



**NATIONAL SOCIETY OF  
PROFESSIONAL ENGINEERS**

## **NSPE Vice President Call for Nominations Deadline: January 18, 2022**

### Overview

The National Society of Professional Engineers (NSPE) seeks nominations for the position of 2022-2023 Vice President. A successful candidate will serve four, consecutive years on the NSPE Board of Directors including their time as Vice President, 2023-2024 President-Elect, 2024-2025 President, and 2025-2026 Immediate Past President. Nomination packages must be submitted to the NSPE Secretary, Monika Schulz, CAE, ([executive@nspe.org](mailto:executive@nspe.org)) and received by January 18, 2022. The NSPE Secretary will forward all qualified submissions to the NSPE Candidate Screening Committee for consideration. Once approved by the Committee, candidates prepare to campaign and are elected at the annual NSPE House of Delegates General Assembly. Please carefully review the candidate qualifications, expected time and financial commitments for officers, requirements of the nomination process and voting information before pursuing a nomination.

### Vice President Criteria and Qualifications

The Candidate Screening Committee uses the following guidelines as qualifications for candidates applying for the office of NSPE President beginning as Vice President. NSPE may revise these qualifications periodically as conditions or the organization change.

#### *Vice President*

NSPE has established the following qualifications in screening Vice President candidates in addition to all requirements stated in the Bylaws:

1. Candidates shall be required to:
  - a. Be a Licensed Member in good standing with both the NSPE and a State Society.
  - b. Be a Licensed Professional Engineer in at least one (1) state and in good standing in all states in which the candidate is licensed.
  - c. Demonstrate significant leadership experience by having served as an elected state President, and, in addition, by at least one of the following:
    - i. Member of the NSPE Board of Directors, NSPE House of Delegates' representative or NSPE committee/task force chair for at least two years in the most recent five years.
    - ii. Served in a leadership capacity, comparable to that above, with another national engineering or technical organization.
    - iii. Served in a high-level leadership position in the U.S. military or business and corporate sector.
  - d. Be committed to the NSPE Vision and Mission statements, the NSPE Charter, the NSPE Bylaws, the NSPE Strategic Plan, and the NSPE Code of Ethics.

- e. Be willing and able to spend the time, effort, and financial resources required to effectively carry out the duties of NSPE Vice President, President-elect, President, and Immediate Past President.
2. Candidates should also demonstrate the following personal skills:
    - a. Have an amiable personality to get along with people.
    - b. Be a good and effective communicator (e.g., verbal, written, electronic, etc.) with demonstrated skills in the utilization of social media.
    - c. Be a visionary and think strategically.
    - d. Exhibit strong managerial capabilities including effective delegation, appropriate accountability, a team-oriented approach, and providing mentoring of future leaders.

## Roles and Responsibilities: Board of Directors and House of Delegates

The NSPE serves the licensed engineer community and advances its mission to, “Create a world where the public can be confident that engineering decisions affecting their lives are made by qualified and ethically accountable professionals,” through a single membership consisting of national, state and (in some cases) local membership components. Maximizing member value and mission impact requires a high degree of collaboration and coordination between more than fifty autonomous groups. The NSPE Vice President serves on the Board of Directors and is a member of the House of Delegates.

As described in the [NSPE Governance Primer](#), the NSPE Board of Directors and the House of Delegates (the “House”) are the governing body of the NSPE (the “association”), responsible for the ultimate direction of the management of the organization’s affairs. The Board and the House are responsible for policymaking, while employees (and to a certain extent, officers) are responsible for executing day-to-day management to implement Board- and House-made policy. However, the ultimate legal responsibility for the actions (and inactions) of the association rests ultimately with the Board. The Board can act legally only by consensus (majority vote of a quorum in most cases) and only at a duly constituted and conducted meeting, or by unanimous written consent.

The Board may delegate authority to act on its behalf to others such as committees, but, in such cases, the Board is still legally responsible for any actions taken by the committees or persons to whom it delegates authority. An individual Board member has no individual management authority simply by virtue of being a member of the Board. However, the Board may delegate additional authority to a Board member, such as when it appoints Board members to committees. In a similar fashion, an officer has only the management authority specifically delegated in the bylaws or by the Board (although the delegated authority can be general and broad).

Those in positions of responsibility and authority in the governance structure of an association — both volunteers who serve without compensation and employed staff — have a fiduciary duty to the organization, including duties of care, loyalty, and obedience. In short, this means they are required to act reasonably, prudently, and in the best interests of the organization, to avoid negligence and fraud, and to avoid conflicts of interest. In the event that the fiduciary duties of care, loyalty, or obedience are breached, the individual breaching the duty is potentially liable to the association for any damages caused to the association as a result of the breach.

Candidates interested in serving on the Board should be familiar with the resources and governing documents found online in the [NSPE Leadership Toolbox](#) (must be logged in as an NSPE member to view) under the Governance heading including:

- Bylaws
- Policy Manual
- NSPE Strategic Plan
- Governance Primer
- Code of Ethics
- Professional Policies, and
- Previous board meeting agendas and minutes.

## Nomination Packet Requirements

Nomination packages must be submitted to the NSPE Secretary, Monika Schulz, CAE, ([executive@nspe.org](mailto:executive@nspe.org)) and received by January 18, 2022. The NSPE Secretary will forward all qualified submissions to the NSPE Candidate Screening Committee for consideration.

- 1) Nominations for Vice President must be accompanied by one of the following endorsements to be considered:
  - (a) A letter of nomination from the Board of Directors of their State Society, submitted in writing and signed by the President or Secretary of the State Society; or,
  - (b) A petition of nomination signed by (50) fifty or more NSPE members in good standing; or,
  - (c) A letter of nomination from the duly elected House of Delegate Representative in a state served by a Non-Integrated Affiliated State Society or for which there is no Affiliated State Society that reserve decision-making and governance authority solely to NSPE members within such states.
- 2) Nominations for Vice President and nominations for Treasurer must also be accompanied by three (3) letters of recommendation that attest to the effectiveness of the candidate's leadership abilities.
- 3) A brochure on the nominee or a document providing a history of the nominee's NSPE service, work history and community involvement is recommended.
- 4) A letter of support from the nominee's employer is recommended.
- 5) Nomination packets are to be submitted electronically to [executive@nspe.org](mailto:executive@nspe.org) and are not to exceed 15 pages.
- 6) All nominations will be acknowledged upon receipt.
- 7) Applications submitted after January 18, 2022 cannot be considered.

If you have questions about the process, you may direct these inquiries [executive@nspe.org](mailto:executive@nspe.org).

## Voting Procedures

Candidates deemed eligible to serve as an NSPE Officer by the Candidate Screening Committee will be provided instructions for campaigning for office prior to the election of officers at the annual House of Delegates General Assembly and Annual Meeting held between June 1 and July 31. Candidates are elected by majority vote. If a candidate does not receive the majority, a second ballot may be cast with the two individuals receiving the most votes on the first ballot. More about voting may be found in the operating procedures provided.

## NSPE Officer Time and Financial Commitments

This set of statements has been developed to assist those who wish to consider serving at the top leadership positions of the National Society of Professional Engineers (NSPE). The four-year progression of Vice President, President Elect, President, and Immediate Past President require time and financial commitments. The two-year Treasurer position includes certain time and financial commitments, as well. A summary of these time and financial commitments for each position are summarized below so potential candidates may consider these before applying for consideration by the NSPE Candidate Screening Committee.

### **TIME COMMITMENT**

As with any volunteer commitment, any candidate for these positions should consider the potential impacts of the position time commitments on their employment, other volunteer positions and commitments, and family commitments.

#### ***Vice President***

While the time demands vary throughout the year, the Vice President position averages 40 hours per month to participate in scheduled meetings, teleconferences, and official travel and perform routine duties of the office. The Vice President holds voting positions on the House of Delegates and the Board of Directors, and:

1. Serves as a voting member of the Executive Committee.
2. Attends all the Executive Committee face-to-face meetings and Board of Directors face-to-face meetings (usually three a year) plus participation in monthly Board meetings via remote means. The Executive Committee and Board of Directors meet face-to-face as follows: during the Annual Professional Engineers Conference (July/August), in the fall (September/October), and the early-mid winter (February/March). Face-to-face meetings may require two days in attendance, with travel days scheduled around the meetings; the Annual Professional Engineers Conference may require additional days.
3. Participates in the annual House of Delegates Assembly held during the Annual Professional Engineers Conference.
4. Participates in all Executive Committee remote or in-person meetings. These are usually one hour in length once a month or on an as-needed basis.
5. Participates in deliberations of the Budget & Finance Committee and the Audit Committee remote or in-person meetings.
6. Keeps current on and participates in, as necessary, all discussions via NSPE's online communities.
7. May serve as Board liaison to 2-5 committees/task forces/advisory groups at the discretion of the President.
8. Represents the President at state, region, or other organizational/sister society meetings as requested by the President.
9. Serves in any other capacity as requested by the President.
10. Commits the time necessary ahead of any meetings or interactions to review applicable materials or otherwise ensure they are prepared for the applicable engagement.

#### ***President Elect***

While the time demands vary throughout the year, the President Elect position averages 60 hours per month to participate in scheduled meetings, teleconferences, and official travel and perform routine duties of the office. The NSPE President-elect:

1. Serves as a voting member of the Executive Committee, Board of Directors and House of Delegates.
2. Serves as the Moderator (Chair) for the House of Delegates Assembly at the Annual Professional Engineers Conference where he/she is installed as President.
3. Attends all the Executive Committee face-to-face meetings and Board of Directors face-to-face meetings (usually three a year) plus participation in monthly Board meetings via remote means. The Executive Committee and Board of Directors meet face-to-face as follows: during the Annual Professional Engineers Conference (July/August), in the fall (September/October), and the early/mid-winter (February/March). Face-to-face meetings may require two days in attendance, with travel days scheduled around the meetings; the Annual Professional Engineers Conference may require additional days.
4. Participates in all Executive Committee remote or in-person meetings. These are usually one hour in length once a month or on an as-needed basis.
5. Participates in deliberations of the Budget & Finance Committee and the Audit Committee remote or in-person meetings.
6. Is designated the NSPE Interest Group coordinator (OP 12.4)
7. Keeps current on and participates in, as necessary, all discussions via NSPE's online communities.
8. May serve as Board liaison to 2-5 committees/task forces/advisory groups at the discretion of the President.
9. Works with current President and staff to make appointments to NSPE committees, task forces and advisory groups. Also makes liaison appointments to sister societies as requested/needed.
10. Represents the President at state, region, or other organizational/sister society meetings as requested by the President.
11. Serves in any other capacity as requested by the President.
12. Commits the time necessary ahead of any meetings or interactions to review applicable materials or otherwise ensure they are prepared for the applicable engagement.

### **President**

While the time demands vary throughout the year, the President position averages 100 to 160 hours per month to participate in scheduled meetings, teleconferences, and official travel and perform routine duties of the office. The President has flexibility, to a certain extent, to modify this time commitment as needed by delegating authority, travel, or applicable engagements to other officers, to Board members, or to staff. The NSPE President:

1. Serves as the volunteer chief executive officer and is responsible for the overall guidance of the organization.
2. Serves as the presiding officer for the Executive Committee, Board of Directors and House of Delegates meetings and teleconference calls after the Annual Professional Engineers Conference where he/she is installed. Reviews agendas for all meetings of these bodies. (The Executive Committee and Board of Directors meet face-to-face as follows: during the Annual Professional Engineers Conference (July/August), in the fall (September/October), and the early-mid winter (February/March). Face-to-face meetings may require two days in attendance, with travel days scheduled around the meetings; the Annual Professional Engineers Conference may require additional days.
3. Presides over monthly Executive Committee remote or in-person meetings and monthly Board of Directors remote or in-person meetings.
4. Provides timely communications with and responses to the Board of Directors, House of Delegates, and state society leadership via e-mail correspondence, NSPE's online communities,

or remote meetings to ensure leadership is current on issues affecting the organization, its state and chapter societies, and the profession.

5. Serves on the Budget & Finance Committee and Audit Committee.
6. Represents NSPE at state society meetings, regional meetings and leadership conferences.
7. Represents NSPE at other sister engineering society meetings and meetings with federal and industry leaders.
8. Prepares and responds to numerous communications between NSPE and state societies, sister societies, members, and potential members.
9. Does whatever is necessary to serve the membership and the organization in a positive manner
10. Commits the time necessary ahead of any meetings or interactions to review applicable materials or otherwise ensure they are prepared for the applicable engagement.

### ***Immediate Past President***

While the time demands vary throughout the year, the Immediate Past President position averages 40 hours per month to participate in scheduled meetings, teleconferences and official travel and perform routine duties of the office. The NSPE Immediate Past President:

1. Serves as a voting member of the Executive Committee, Board of Directors and the House of Delegates.
2. Attends all the Executive Committee face-to-face meetings and Board of Directors face-to-face meetings (usually three a year) plus participation in monthly Board meetings via remote means. The Executive Committee and Board of Directors meet face-to-face as follows: during the Annual Professional Engineers Conference (July/August), in the fall (September/October), and the early-mid winter (February/March). Face-to-face meetings may require 2-4 days in attendance; the Annual Professional Engineers Conference may require additional days.
3. Participates in all Executive Committee teleconference calls. These are usually one hour in length once a month or on an as needed basis.
4. Participates in deliberations of the Budget & Finance Committee and Audit Committee either via face-to-face meeting or conference call(s). Is expected to review budget and audit materials prior to these meetings/conference call(s).
5. Keeps current on and participates in, as necessary, all discussions via NSPE's online communities.
6. May serve as Board liaison to 2-5 committees/task forces/advisory groups at the discretion of the President.
7. Chairs the Candidate Screening Committee.
8. Becomes a member of the Past Presidents Advisory Council when presidential term ends.
9. Represents the President at state, region, or other organizational/sister society meetings as requested by the President.
10. Serves in any other capacity as requested by the President.

### ***Treasurer***

While the time demands vary throughout the year, the Treasurer position averages 40 hours per month to participate in scheduled meetings, teleconferences, and official travel and perform regular duties of the office. In addition, the Treasurer can anticipate spending 4-8 hours per month to review financials, work on committee assignments, and prepare for meetings.

1. Serves as a voting member of the Executive Committee, Board of Directors and House of Delegates.
2. Attends all the Executive Committee face-to-face meetings and Board of Directors face-to-face meetings (usually three per year) plus participation in 3-4 other Board meetings via

teleconference. The Executive Committee and Board of Directors meet face-to-face as follows: during the Annual Professional Engineers Conference (July/August), in the fall (September/October), and early-mid winter (February/March). These meetings may require 2-4 days in attendance; the Annual Professional Engineers Conference may require additional days.

3. Participates in all Executive Committee teleconference calls. These are usually one hour in length once a month, or on an as needed basis.
4. Chair of the Budget & Finance Committee and leads deliberations of Budget & Finance Committee via teleconference. Works with the NSPE Chief Operating Officer in the preparation of the annual budget and reviews budget materials before the Budget & Finance Committee meeting.
5. Works with the NSPE Chief Operating Officer to prepare and submit a detailed budget report to the NSPE Board of Directors at each face to face Board meeting and, if needed, during monthly Board meeting teleconferences.
6. Chairs the Audit Committee which generally meets via teleconference on an as needed basis.
7. In addition, serves as Treasurer of the following (with further description in Items 8-10):
  - a. NSPE Education Foundation (501C(3) organization)
  - b. National Institute for Certification in Engineering Technologies (NICET)
  - c. DiscoverE (formerly Eweek)
8. As Treasurer of the NSPE Education Foundation, attends meetings and conference calls of the Education Foundation Board of Trustees as voting members (usually one face-to-face meeting held during the NSPE Annual Professional Engineers Conference and 3-5 meetings via teleconference.)
9. As Treasurer of the DiscoverE, participates in conference calls of the Board of Directors as well as conference calls of the DiscoverE Finance Committee - approximately 4 each per year.
10. As Treasurer of NICET, serves as a non-voting, ex officio member of the NICET Board of Governors. attends two face-to-face NICET Board meetings a year.
11. Serves as liaison to various NSPE committees/task forces/advisory groups as assigned by the NSPE President.
12. Represents the President at state, region, or other organizational/sister society meetings as requested by the President.
13. Commits the time necessary ahead of any meetings or interactions to review applicable materials or otherwise ensure they are prepared for the applicable engagement.
14. Serves in any other capacity as requested by the President.

#### **FINANCIAL COMMITMENT**

1. NSPE reimburses the President Elect and President and their spouses for 100% of expenses associated with any authorized NSPE travel or appropriate costs that should be borne by NSPE. The cost expenditures reimbursed for the spouse are accumulated during the calendar year and sent as a 1099 to the respective officer who is responsible for reporting that as income to the Internal Revenue Service.
2. NSPE reimburses the Vice President, Immediate Past President and Treasurer for expenditures identical to the Board of Directors' reimbursement policy set forth in OP 2.9. For meetings of the Board of Directors, NSPE reimburses for coach rate airfare for an advance ticket purchase, for any expenses incurred traveling to and from an airport/hotel, parking at the airport, and \$75.00 per diem for the number of days associated with a meeting. Use of a personal vehicle is reimbursed at the current IRS rate per mile with the total cost not to exceed the cost of the appropriate airline ticket as stated above. No spouse expenses are reimbursable.

3. The expected un-reimbursable costs for the Vice President, Immediate Past President and Treasurer may range from \$3,000 to \$7,000 for the year, depending on the number of trips, number of days for the trips, and whether the spouse attends. If these positions commit their travel plans and expenditures to align with O.P. 29, these costs are greatly reduced and primarily relate to hotel costs during in-person Board of Directors' meetings and hotel and registration costs associated with attending the Annual Professional Engineers Conference.
4. If the President assigns the Vice President, Immediate Past President, or Treasurer to represent the NSPE President at any functions on his/her behalf, the Vice President, Immediate Past President, and Treasurer receive full reimbursement for authorized out-of-pocket expenses for their own travel and attendance. Spouses are not included in this reimbursement for these officers.

## NSPE Nominations and Elections: Bylaws and Operating Procedures

The NSPE nomination and election process is governed by NSPE Bylaws and Operating Procedures. Below for your reference are Bylaw 16 and Operating Procedures 7.1, 12.8 and 12.9 that pertain to the process and the role of the Candidate Screening Committee. The Operating Procedures describe the candidate qualifications and nomination and election timeline. As always, the complete set of Bylaws and Operating Procedures may be found under the [Governance section of the Leadership Toolbox](#).

### **Bylaw 16—Nominations and Elections**

Any Licensed Member of NSPE is eligible to serve as an NSPE Officer. Only the position of NSPE Secretary may be held by a non-member.

### **Operating Procedure 7.1 – Nominations and Elections**

ADOPTED: July 2011

LATEST REVISION: January 2019

NSPE CONTACT: Candidate Selection Committee

AUTHORITY: Bylaw 14 and 16

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

The nomination and election procedures shall be as follows:

1. Integrated Affiliated State Societies, and their chapters, if any, and individual members are encouraged to submit candidates for any open NSPE Office. NSPE members in non-integrated State Societies are also encouraged to submit candidates for any open NSPE Office. All nominations must be received by the NSPE Secretary no later than the 2<sup>nd</sup> Monday in January 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 the 3<sup>rd</sup> Tuesday in January.
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. Nominations for Vice President and nomination for Treasurer must be accompanied by one of the following endorsements to be considered:

- a) A letter of nomination from the Board of Directors of their State Society, submitted in writing and signed by the President or Secretary of the State Society;
  - b) A petition of nomination signed by (50) fifty or more NSPE members in good standing; or,
  - c) A letter of nomination from the duly elected House of Delegate Representative in a state served by a Non-Integrated Affiliated State Society or for which there is no Affiliated State Society that reserve decision-making and governance authority solely to NSPE members within such states.
5. Nominations for Vice President and nominations for Treasurer must also be accompanied by three (3) letters of recommendation that attest to the effectiveness of the candidate’s leadership abilities.
  6. 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.
  7. 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.
  8. The nomination/election cycle shall be as follows:

Date (Event)	Action
2 <sup>nd</sup> Monday in January	Last Day for submission of nominees for National office to NSPE 10TSecretary.
3 <sup>rd</sup> Tuesday in January	Secretary submits qualified nominations to the Candidate Screening Committee
Prior to May 1st May 15th	Candidate Screening Committee interviews all qualified nominees for National office. Candidate Screening Committee submits their report to the NSPE Secretary.
Prior to House of Delegates Assembly	Each region selects their representative to the Candidate Screening Committee for the upcoming administrative year.
Prior to House of Delegates Assembly	Each region and designated Interest Group selects their nominee(s) for the Board of Directors
NSPE House of Delegates Assembly	Election of NSPE Officers and Directors

9. 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.
10. 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.

11. 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.

#### **Operating Procedure 12.8 – Candidate Screening Committee (Bylaw 17)**

ADOPTED: July 2011

LATEST REVISION: January 2012

NSPE CONTACT:

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 using voting procedures defined by each region according to their Regional Governance guidelines.
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.

## **Operating Procedure 12.9 – NSPE Candidate Screening Procedure (OP No. 86)**

ADOPTED: January 2006

LATEST REVISION: January 2019

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 the 2<sup>nd</sup> Monday in January 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. **2<sup>nd</sup> Monday in January:** 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. **3<sup>rd</sup> Tuesday in January:** 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. **3<sup>rd</sup> Tuesday in 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 periodically as conditions or the organization change.

*Vice President*

NSPE has established the following qualifications in screening Vice President candidates in addition to all requirements stated in the Bylaws:

3. Candidates shall be required to:
  - a. Be a Licensed Member in good standing with both the NSPE and a State Society.
  - b. Be a Licensed Professional Engineer in at least one (1) state and in good standing in all states in which the candidate is licensed.
  - c. Demonstrate significant leadership experience by having served as an elected state President, and, in addition, by at least one of the following:
    - i. Member of the NSPE Board of Directors, NSPE House of Delegates' representative or NSPE committee/task force chair for at least two years in the most recent five years.
    - ii. Served in a leadership capacity, comparable to that above, with another national engineering or technical organization.
    - iii. Served in a high-level leadership position in the U.S. military or business and corporate sector.
  - d. Be committed to the NSPE Vision and Mission statements, the NSPE Charter, the NSPE Bylaws, the NSPE Strategic Plan, and the NSPE Code of Ethics.
  - e. Be willing and able to spend the time, effort, and financial resources required to effectively carry out the duties of NSPE Vice President, President-elect, President and Immediate Past President.
4. Candidates should also demonstrate the following personal skills:
  - a. Have an amiable personality to get along with people.
  - b. Be a good and effective communicator (e.g., verbal, written, electronic, etc.) with demonstrated skills in the utilization of social media.
  - c. Be a visionary and think strategically.
  - d. Exhibit strong managerial capabilities including effective delegation, appropriate accountability, a team-oriented approach, and providing mentoring of future leaders.

*Treasurer*

As set forth in OP 7.1 (3), the Treasurer serves for a two-year term and is eligible for nomination to a second, consecutive term. NSPE has established the following qualifications in screening Treasurer candidates in addition to those stated in the Bylaws:

1. Candidates shall be required to:
  - a. Be a Member in good standing with both the NSPE and a State Society.
  - b. Be a Licensed Professional Engineer in at least one state and in good standing in all states in which the candidate is licensed.
  - c. Have served as a state elected officer, and at least one of the following at the National level:
    - i. Have served on the NSPE Board of Directors, or
    - ii. Have served on the House of Delegates, or
    - iii. Have been Chair of a NSPE Committee, Task Force, Board, or Council, or
    - iv. Have been Chair of a NSPE Interest Group.

- d. Be willing to spend the time, effort, and financial resources required to effectively handle the duties of the position.
  - e. Be committed to the NSPE Vision and Mission statements, the Charter, the Bylaws, the Strategic Plan, and the Code of Ethics.
  - f. 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.
  - g. 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.
  - h. Have a working understanding of the separation between operational and capital expenditures/budgets.
  - i. Have prior experiences of leadership in volunteer organizations, which may include civic, technical, or professional organizations.
2. Candidates should also demonstrate the following personal skills:
- a. Have an amiable personality to get along with people.
  - b. Be a good communicator.
  - c. Exhibit strong leadership capabilities in management, accountability, delegation, and mentoring.
  - d. Be a visionary.
  - e. 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.
  - f. Be proficient in handling electronic messages and attachments.