the Colorado Section. One (1) shall be a voting member in good standing from the Iowa or South Dakota Sections.	<i>Deadline:</i> December 1
Region 7 is comprised of the following Sections: Colorado, Iowa, Kansas, Kansas City, Nebraska, South Dakota, St. Louis, Wyoming.					
Region 8	Elected Region Governor	2022-2025	2	Two (2) shall be voting members in good standing from any Section in Region 8 except Alaska; however, the number of Candidates from the Arizona Section, Inland Empire Section or Montana Section shall be limited to one (1).	Jennifer Lawrence jlawrence@asce.org 703-295-6255 <i>Deadline:</i> December 1
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 Provinces of Alberta, British Columbia, Northwest Territories, Yukon (Canada)					
Region 9	Elected Region Governor	2022-2025	2	One (1) shall be a voting member in good standing from the Sacramento Section. One (1) shall be a voting member in good standing from the San Francisco Section.	Jennifer Lawrence jlawrence@asce.org 703-295-6255 <i>Deadline:</i> December 1
Region 9 is comprised of the following Sections: Los Angeles, Sacramento, San Diego, and San Francisco.					
Region 10	Region Director	2022-2025	1	Shall be a voting Society member in good standing with an Address of Record within the Region being represented and shall have served as a Geographic Region Governor.	Nives McLarty nmclarty@asce.org 703-295-6272
	Elected Region Governor	2022-2025	1	One (1) shall be a voting member in good standing in Region 10 and shall be incumbent President or have served as President of a Region 10 Section or Group at the time of nomination.	<i>Deadline:</i> December 1
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

Thomas W. Smith III, CAE, ENV SP, F.ASCE
Secretary
American Society of Civil Engineers

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 [insert position title] in the 20xx election cycle.

I fully understand and intend to comply with the responsibilities required for service as ASCE [insert position title]. My prior service with the [insert Institute or Region name] has provided me with the knowledge and experience to serve in this position, 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 support 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
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.** 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

-
-

CERTIFICATION AND LICENSES (start with current)

-
-

WORK EXPERIENCE (start with current)

-
-

ASCE INVOLVEMENT (start with current)

Society-Level

-
-

Local Level

-
-

OTHER VOLUNTEER ACTIVITIES (start with current)

-
-

AWARDS (start with current)

-
-

PUBLICATIONS (start with current)

-
-

INSERT NAME, PROFESSIONAL CREDENTIALS
SOCIETY DIRECTOR, Region _

BIOGRAPHICAL STATEMENT

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

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CERTIFICATION AND LICENSES (start with current)

-
-

WORK EXPERIENCE (start with current)

-
-

ASCE INVOLVEMENT (start with current)

Society-Level

-
-

Local Level

-
-

OTHER VOLUNTEER ACTIVITIES (start with current)

-
-

AWARDS (start with current)

-
-

PUBLICATIONS (start with current)

-
-

**INSERT NAME, PROFESSIONAL CREDENTIALS
REGION _ GOVERNOR**

BIOGRAPHICAL STATEMENT

NOTE: ***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

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-

CERTIFICATION AND LICENSES (start with current)

-
-

WORK EXPERIENCE (start with current)

-
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ASCE INVOLVEMENT (start with current)

Society-Level

-
-

Local Level

-
-

OTHER VOLUNTEER ACTIVITIES (start with current)

-
-

AWARDS (start with current)

-
-

PUBLICATIONS (start with current)

-
-

OFFICIAL NOMINATION FOR PRESIDENT-ELECT

December 1, 2021

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 convened on _____, 2021 and voted to nominate the following individual(s) for the office of President-elect for the term commencing October 2022.

Name and Credentials

Office

xxxxx

President-elect

Sincerely,

Chair, Region X Board of Governors

cc: Patricia A. Montgomery, Managing Director, Executive and Board Operations

OFFICIAL NOMINATION FOR DIRECTORS AND GOVERNORS

March 1, 2022

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 the Region X Board of Governors convened on _____, 2022 and voted to designate the following individual(s) as Official Nominees for the office(s) noted below for a term commencing October 2022.

Name and Credentials

Office

xxxxx

Society Director

xxxxx

Region Governor (insert area, if required)

xxxxx

Region Governor (insert area, if required)

Sincerely,

Chair, Region X Board of Governors

cc: Patricia A. Montgomery, Managing Director, Executive and Board Operations

QUALIFICATIONS, EXPECTATIONS, AND TRAINING OF SOCIETY DIRECTORS

This document is intended to provide guidance to ASCE members seeking to become a Society Director. It describes the required qualifications for this position, expected time commitments, expected financial resources, and the training required. An abbreviated outline of the nomination process, including a list of the documents that must be submitted by each Candidate, is also provided.

A prospective Society Director should visit the ASCE website to review the Society's governing documents, Code of Ethics and Qualifications, Expectations, and Training of Society Directors. After careful study of these resources, a Candidate should be prepared to offer an informed commitment to the qualifications, expectations and training requirements herein described.

It is also expected that Society Directors have the appropriate support from both their family and employer. As the time commitment in this role is great, it is essential that those who have demands or expectations on the Society Director's time be fully aware of, and agreeable to, the commitment being made.

Each nominating committee, potential candidate, and anyone soliciting potential candidates should become familiar with these qualifications, expectations, and training requirements.

I. Qualifications.

Society Directors include Geographic and Technical Region Directors and At-Large Directors.

- A. *Geographic Region Directors.* Candidates for the office of Geographic Region Director shall be voting Society members in Good Standing, shall have an Address of Record within the Region from which they are being elected, and shall have served as a Geographic Region Governor. After serving one (1) full term, Geographic Region Directors shall be ineligible for re-election to the office of Society Director.
- B. *Technical Region Directors.* Candidates for the office of Technical Region Director shall be voting Society members in Good Standing and shall have served on an Institute Board of Governors. After serving one (1) full term, Technical Region Directors shall be ineligible for re-election to the office of Society Director.
- C. *At-Large Directors.* Candidates for the office of At-Large Director shall be Society members in Good Standing in any grade except Student Member and shall have demonstrated expertise or special perspective deemed desirable by the Board of Direction. At-Large Directors are appointed by the Board upon the

recommendation of the At-Large Director Review Panel. After serving one (1) full term, At-Large Directors shall be ineligible for reappointment or election to the office of Society Director.

Directors of the American Society of Civil Engineers must possess many traits and abilities beyond those specified by the Bylaws and Rules of Policy and Procedure. The most noteworthy trait an ASCE Society Director should possess is that of a skilled communicator, as public speaking is a requirement of the position. The Society Director must be a conduit between the Board of Direction and the Regions, committees, local units, and external organizations.

Additionally, a Society Director is to be a spokesperson for the profession at the local level. The Society Director should also be able to competently participate in the planning and policy setting duties of the Board, as well as be able to understand and address the Society's goals. It is essential the Society Director be able to work with ASCE staff and volunteers to accomplish the stated goals of the Society. They must be able to fulfill these functions well, and at the same time always display the highest degree of professional integrity to benefit the civil engineering profession and ASCE.

II. Election Process for Society Director.

- A. *Declaration of Intent.* Candidates for the office of elected Director shall declare their intent to pursue office not later than December 1. The Letter of Intent shall confirm the Candidate has reviewed the Qualifications, Expectations, and Training of Society Directors posted on the Society's website, understands the financial and personal commitment required, and intends to comply with the responsibilities for service as a Society Director. The Letter of Intent shall be submitted with the Election Materials as follows:
- Candidates for the office of Director elected by the Geographic Region shall submit a written Letter of Intent to Serve along with Election Materials to the Chair of their Region Nominating Committee and the Society Secretary.
 - Candidates for the office of Director elected by the Technical Region shall submit a written Letter of Intent to Serve along with Election Materials to the President of their primary Institute and the Society Secretary. Candidates may be asked to submit written responses to questions developed by the Technical Region Board of Governors.
- B. *Biographical Statement.* Candidates for the office of Society Director shall submit, in the format stipulated by the Society Secretary, a Biographical Statement not to exceed six hundred (600) words. The Biographical Statement shall be submitted (in Word format) with the Letter of Intent.
- C. *Vision Statement.* Candidates for the office of Society Director shall submit a Vision Statement not to exceed six hundred (600) words. The Vision Statement

details the Candidate's vision for the Society and plans for activities during their term in office. No discussion of any other Candidate is permitted in the Vision Statement. The Vision Statement shall be submitted (in Word format) with the Letter of Intent).

- D. *Photograph.* Candidates for the office of Society Director shall submit a high-resolution color photograph of the head and shoulders only, in a professional setting, suitable for publication. The photograph shall be submitted (in jpg or gif format) with the Letter of Intent.
- E. *Region Nominating Committee.* Each Region Nominating Committee that has a vacancy shall select up to two (2) Official Nominees for Society Director. The Chair of the Region Nominating Committee shall submit the name(s) of the Official Nominee(s) to the Society Secretary not later than March 1 for inclusion on the election ballot. The Region Nominating Committee shall not convene to select Official Nominees until after the December 1 declaration deadline.

III. At-Large Director.

- A. *Process.* Using Board-approved criteria, Candidates for At-Large Director shall be nominated by a Standing Board Committee, Society Committee, Executive Committee constituent committee, Industry Leaders Council or Younger Member Council not later than May 31. The At-Large Director Review Panel shall review the Candidates and submit no more than three (3) Nominees to the Society Secretary.
- B. *Letter of Intent.* The At-Large Director Nominee who verbally accepts a position shall confirm their decision by submitting a Letter of Intent to the Society Secretary not later than June 20.
- C. *Appointment.* The name of the At-Large Director Nominee will be presented to the Board of Direction for approval and appointment at its summer meeting.

IV. Expectations.

In addition to carrying out any specific assignments given by the Board and/or the President, Society Directors must make a commitment of both time and financial resources.

- A. *Time.* The approximate annual time expected from each Society Director at meetings is shown below. In addition to the meeting days, a Society Director should be willing to spend additional time in preparation for and travel to meetings. Many of these days will be over weekends, but week days will also be required. A Society Director must be able to attend all Board and applicable committee meetings to be effective and to provide adequate representation. The days shown below are only an estimate and should not be considered absolute.

ESTIMATED DAYS OF COMMITMENT BY DIRECTOR PER YEAR

EVENT	1 st Year	2 nd Year	3 rd Year	At-Large
Annual Convention, OPAL (<i>October/November</i>) <i>Newly-elected Board Members are required to attend the Convention to be installed as Board Members.</i>	5	5	5	5
Board of Direction Meetings (<i>January, March/April, July, October</i>) <i>Newly elected Board Members are required to attend the October Board meeting as observers. The January and Spring Board meetings are held virtually,</i>	4	4	4	4
Fly-In (<i>March/April</i>)	3-4	3-4	3-4	3-4
Committee Meetings (<i>as assigned, to be held virtually</i>)	4	4	4	4
Executive Committee Meetings (<i>At-Large Directors participate only in their 3rd year</i>) (<i>2nd year Directors join in July as observers</i>) (<i>ExCom typically meets monthly via virtual means</i>)	0	8	10	10
Region Board Meetings (<i>At-Large Directors should observe a Region Board Meeting</i>)	5-6	5-6	5-6	3-4
At-Large Director Review Panel (<i>Develop criteria by conference call in January</i>) (<i>Review Panel convenes virtually</i>)	0	1	0	0
Multi-Region Leadership Conference and Director Dinner (<i>schedules vary</i>)	3-4	3-4	3-4	3-4
Institute, Section, Branch, Student Chapter Meetings (<i>At-Large Directors may be asked to attend these events</i>)	15	15	10	8
Miscellaneous Region Activities, Task Committee Assignments, Preparation, Coordination, and Planning	10	10	20	4
MINIMUM EXPECTED TOTAL	49-52 days	58-61 days	64-67 days	44-47 days

B. *Financial.* Financial requirements are also substantial. The Society generally reimburses Society Directors for reasonable transportation costs, plus \$135 per authorized room night for meetings attended. The Society Director bears all other expenses, including registration fees for the ASCE Annual Conference and OPAL. There is no reimbursement for spouse travel. (See Bylaws and Rules of Policy and Procedure for specific guidelines.) Newly-elected Society Directors will be reimbursed for attendance at Leader Orientation, pursuant to the Society's

reimbursement guidelines. Additional reimbursement begins with the Society Director's attendance at the Fall Board meeting and ASCE Annual Conference. Out-of-pocket expenses will vary for each Society Director based on the amount of travel they undertake during their term in office. Candidates should talk with the incumbent Society Director for an estimate of their personal expense.

There is also an expectation that each Society Director and Board member will support the ASCE Foundation financially each year, at a level of their choosing. The ASCE Foundation Board strives for participation from 100% of the Society's Board of Direction members. The ASCE Foundation Board will keep the amount of all financial contributions confidential.

V. Training.

All Candidates for the office of Society Director shall review the ASCE website, Policy Statements, Constitution, Bylaws, Rules of Policy and Procedure, and Code of Ethics when considering a position as Society Director. In addition, Candidates shall review and agree to the provisions of this document in order to proceed with nomination. If possible, Candidates for Society Director should attend a Board of Direction meeting, Multi-Region Leadership Conference, and consult with the incumbent Society Director when considering an elected position.

Newly elected Society Directors are required to attend Leader Orientation, typically held in September, and the ASCE Annual Conference where they shall be installed into office.

QUALIFICATIONS, EXPECTATIONS, AND TRAINING OF GEOGRAPHIC REGION GOVERNORS

This document is intended to provide guidance to ASCE members seeking to become a Geographic Region Governor. It describes the required qualifications for this position, expected time commitments, expected financial resources, and the training required. An abbreviated outline of the nomination process, including a list of the documents that must be submitted by each Candidate, is also provided.

A prospective Geographic Region Governor should visit the ASCE website to review the Society's governing documents and Code of Ethics. After careful study of these resources, a Candidate should be prepared to offer an informed commitment to the qualifications, expectations and training requirements herein described.

It is also expected that Geographic Region Governors have the appropriate support from both their family and employer. As the time commitment in this role is significant, it is essential that those who have demands or expectations on the Geographic Region Governor's time be fully aware of, and agreeable to, the commitment being made.

Each Region Nominating Committee, potential Candidate, and anyone soliciting potential Candidates should become familiar with these qualifications, expectations, and training requirements.

I. Qualifications.

Candidates for the office of Geographic Region Governor shall be a Society member in Good Standing, have an Address of Record within the Region being represented, have served as a Section or Branch officer, as a member of a Section or Branch committee, or as a member of a Standing Board or Society Committee, and shall not currently be serving or pursuing nomination as a Technical Region Governor.

Geographic Region Governors must possess many traits and abilities beyond those specified by the Bylaws and Rules of Policy and Procedure. The most noteworthy abilities an ASCE Geographic Region Governor should possess are that of a skilled communicator with members and the public, in government relations and advocacy; be an effective presenter; visionary planner; motivator; negotiator; conflict manager; and a consensus builder. As a member of the Geographic Region Board of Governors, you provide feedback to the ASCE Board of Direction and help steer the Society toward its goals.

II. Election Process for Geographic Region Governor.

A. *Letter of Intent.* Candidates for the office of Geographic Region Governor shall declare their intent to pursue office by submitting a Letter of Intent to the

Chair of their Region Nominating Committee and the Society Secretary. The Letter of Intent shall confirm the Candidate has reviewed the Qualifications, Expectations, and Training of Geographic Region Governors posted on the Society's website, understands the financial and personal commitment required, and intends to comply with the responsibilities for service as a Geographic Region Governor. The Letter of Intent shall be submitted not later than December 1, with the following election materials.

- B. *Biographical Statement.* Candidates for the office of Geographic Region Governor shall submit, in the format stipulated by the Society Secretary, a Biographical Statement not to exceed two hundred (200) words. The Biographical Statement shall be submitted in Word format.
- C. *Vision Statement.* Candidates for the office of Geographic Region Governor shall submit a Vision Statement not to exceed two hundred (200) words. The Vision Statement shall be submitted in Word format. The Vision Statement details the Candidate's vision for the Society and plans for activities during their term in office.
- D. *Photograph.* Candidates shall submit a high-resolution color photograph of the head and shoulders only, in a professional setting, suitable for publication. The photograph shall be submitted in jpg or gif format.
- E. *Region Nominating Committee.* Each Geographic Region Nominating Committee shall select up to two (2) Official Nominees for each elected vacancy. The Chair of the Region Nominating Committee shall submit the names of the Official Nominees to the Society Secretary not later than March 1 for inclusion on the election ballot. The Region Nominating Committee shall not convene to select Official Nominees until after the December 1 declaration deadline.

III. *Expectations.*

Duties of the Geographic Region Governor shall include, but are not limited to, preparation for, attendance at and participation in meetings of the Geographic Region Board of Governors; service on Society-level committees to which they are appointed; attendance at meetings of Councils, Sections, Branches, student organizations, technical and professional groups, and Younger Members; and leadership at Council meetings, Multi-Region Leadership Conferences, and Younger Member forums.

- A. *Time.* The approximate annual time expected from each Region Governor is shown below. In addition to the meeting days, a Region Governor should be willing to spend additional time in preparation for and travel to meetings. Many of these days will be over weekends, but week days will also be required. A Region Governor must be able to attend all Region Board and applicable committee meetings to be effective and to provide adequate representation.

The days shown below are only an estimate and should not be considered absolute.

	Days Per Year
Annual Convention	4
Leader Orientation (incoming leaders only)	1.5
Presidents and Governors Forum	1.5
Fly-In	3-4
Committee Meetings (as assigned)	4
Region Board Meetings (minimum of 2 face-to-face)	5-6
Multi-Region Leadership Conference	2-3
Section, Branch, Student Chapter, Student Conference Visits	10
Preparation for Meetings	3
<i>Minimum expected total (many meetings will be held virtually)</i>	34-37 days

- B. *Financial.* Financial requirements are also substantial. A Region Governor may be reimbursed for reasonable travel expenses in accordance with Society policy. A Region Governor will bear any additional expenses. The personal expense to a Region Governor is estimated to be approximately three hundred dollars (\$300) to twelve hundred dollars (\$1,200) per year. This amount may vary depending on the size of the Region, the number of units within the Region, and the number of committee appointments assigned to a Region Governor. Candidates should talk with the incumbent Geographic Region Governor for an estimate of their personal expense.

IV. *Training.*

All Candidates for the office of Geographic Region Governor shall review the ASCE website, Policy Statements, Constitution, Bylaws, Rules of Policy and Procedure, and Code of Ethics when considering a position as Geographic Region Governor. In addition, Candidates shall review and agree to the provisions of this document in order to proceed with nomination. If possible, Candidates for Geographic Region Governor should attend a Region Board meeting, Multi-Region Leadership Conference, and consult with the incumbent Geographic Region Governor when considering an elected position.

Newly-elected Geographic Region Governors are required to attend Leader Orientation, typically held in September, prior to being installed into office.