



**INFORMATION ON  
DEADLINES AND PROCEDURES  
FOR ELECTED POSITIONS**

*As of September 2023*

**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 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 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](#).
- 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 Wendy Dinwiddie ([wdinwiddie@asce.org](mailto:wdinwiddie@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 Wendy Dinwiddie ([wdinwiddie@asce.org](mailto: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](#).

## 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 Wendy Dinwiddie at [wdinwiddie@asce.org](mailto: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?**

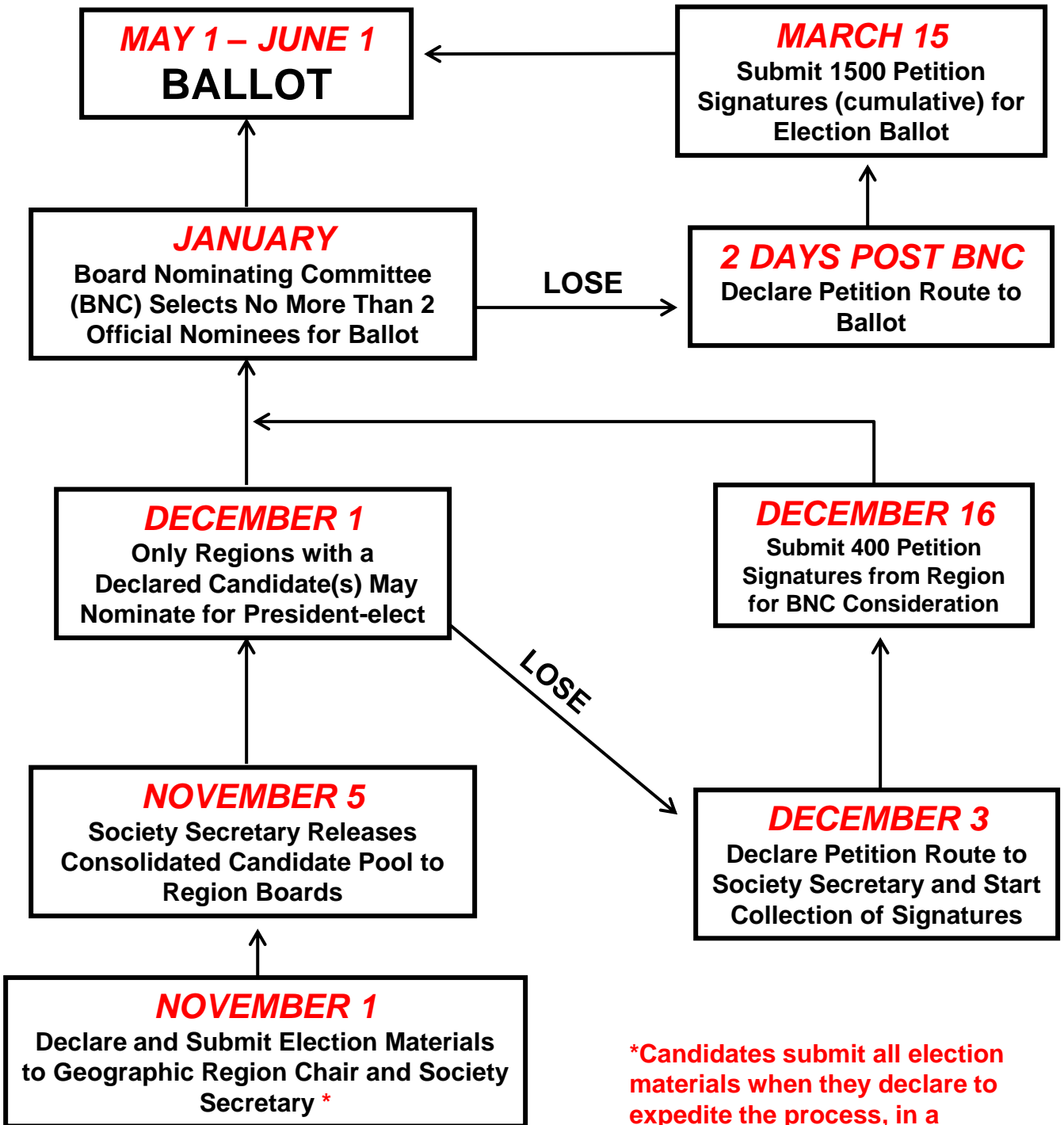
Endorsements by Organizational Entities and Individual Members are no longer permitted.

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.

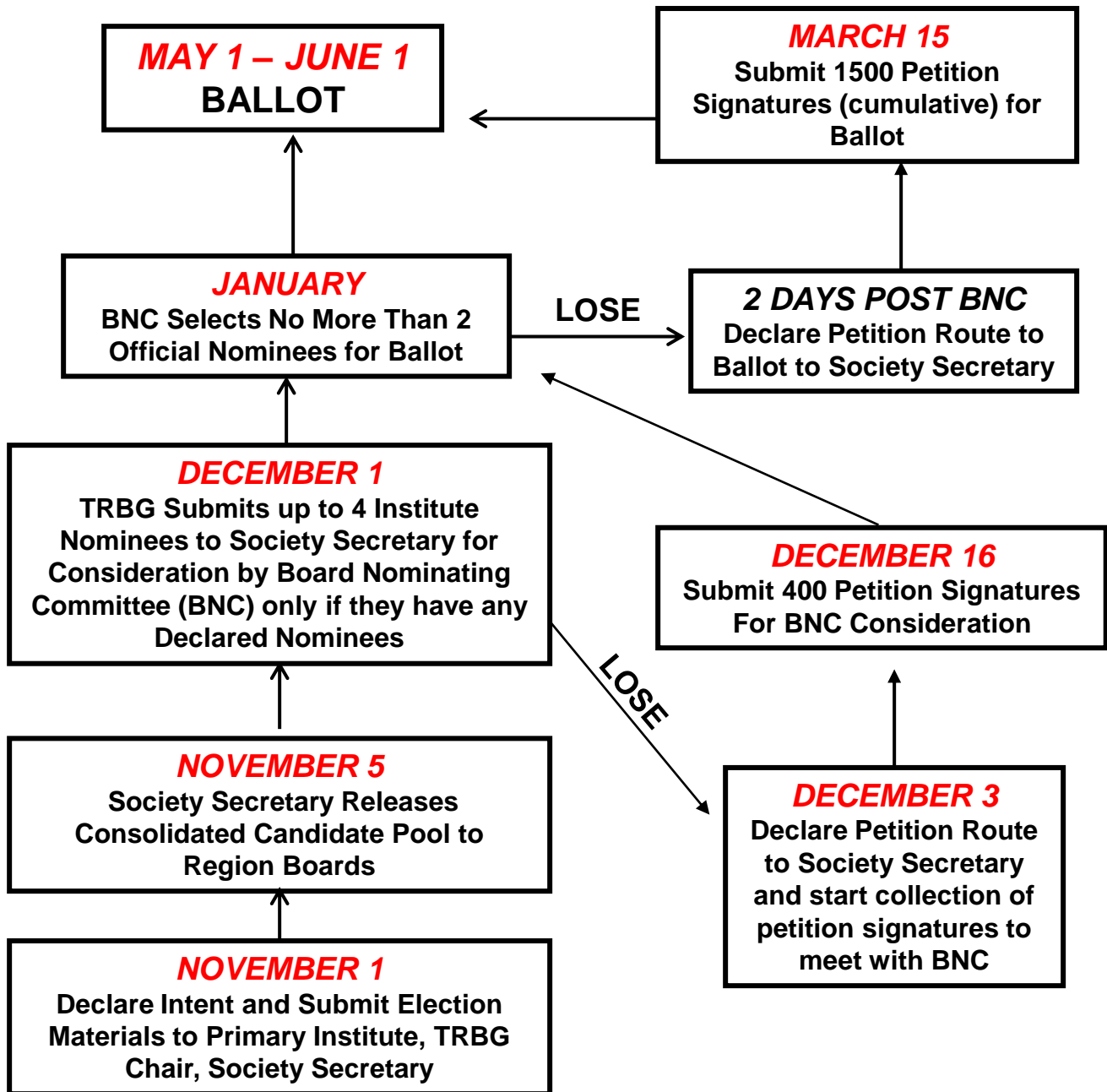
If you have additional questions that are not addressed herein, please do not hesitate to contact Wendy Dinwiddie at [wdinwiddie@asce.org](mailto:wdinwiddie@asce.org) or 800/548-2723, extension 6495.

# PRESIDENT-ELECT NOMINATION PROCESS Through Geographic Region



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

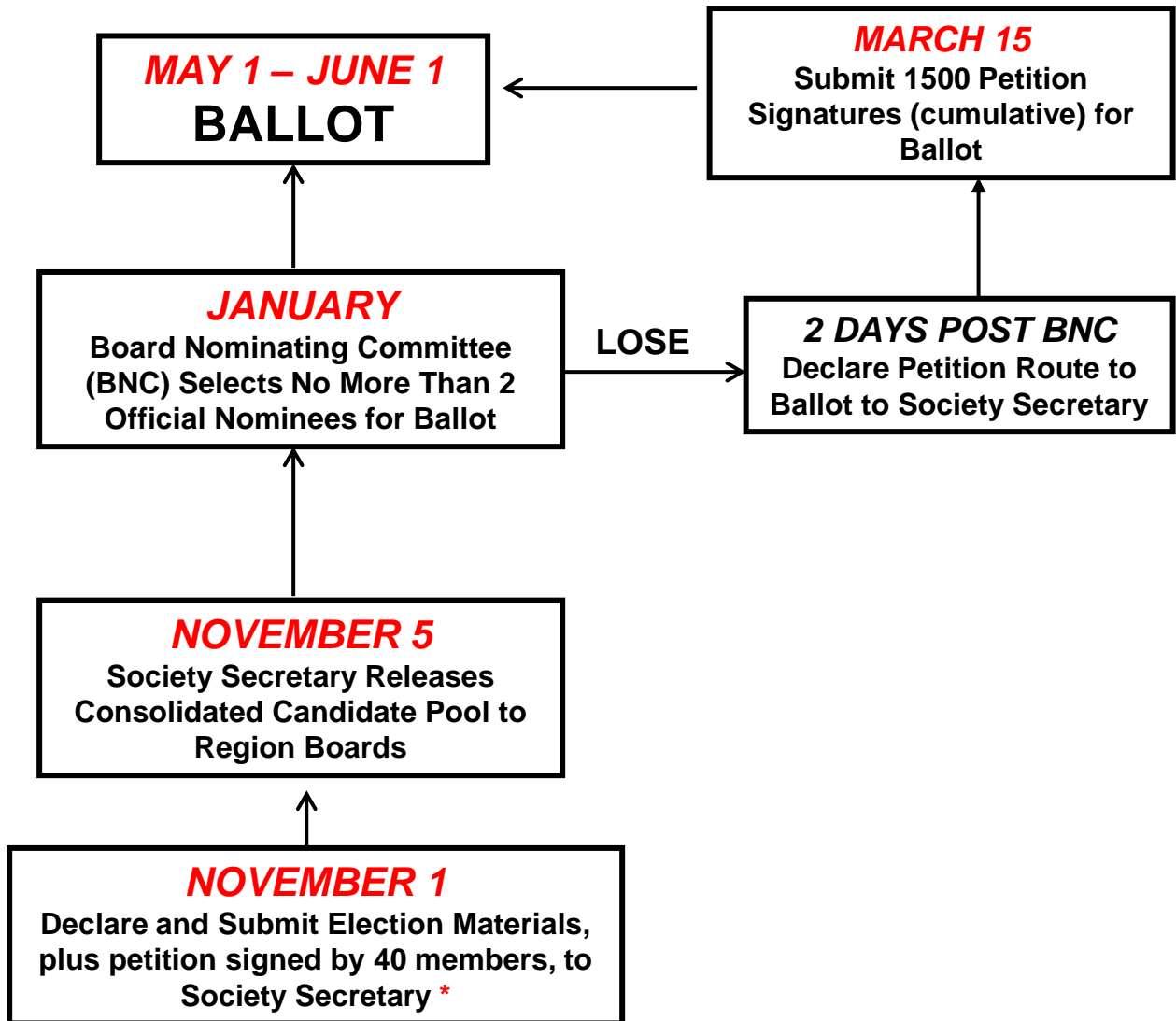
# PRESIDENT-ELECT NOMINATION PROCESS Through Technical Region



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

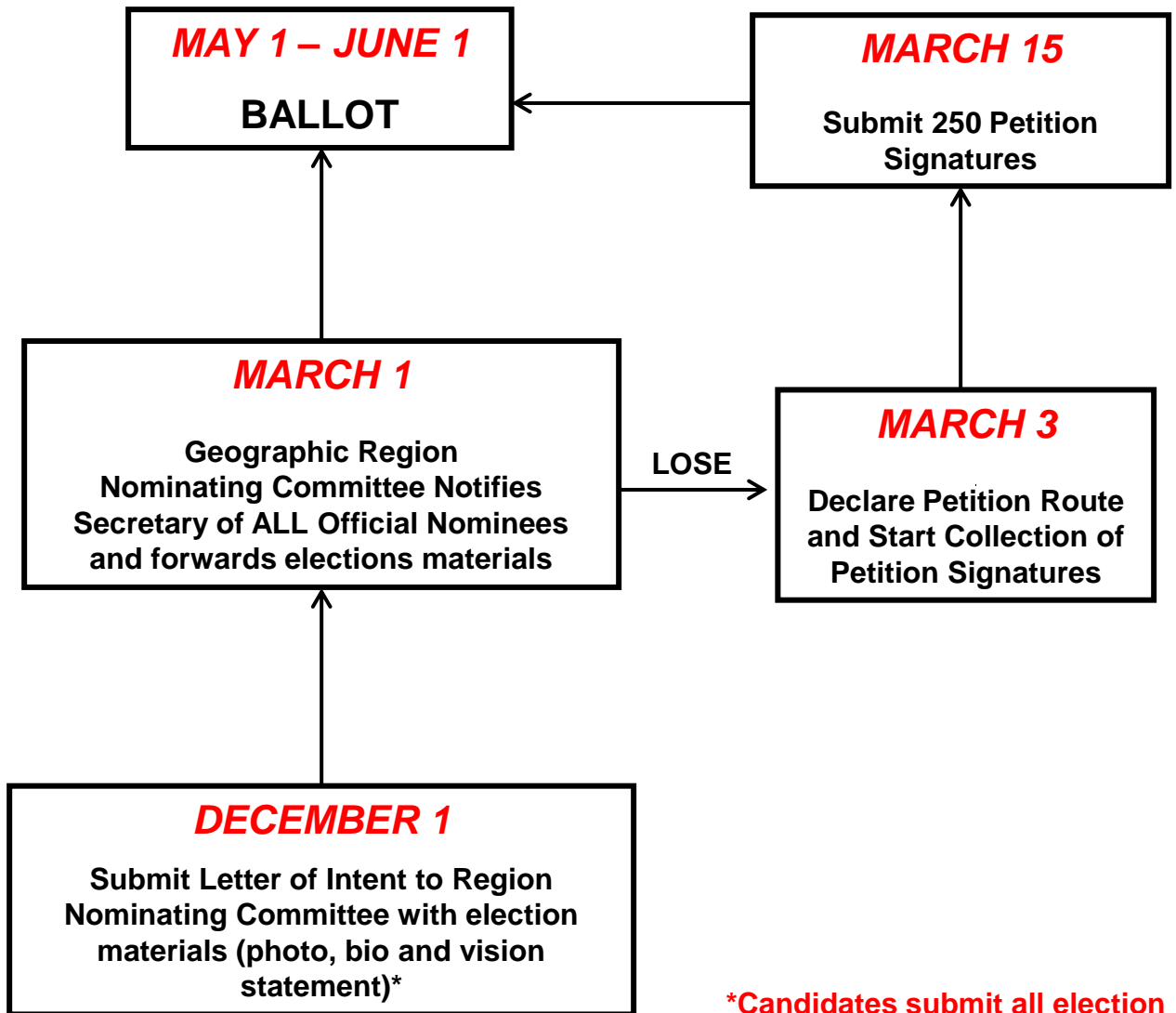
# PRESIDENT-ELECT NOMINATION PROCESS

## Former At-Large Director



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

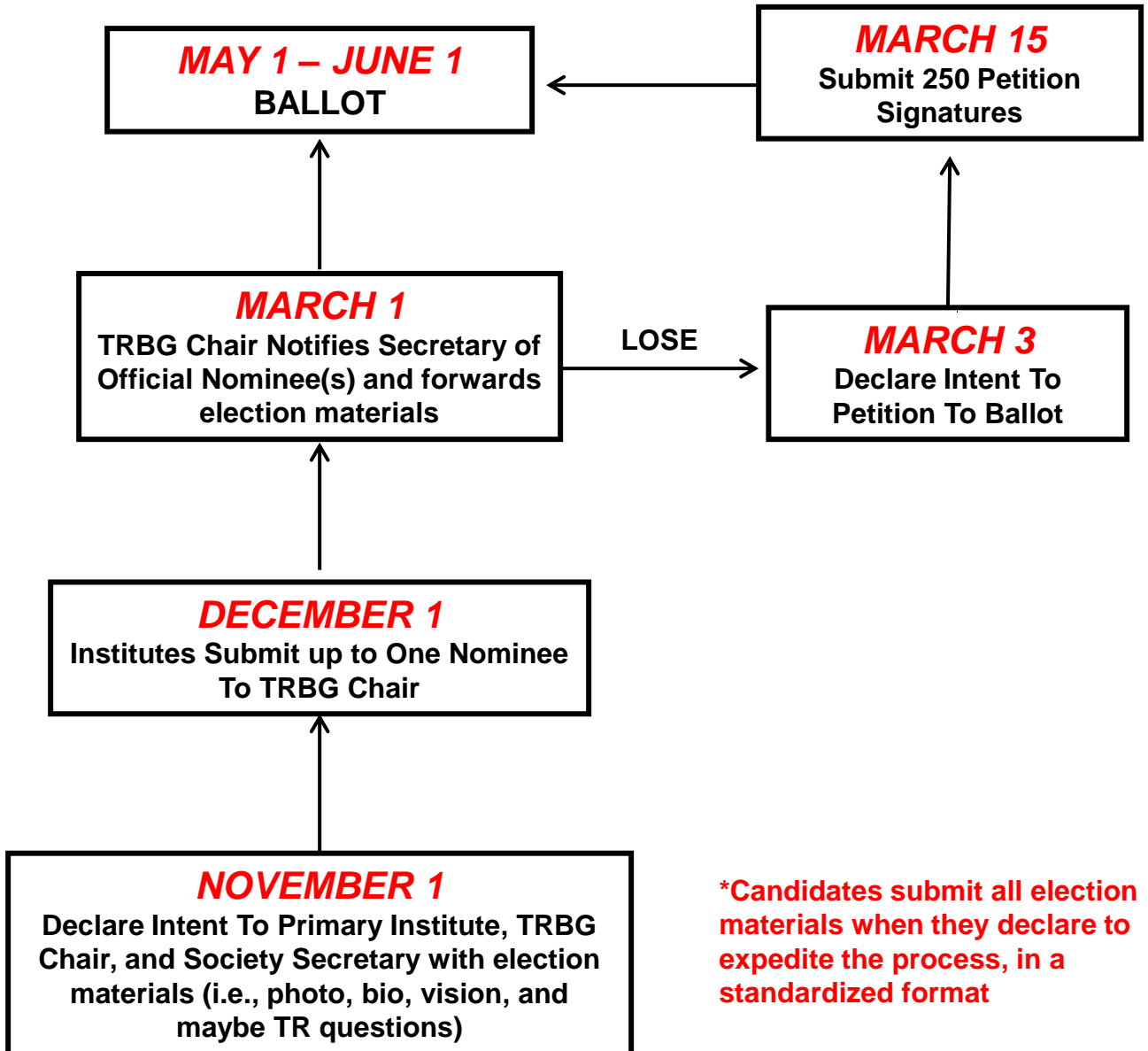
# REGION DIRECTOR Nomination Process



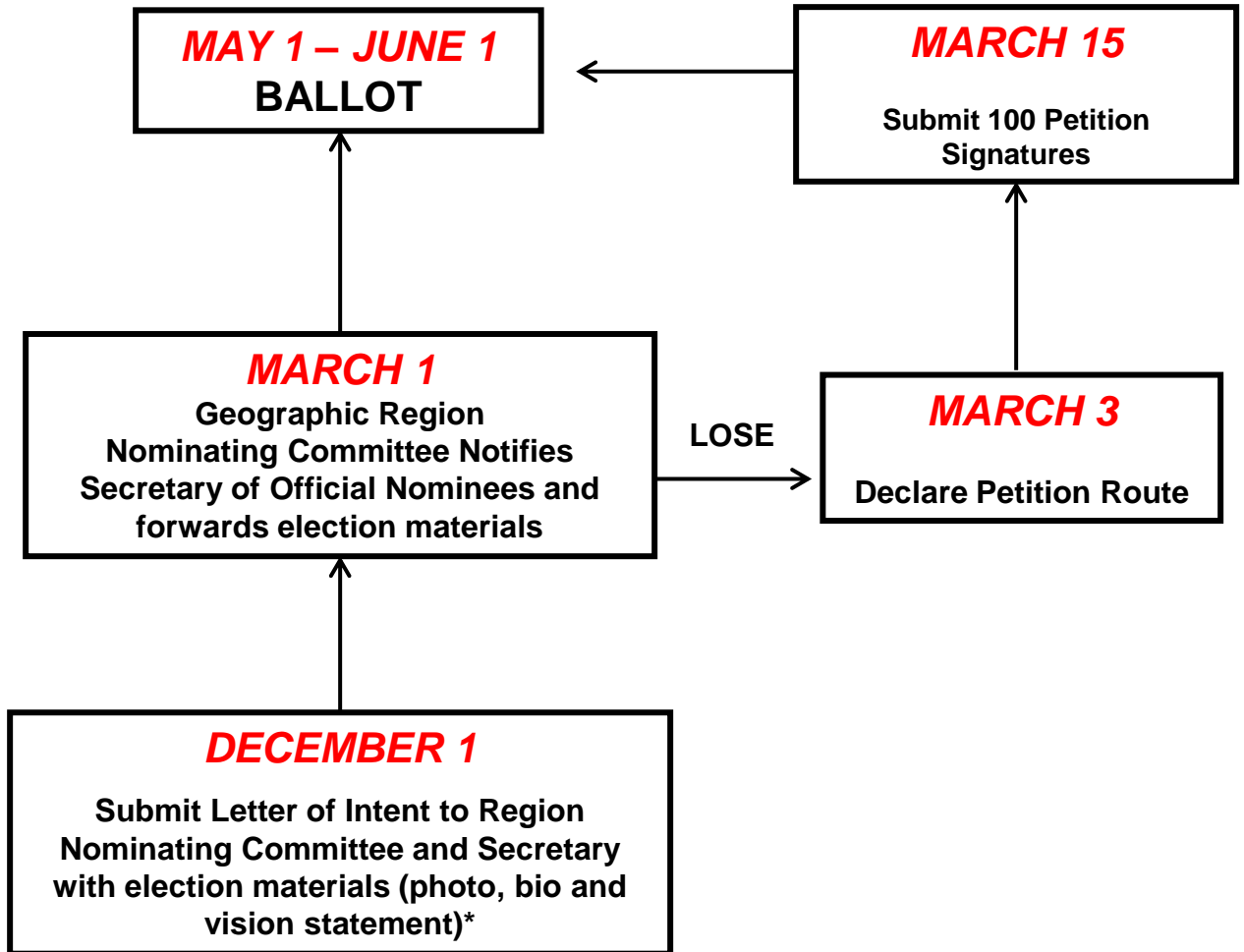
**\*Candidates submit all election materials when they declare to expedite the process, in a standardized format**



# TECHNICAL REGION DIRECTOR Nomination Process



# REGION GOVERNOR Nomination Process



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