Bylaw 16—Nominations and Elections

Any Licensed Member of a State Society is eligible to serve as an NSPE Officer. No other NSPE member shall be eligible to serve as an NSPE Officer (except the position of Secretary) in accordance with applicable NSPE Operating Procedures.

7.1 Nominations and Elections

ADOPTED: July 2011
LATEST REVISION: February 2011
NSPE CONTACT: Candidate Selection Committee
AUTHORITY: Bylaw 14 and 16

It is the policy of NSPE to establish and maintain a nomination and election procedure for the selection of NSPE Officers.

The nomination and election procedures shall be as follows:

1. State Societies, chapters and individual members are encouraged to submit candidates for any open NSPE Office. All nominations must be received by the NSPE Secretary no later than January 1st for elections to be held at the next Assembly. The NSPE Secretary shall review all nominations to confirm that the submission meets the criteria set below in Bylaw 16. The NSPE Secretary shall forward all qualified submissions to the Candidate Screening Committee no later than January 15th.

2. Election of Vice President shall be conducted annually. The current President, President-Elect and Immediate Past President, shall not be eligible for nomination.

3. Elections for the office of Treasurer shall be conducted every other year. The Treasurer shall serve for a two-year term, with the Treasurer eligible for a second consecutive term. No member shall be eligible to serve more than two consecutive terms as Treasurer.

4. All submissions for nomination for Vice President and Treasurer must be accompanied by one of the following endorsements to be considered:
   (a) The Nominee receives the endorsement and nomination from the Board of Directors of their State Society. This endorsement shall be issued in writing and signed by the President or Secretary of the State Society, or;
   (b) The Nominee receives endorsement and nomination based upon a petition for nomination of (50) fifty or more voting members of NSPE.

5. Election of Officer(s) shall be conducted annually by the Assembly. A majority vote of the House of Delegates shall elect the Officer(s). In the event that no candidate receives a majority vote in the first ballot, a second ballot shall be cast. The second ballot shall be revised to contain only the two individual candidates receiving the most votes on the first ballot. In the event that two or more candidates tie for one of these two slots, each of these candidates shall be included on the subsequent ballot. Additional ballots shall be cast as necessary, until a majority vote is achieved, following the above procedures.

6. Election of five (5) of the ten (10) Directors of the Board of Directors shall be made annually by a majority vote of the House of Delegates. Any Licensed Member of NSPE, including State Delegates, shall be eligible for election to the Board of Directors. Director positions may be allocated to represent specific constituent groups to enhance constituent representation as set forth in Bylaw 14.
7. The nomination/election cycle shall be as follows:

<table>
<thead>
<tr>
<th>Date (Event)</th>
<th>Action</th>
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<tbody>
<tr>
<td>January 1st</td>
<td>Last Day for submission of nominees for National office to NSPE Secretary.</td>
</tr>
<tr>
<td>January 15th</td>
<td>Secretary submits qualified nominations to the Candidate Screening Committee</td>
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<tr>
<td>Prior to May 1st</td>
<td>Candidate Screening Committee interviews all qualified nominees for National office.</td>
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<tr>
<td>May 15th</td>
<td>Candidate Screening Committee submits their report to the NSPE Secretary.</td>
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<tr>
<td>Prior to House of Delegates Assembly</td>
<td>Each region selects their representative to the Candidate Screening Committee for the upcoming administrative year.</td>
</tr>
<tr>
<td>NSPE House of Delegates Assembly</td>
<td>Election of NSPE Officers and Directors</td>
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8. Official ballots for the election of NSPE Officers and Directors shall be provided by the Secretary to each member of the House of Delegates in attendance at the House of Delegates Assembly. Ballots must be executed and submitted for tally as scheduled during the business of the House of Delegates Assembly. Only House of Delegates members physically present at the Assembly shall be eligible to cast a ballot. Any subsequent ballots necessary to elect NSPE Officers and/or Directors shall follow the same procedure.

9. A Teller’s Task Force shall be appointed by the President. The President shall designate one of these appointees as Chair of the Task Force. All ballots for the election of NSPE Officers and Directors shall be delivered to the Tellers Task Force for tabulation.

10. The Tellers Task Force shall report the tabulation of votes to the President, who will report the results of the election to the members of the House of Delegates as soon as the tabulation is completed. Should a subsequent ballot be necessary to elect the NSPE Officers and/or Directors, a similar procedure shall be followed. Results of the election shall be published as soon as practical for general member knowledge.
12.8 Candidate Screening Committee

ADOPTED: July 2011
LATEST REVISION: none
NSPE CONTACT: Board of Directors
AUTHORITY: Bylaw 16

There shall be a Candidate Screening Committee, composed only of individuals holding the Licensed Member grade, consisting of one (1) member from each of the regions plus a Chair. The Chair shall be the Immediate Past President and shall be without vote except in the event of a tie vote. No other NSPE Officer shall be eligible for membership on this Committee.

1. The Candidate Screening Committee member from each region shall be selected by their respective region, with each State Society within that region casting one vote.

2. Each region shall select a single representative to the Candidate Screening Committee and report said selection to the Secretary prior to the House of Delegates Assembly. The House of Delegates shall approve the members of the Candidate Screening Committee at the Assembly. The selected representative shall serve for the subsequent administrative year.

3. No State Society shall have representation on the Candidate Screening Committee in consecutive years.

4. Each member of the Candidate Screening Committee shall be responsible for arranging for successor selection from their region for the ensuing year. In the event this selection has not been accomplished by the House of Delegates Assembly, the President shall select a representative from the affected Region with ratification by the Board.

5. The Candidate Screening Committee shall meet at a time and place as designated by the Chair, (but no later than May 1st), to review the nominations for Officers, interview nominees and complete the screening and evaluation of qualifications as set forth in the Operating Procedures. This meeting may be conducted by telephone or other electronic means. The Candidate Screening Committee shall prepare a slate of candidates for each open office for the ensuing administrative year(s), in the form of a report, by reviewing the qualifications of all nominees submitted to NSPE Headquarters, and selecting all nominees deemed qualified to serve. The slate of candidates shall be reported to the NSPE Secretary and each nominee no later than May 15th.

6. Any nominee who is deemed not qualified to serve by the Candidate Screening Committee may still be placed on the ballot, upon submission of a petition signed by 50 voting members of NSPE, submitted to the Secretary no later than July 1st.

7. In the event an elected member of the Candidate Screening Committee is unable to serve, the President shall appoint an alternate from the region concerned, with the ratification of the Board. Should the Chair be unable to perform, the President shall declare the position vacant and appoint another of the three immediate past Presidents as Chair. In the event that the newly appointed Chair was a voting member of the Committee at the time of appointment as Chair, the President shall then appoint a voting alternate from the region affected. Notwithstanding the foregoing, neither the nominating process nor any subsequent election shall be deemed invalid for reason of a vacancy on the Candidate Screening Committee.

8. Members of the Candidate Screening Committee are eligible for nomination, however, upon acceptance of said nomination; the member shall be replaced on the Candidate Screening Committee by appointment as described above.
12.9  NSPE Candidate Screening Procedure

ADOPTED: January 2006  
LATEST REVISION: February 2011  
NSPE CONTACT: Board of Directors  
AUTHORITY: Bylaw 16

It is the policy of NSPE that candidates for the offices of NSPE President and Treasurer will have proper credentials, experience, and personality as required for the office. The Candidate Screening Committee, created to perform the screening process for NSPE, shall follow the procedure below to determine the threshold qualifications for the candidate who shall stand for election by the House of Delegates.

PROCEDURE

Timeline:
The Candidate Screening Committee shall follow the following timeline on an annual basis for candidate solicitation, data collection, and forwarding of qualified candidates to the House of Delegates.

Because all nominations for NSPE President-Elect Designee and Treasurer-Elect Designee shall be submitted no later than January 1 to the NSPE Secretary, the Candidate Screening Committee will use the following Timeline to complete its work in a timely manner:

1. October 1: Notices will be sent to NSPE House of Delegates, Board of Directors, Presidents and Executive Directors of each State Society, Chairs of all Committees, Task Forces, Boards, and Councils, and all NSPE Past Presidents to inform them of the nomination process and timetable, and to encourage them to notify those who may wish to be considered for the position of President-Elect Designee or Treasurer-Elect Designee. The list of Basic Qualifications, the Time and Financial Commitment document, and the Timeline for the Nomination Process will be a part of the notification process.

2. January 1: The NSPE Secretary will receive all nomination packets. All nomination packets should only be submitted to the NSPE Secretary in an electronic format, unless a waiver is granted for extenuating circumstances by the Chair of the Candidate Screening Committee. The nomination packets, not to exceed 15 pages, may include the nomination letter, short resumes or vitae, brochures, and letters of support. Nominations for President-Elect Designee or Treasurer-Elect Designee must be in accordance with Bylaw 16, Section 4, i.e., endorsement by a State Society Board of Directors or a petition of at least fifty (50) voting members of NSPE.

3. January 15: The committee receives the list of candidates who were properly nominated and who satisfied the criteria for the position as stated in Bylaw 16, along with the nomination packets.

4. February 1: Each candidate will receive electronically a letter, a set of questions for the candidates to answer, and copies of the Basic Qualifications, the Time and Financial Commitment document, and Timeline for the Nomination Process. The letter shall serve as an acceptance of the candidate’s application for the designated office.

5. March 1: The candidates return electronically their completed set of questions to the committee Chair.

6. January 15 to late April: The committee will receive other correspondence on the candidates, and allow the committee, through the committee Chair, the opportunity to seek out any other information they wish to obtain.

7. Late April: The committee will interview the candidates at the NSPE Headquarters, or at a location designated by the committee Chair.
8. **May 15:** The committee will compile an adequate information packet on each candidate deemed qualified to serve and the Chair will send this information to the NSPE Secretary. The NSPE Secretary will forward the information packet electronically to each member of the incoming House of Delegates. The NSPE Secretary will also prepare the appropriate ballots to be distributed to the members of the NSPE House of Delegates Assembly meeting at the NSPE Annual Meeting. The Committee Chair will notify each candidate of the committee’s action.

9. **July:** The current Candidate Screening Committee completes its charges and is replaced with the succeeding Candidate Screening Committee following the closure of the NSPE Annual Meeting.
Qualifications:
The Candidate Screening Committee shall use the following guidelines as qualifications for candidates applying for the office of NSPE President beginning as Vice President or the office of NSPE Treasurer. NSPE may revise these qualifications in time as conditions or the organization change.

Vice President
NSPE has established the following recommended basic qualifications in screening Vice President candidates in addition to those stated in the Bylaws:
1. Be a Member in good standing with both the NSPE and a State Society.
2. Be a Licensed Professional Engineer in at least one (1) state and in good standing in all states in which the candidate is licensed.
3. Have served as an elected state President, and at least one of the following at the National level:
   a. Have served on the NSPE Board of Directors, or
   b. Have served on the House of Delegates, or
   c. Have been Chair of a NSPE Committee, Task Force, Board, or Council, or
   d. Have been Chair of a NSPE Interest Group.
4. Have prior experiences of leadership in volunteer organizations, which may include civic, technical, or professional organizations.
5. Be committed to the NSPE Vision and Mission statements, the Charter, the Bylaws, the Strategic Plan, and the Code of Ethics.
6. Have an amiable personality to get along with people.
7. Be a good communicator.
8. Exhibit strong leadership capabilities in management, accountability, delegation, and mentoring.
10. Be willing to spend the time, effort, and financial resources required to effectively handle the duties of the position.
11. Be proficient in handling electronic messages and attachments.

Treasurer
NSPE has established the following recommended basic qualifications in screening Treasurer candidates in addition to those stated in the Bylaws:
1. Be a Member in good standing with both the NSPE and a State Society.
2. Be a Licensed Professional Engineer in at least one state and in good standing in all states in which the candidate is licensed.
3. Have served as a state elected officer, and at least one of the following at the National level:
   a. Have served on the NSPE Board of Directors, or
   b. Have served on the House of Delegates, or
   c. Have been Chair of a NSPE Committee, Task Force, Board, or Council, or
   d. Have been Chair of a NSPE Interest Group.
4. Have an amiable personality to get along with people.
5. Be a good communicator.
6. Exhibit strong leadership capabilities in management, accountability, delegation, and mentoring.
7. Be a visionary.
8. Have prior experiences of leadership in volunteer organizations, which may include civic, technical, or professional organizations.
9. Be willing to spend the time, effort, and financial resources required to effectively handle the duties of the position.
10. Be proficient in handling electronic messages and attachments.
11. Be committed to the NSPE Vision and Mission statements, the Charter, the Bylaws, the Strategic Plan, and the Code of Ethics.

12. Have a basic understanding of accounting principles. Be able to read a balance sheet, a profit/loss statement, the statement of accounts, banking statements, investment return statements, cash flow and other reports developed by the state financial offices and/or banks and other financial institutes.

13. Understand the role to partner with the NSPE staff level Chief Financial Officer to develop reports to the Executive Committee, the Board of Directors, and the House of Delegates, and to make financial decisions.

14. Have a working knowledge of banks and financial institutions. This can be through business planning and financing or by virtue of service on a bank board.

15. Have a working understanding of the separation between operational and capital expenditures/budgets.