



Candidates for ASM International® Nominating Committee

Recommendations for the Nominating Committee are considered for only one year. Therefore, nominations should be submitted each year. *We urge every group to submit a candidate.*

To assist you, excerpts from ASM's Constitution covering the Nominating Committee and forms for submission of candidates are provided.

A candidate for the Nominating Committee must attend the meeting of the Nominating Committee, in person. By constitutional requirements the Nominating Committee meeting is held during the month of April. If necessary ASM will assume travel expenses of Nominating Committee members.

The enclosed form for recommendation of Candidate for ASM Nominating Committee, should be returned to the President, ASM International, 9639 Kinsman Road, Materials Park, Ohio 44073. **To be considered it must arrive no later than 15 December.**

Recommendations for Submitting a Candidate for the Nominating Committee

In ASM's Constitution, the following excerpts cover the Nominating Committee:

Article V

Selection of Nominating Committee

Section 1 — (a) The President, working with Vice President and Immediate Past President, shall appoint a Nominating Committee consisting of ten (10) members. Nine (9) of these members shall be selected from candidates proposed pursuant to Section 1(b). The President, working with Vice President and Immediate Past President, with the approval of the Board, shall designate a tenth member from the general membership of the Society to act as Chairman of the Nominating Committee. The person who served as Chairman of the Nominating Committee during the preceding year shall serve as a non-voting consultant to the Committee. Eight (8) members of the Committee shall constitute a quorum. The Chairman shall not vote except in case of a tie vote.

(b) A candidate for membership on the Nominating Committee may be proposed by: any Chapter through its Executive Committee, any ASM Committee/Council, or any Affiliate Society Board. Such a candidate shall be selected from the membership in such manner as each Chapter, ASM Committee/Council, or Affiliate Society Board deems fit and proper provided that (1) the name of the candidate shall be forwarded to the President at Headquarters, in writing

and on proper forms, before December 15 of each year, (2) the candidate shall not have been a member of the Nominating Committee during the preceding year, and (3) the candidate shall agree to serve and be present if named to the Nominating Committee.

Methods of Proposal

There is no established method to select a candidate for the Nominating Committee. Whatever method if employed, the nomination should be **transmitted to the President of the Society no later than 15 December each year.**

Characteristics of Candidate

The candidate should be a person who recognizes the importance of membership on the Nominating Committee. This person should have sufficient experience in, and an acquaintance with, ASM to know the qualifications that will be required of the nominees to fill the offices of the Society. The present duties of Officers and Trustees of ASM are outlined on the following page. The candidate should become familiar with these duties and should recognize their extreme importance in considering individuals for the Society Office.

Preferably, the candidate should have a wide acquaintance in the Society through local Chapter activity, on ASM Committees/Councils, or Affiliate Society Boards or committees and attendance at regional and national meetings. It is desirable that this person be experienced in judging, evaluating and selecting personnel. The individual selected as a candidate for the Nominating Committee must be outstanding in many respects, not only as a technologist in materials, but in the judging and placing of others. This person must be an individual thinker who has the ability to weigh facts as presented and to make decisions. Once a decision has been reached, he/she must be able to accept the will of the majority.

Information on Candidate Required by the President

The President of the Society requires as much information as possible about the candidate. Details regarding ASM activities, business activities, administrative experience, and other data should be included on the nomination form. Only ten individuals will be appointed; therefore, the President needs thorough information on the candidates in order to make a suitable selection.

PRESENT DUTIES OF THE BOARD OF TRUSTEES

The Board of Trustees is responsible to the members of the Society for considering the approving matters of policy, objectives, plans, programs, investments, disposal or transfer of assets, methods of financing, and other matters affecting broad aspects of Society operations; establishing rules for the Government of the Society and recommending Constitution changes; and establishing such other criteria and policies as are considered advisable for proper control of Society operation.

The Board of Trustees exercises prudent business judgment in reviewing, considering and deciding upon major and basic matters affecting Society activities, and exercises general supervision of management's conduct of the business, to the end that the interests and rights of the members are properly served. The duties and responsibilities of this Board extend to all activities in which the Society may engage.

The Board of Trustees approves committees and such subordinate officers as it deems proper, and fixes their duties, fills vacancies in their number and, at its discretion, removes them. The Board delegates authority to the President-elect to review and make recommendations of committee appointments to the Board. The Board is the final authority for approval of all members of committees except the Nominating Committee.

The Board is responsible for chartering local Chapters, for helping the Chapters to carry out vigorous programs for service to their members and for maintaining a close liaison between the local Chapters and the Society. The Board also actively insures cooperation with other related institutions, in order to promote the welfare of the materials industry.

The Board of Trustees consists of twelve (12) Trustees, including the President, Vice President, and the Immediate Past President. The President, Vice President and Immediate Past President each serve a one-year term of office in their respective capacities. Three Trustees are elected each year for a term of three years. The Treasurer is elected by the Board from the Society members for a one-year term. Since 1974, the Office of Secretary has been served by the Managing Director.

Each Officer and Trustee is expected to attend and participate in all Board of Trustees meetings.

DUTIES OF THE PRESIDENT

The President shall be the Executive Head of the Society within the limitations placed upon the Office by the Articles of Incorporation, the Constitution and the policies and programs laid down and authorized by the Board of Trustees. The President shall preside at all annual and special meetings of the members of the Society, and at all meetings of the Board of Trustees, and shall perform such other duties as are delegated by the Board.

It shall be the President's duty to call meetings of the Board of Trustees of the Society as necessary. It shall be the President's privilege and duty to present to the Board of

Trustees whatever program of activities the President cares to recommend for the future of the Society.

- The President as ex-officio shall be a voting member of all ASM Committees except the Nominating Committee. The ex-officio memberships and voting privileges may be delegated at the President's discretion.
- The President shall fill, by appointment, all vacancies on committees and councils.
- The President may appoint ad hoc committees.

Among the President's other duties shall be the obligation:

- a) To solicit candidates for appointment of members for the ASM Nominating Committee.
- b) To advise the Chapters that they should endorse to the Nominating Committee the names of potential candidates for office.
- c) To represent the Society at official functions.
- d) To prepare and present an Annual Report.
- e) To suggest items for inclusion on the agenda for the Board of Trustees meetings.
- f) To make approximately ten Chapter visits as President.

DUTIES OF THE TRUSTEE

It shall be the obligation of each Trustee to attend and participate in all meetings of the Board of Trustees. It shall be the duty of each Trustee, by attendance at such meetings, and at all other times, to assist in establishing current and future Society policy to be carried out by the membership, its Committees, its chapters, and the Managing Director and staff associates. Each Trustee shall make four to six chapter visits per year.

As a Board Member he/she will work to:

- a) Establish Society purpose, goals, and objectives.
- b) Establish long-range plans and strategies, and short-range plans as necessary, for meeting stated goals and objectives.
- c) Assure long-range stability and growth.
- d) Establish major policies.
- e) Approve major plans and commitments.
- f) Approve Society financial plans or budgets.
- g) Allocate Society surpluses and assets.
- h) Optimize the assets.
- i) Monitor the progress of the Society and take appropriate action in light of this progress.
- j) Submit to the membership those proposals requiring membership approval.
- k) Reserve selected powers of decision-making.
- l) Delegate powers not reserved by the Board.
- m) Select the Managing Director.
- n) Provide advice, counsel, and assistance to the President, Managing Director, and Officers.
- o) Approve outside auditors and legal and investment counsel.
- p) Create and review adequate machinery for conducting the business of the board.
- q) Provide for continuation of a healthy Board.