INFORMATION ON DEADLINES AND PROCEDURES FOR ELECTED POSITIONS

As of September 2023

For more information, contact:

Wendy S. Dinwiddie, Aff.M.ASCE
Director, Board Operations
American Society of Civil Engineers
1801 Alexander Bell Drive
Reston, VA 20191
(703) 295-6496
wdinwiddie@asce.org
# IMPORTANT ELECTION DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>April 1:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>April-June:</strong></td>
<td>Information regarding election published in CE Source, Section newsletters, websites, ASCE News, and other media.</td>
</tr>
<tr>
<td><strong>May 1:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>June 1:</strong></td>
<td>Election closes at 5:00pm Pacific 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.</td>
</tr>
<tr>
<td><strong>June 5:</strong></td>
<td>Latest date the election results are verified by Tellers Committee and announced by Society Secretary.</td>
</tr>
<tr>
<td><strong>July 1:</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

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.
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 Wendy Dinwiddie (wdinwiddie@asce.org) for the proper petition format and information on this process.
November 1: Declare Intent to Serve to Chair of Region Board of Governors 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 1,000 words; submitted in Word format) See Attachment C.
   o Vision Statement (limit of 1,000 words; submitted in Word format)
   o 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.
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 Wendy Dinwiddie (wdinwiddie@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.
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.
GEOPHORIC 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.
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 Wendy Dinwiddie at wdinwiddie@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 Wendy Dinwiddie at wdinwiddie@asce.org or 800/548-2723, extension 6495.
PRESIDENT-ELECT NOMINATION PROCESS
Through Geographic Region

MARCH 15
Submit 1500 Petition Signatures (cumulative) for Election Ballot

MAY 1 – JUNE 1
BALLOT

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

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

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 *

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
PRESIDENT-ELECT NOMINATION PROCESS
Through Technical Region

MAY 1 – JUNE 1
BALLOT

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

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

MARCH 15
Submit 1500 Petition Signatures (cumulative) for Ballot

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

NOVEMBER 1
Declare Intent and Submit Election Materials to Primary Institute, TRBG Chair, Society Secretary

NOVEMBER 5
Society Secretary Releases Consolidated Candidate Pool to Region Boards

LOSE

* Candidates submit all election materials when they declare to expedite the process, in a standardized format.
PRESIDENT-ELECT NOMINATION PROCESS
Former At-Large Director

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 Ballot

NOVEMBER 5
Society Secretary Releases Consolidated Candidate Pool to Region Boards

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

NOVEMBER 1
Declare and Submit Election Materials, plus petition signed by 40 members, to Society Secretary *

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

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

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

DECEMBER 1
Institutes Submit up to One Nominee To TRBG Chair

MARCH 3
Declare Intent To Petition To Ballot

MARCH 15
Submit 250 Petition Signatures

MAY 1 – JUNE 1
BALLOT

LOSE

*M 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

LOSS

**MARCH 15**
Submit 100 Petition Signatures

**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