

# ATMAE Nominating Committee Policy & Procedures

Approved January 17, 2010

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## OVERVIEW

### *Role of the Nominating Committee*

The committee is responsible for identifying qualified ATMAE members in leadership roles on the Executive Board and other leadership positions. The committee will use a vetting process to identify the best possible candidates to be elected to important decision-making roles in ATMAE. The Chair of the Nominating Committee will ensure the process is being performed with integrity. The Nominating Committee plays an important role in helping mold and shape ATMAE's future and becoming an integral part of serving academia and industry.

*(For ATMAE Bylaws pertaining to Executive Board Composition and the Nominating Committee, see Pages 3-6)*

## NOMINATION PROCESS

### *Overview*

The nomination process consists of three steps for selecting candidates for election to the ATMAE Executive Board. Potential candidates will go through a screening process by the Nominating Committee. There are seven elected positions on the Executive Board; in 2010 all positions will be filled by election; in subsequent years, due to staggered terms, about one third of the positions will be filled by election.

When the Nominating Committee is identifying potential candidates, the committee must be cognizant of ATMAE's diverse memberships and specific constituencies that leadership must represent. In addition, we are looking for candidates who:

- ◆ are strategic and visionary thinkers;
- ◆ are team players;
- ◆ are committed to the mission and vision of ATMAE;
- ◆ will regularly attend face-to-face and virtual meetings;
- ◆ Understand that ATMAE positions are not compensated except as provided by ATMAE Executive Board policies. (*E.g., for attendance at the spring Executive board meetings, ATMAE reimburses up to 50 percent of direct expenses*);
- ◆ will dedicate time to the Executive Board
- ◆ are willing to promote the mission and vision of ATMAE
- ◆ understand the ATMAE brand;
- ◆ have balanced experience;
- ◆ are good listeners;
- ◆ are collaborators;
- ◆ have institutional or corporate support.

### **Step 1**

If a person wishes to become a nominee, he/she must submit a statement expressing their desire to serve and that they meet the initial criteria listed below (hard copy or by email) to the Chair of the Nominating Committee; or

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A member of ATMAE can submit a nominee's name by email. The nominee will then be contacted and asked to either accept or decline the nomination. If the nominee accepts, he or she must then submit the above information (hard copy or by email) to the Chair of the Nominating Committee.

Before submitting their name for nomination, a member must meet these initial criteria:

- ✓ Have been a member of ATMAE/NAIT for at least three consecutive years (excluding students).
- ✓ Have contributed successfully to ATMAE/NAIT.
- ✓ Submit a short résumé with credentials and accomplishments achieved in ATMAE/NAIT, or elsewhere in their profession, that would be applicable to this leadership role.
- ✓ Provide a letter of recommendation from the Chair, Head, Director or Dean of their academic unit, their academic advisor, or from their corporate supervisor.

## Step 2

Once the nominee has met the initial vetting process and submitted a statement, the nominee will go through a secondary vetting process which will be facilitated by the Nominating Committee. The answers to the question (below) and qualifications combined will assist in the committee's decision.

### QUESTIONS

1. How would you assess your track record of involvement with ATMAE?
2. Do you see any transformational goals that you would like to see achieved during your tenure on the Board?
3. What strengths can you bring to the Board?
4. What are your measurable outcomes of successes for ATMAE?
5. How do you deal with conflict resolution?
6. What are your top three priorities for improving the effectiveness of the organization?
7. Why do you want to become a member of the Executive Board?

The Nominating Committee will choose at least two, but no more than three, candidates for the position of Chair of the Executive Board and two candidates for all other Executive Board positions. The scores, information about the individuals, and any other relevant considerations will be used to select the candidates. A member of the Nominating Committee will personally communicate with the nominee to assist in assessing their qualifications to be a candidate.

## Step 3

After the secondary vetting process is complete, the Nominating Committee will select the appropriate number of candidates for each position from the nominees. The Chair of the Nominating Committee will personally communicate with the successful nominees to inform them of their selection as a candidate, for which office, and the length of the term of office. The candidates will be asked to submit a campaign statement based on their answers along with a professional photo. The candidates' information will be displayed on the ATMAE website for viewing during the election process. The Chair of the Nominating Committee will also

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personally communicate with nominees not selected as candidates to thank them for volunteering as a possible candidate. The Chair of the Nominating Committee will also inform the ATMAE office of the names of the nominees not selected as candidates.

If a nominee withdraws during the vetting process or during the election, the nominee should inform the Chair of the Nominating Committee immediately.

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## ***ATMAE Bylaws Pertaining to Executive Board Composition and the Nominating Committee***

### ***ATMAE Vision***

The Association of Technology, Management, and Applied Engineering (ATMAE) establishes standards for academic program accreditation, personal certification, and professional development for educators and industry professionals involved in integrating technology, leadership and design.

### ***ATMAE Mission***

The Association of Technology, Management, and Applied Engineering (ATMAE) is faculty, students, and industry professionals dedicated to solving complex technological problems and developing the competitive technologist and applied engineering workforce.

## **Article II - Executive Board**

**2.1 Composition:** The voting members of the Association shall elect an Executive Board. The Executive Board shall consist of a Chair, two representatives of the Two-Year Program Faculty membership class, two representatives of the Four-Year Program Faculty membership class, one representative of the Industry membership class, one representative from the National Industry Advisory Committee (NIAC), and one representative of the Student membership class. The Executive Director of the Association will serve as a non-voting member and Secretary of the Board.

**2.1.1 Election of Members; NIAC Representative; Nomination:** The voting members of the Association shall elect the Executive Board, except for the representative from the NIAC. All voting members of the Association are eligible to vote for all elected representatives to the Executive Board.

**2.1.1.2 Nomination & Eligibility:** The Nominating Committee is charged with recruiting, identifying, and selecting potential candidates, for election to the Executive Board. All candidates for election, candidates elected and taking office, and appointees to open positions onto the Executive Board, must be members of the membership category for which they are a candidate, are elected, or are appointed. An organizational membership contact person, and an honorary or retired member, may be nominated, elected, or appointed to serve on the

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Executive Board in a representative position if that position represents the membership category to which they would belong if they were a regular student or professional member.

**2.2 Officers:** The Chair of the Executive Board is elected by the Association membership pursuant to Section 2.1.1. ....

**2.3 Term of Office:** The term of office of all members of the Executive Board except the Student Representative is three years; the term of office of the Student Representative is one year. Terms of office end upon the individual Executive Board member's successor being sworn into office at the annual meeting of the Association. The initial terms of office of all Executive Board members will commence at the annual meeting of the Association at the 2010 annual conference. Thereafter, terms of office begin upon the individual being sworn into office at the annual meeting of the Association at the annual conference subsequent to his or her election. A board member may be sworn into office in absentia. In the event that an annual conference and annual meeting are not held due to unusual circumstances, as provided in section 5.1, the Executive Director shall establish a date for terms of office to begin that is consistent with what would have been the date of the annual meeting at the annual conference.

**2.3.1: Staggering of Terms of Office and Impact on Initial Terms of Office:** In order to maintain experience and continuity of leadership on the Executive Board, the initial elected terms of office of the members of the Executive Board shall be varied from the terms stated in section 2.3 to provide for a rotation of new members to the Executive Board, with the intent that approximately two thirds of the Executive Board will remain in place after each election. After this section has been used to establish an initial rotation of Executive Board members, the authority granted under this subsection shall become ineffective. The initial terms of office for the following positions on the Executive Board shall be as follows:

**2.3.1.1 Industry Representative:** Initial term of two years.

**2.3.1.2 Two-Year Program Faculty Representatives:** Initial term of one year for one representative and two years for the other representative.

**2.3.1.3 Four-Year Program Faculty Representatives:** Initial term of one year for one representative and two years for the other representative.

**2.4 Term Limits:** Executive Board members, except for the Student Representative, shall serve no more than two consecutive terms on the Executive Board, regardless of the position in which they have served. The Student Representative shall serve no more than three consecutive terms as Student Representative, or may serve up to two consecutive terms as Student Representative and one additional consecutive term in a different representative position.

**2.4.1 Intervening Time Period After Term Limit:** An individual may be elected or appointed to serve on the Executive Board after serving the maximum number of consecutive terms allowed by this subsection if the number of years equal to the term of office of his or her last service on the Executive Board has passed.

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**2.4.2 Partial Terms; Impact on Term Limit:** To the extent an Executive Board member has served a partial term of office on the Executive Board, due to appointment or election to fill a representative position that became vacant, that partial term shall be considered a full term for purposes of application of term limits.

**2.6 Prohibition on Serving in Multiple Positions:** An individual elected or appointed to a position on the Executive Board established under this article, shall not serve simultaneously in an NIAC position established pursuant to Article VII, or an independent board position established pursuant to Article VIII.

**2.8 Authority of the Executive Board:** The Executive Board is the final authority in carrying out policies and procedures as specified in the Constitution and Bylaws. Further, it is the responsibility of the Executive Board to insure that appropriate procedures are followed in revising the Constitution and Bylaws.

**2.9 Responsibilities of the Executive Board:** The responsibilities of the Executive Board shall include but not be limited to:

- (a) Initiating action to carry out the purposes and objectives of the Association including the authority to appoint and discharge any committees deemed necessary to conduct the work of the Association, and negotiation and execution of a contract or contracts with third parties for overall management of the Association's operations.
- (b) Distribution of funds necessary to conduct the work of the Association.
- (c) Appointment, supervision, and evaluation of the Executive Director of the Association.
- (d) Auditing the financial records of the Association and the preparation of an audit report to be presented at the annual meeting.
- (e) Approval of all published materials expressing an official position of the Association.
- (f) Sole and complete authority over use and communication of the name and identity of the Association and its programs, including those operated by independent boards pursuant to Section VIII.
- (g) Initiation of proposed additions and/or amendments to the Constitution and Bylaws of the Association and the processing of these changes in accordance with approved policy.

**2.10 Duties of Officers:** The duties of the officers of the Executive Board are as follows:

**2.10.1 Chair:** The Executive Board Chair shall:

- (a) Preside at the annual conference of the Association and at all meetings of the Executive Board.
- (b) Promote the work of the Association and serve as the official representative of the Association.
- (c) Prepare an agenda for all meetings of the Executive Board and for the annual meeting of the Association.
- (d) Keep the Executive Board informed of all matters of policy and of all issues of concern to the Association.

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- (e) Keep in close communication with Executive Board members and other leaders of the Association.

**2.10.2 Vice-Chair:** The Vice-Chair shall discharge the duties of the Chair in his/her temporary absence from a meeting.