

ASNT BOARD OF DIRECTORS SELECTION COMMITTEE

1.0 Purpose

The purpose of this policy is to define the process in selecting candidates for ASNT Board of Directors.

2.0 Scope

This policy specifies the responsibility of the Selection Committee in nomination of all director position on the Board of Directors.

3.0 References

3.1 *ASNT Bylaws*

3.2 **ASNT Policy G-01**, Secretary/Treasurer Nominating Procedure

3.3 **ASNT Policy G-03**, Candidate Support Requirements for ASNT Officers and Board of Directors

3.4 **ASNT Policy J-03**, ASNT Board of Directors Job Description

3.5 **ASNT Councils' Rules of Conduct**

4.0 Responsibilities

The primary responsibilities of the ASNT Board of Directors Selection Committee shall be as follows:

4.1 Prescreen all candidate nominations for Director at Large, Secretary/Treasurer (and Vice-President, if applicable) prior to submittal to the Board of Directors for consideration.

4.2 Preview current officers and determine the nominations for Chairpersons of the Board of Directors, President, and Vice-President are in accordance with the *ASNT Bylaws*.

4.3 Prescreen all candidates selected by the Councils for nomination as Directors in accordance with the *ASNT Bylaws*.

4.3.1 Request all Council Chairs as required by their Rules of Conduct to submit the name(s) of their Board of Director candidate(s) along with their letter of company support (Policy G-03) to the ASNT Selection Committee by February 1 for final selection.

- 4.4 Select for nomination all Director at Large candidates determined to be qualified in accordance with the *ASNT Bylaws*.
- 4.5 The ISC should ensure that each candidate has submitted the required background information.
 - 4.5.1 All members, including alternates, shall be provided candidate information packets in advance, so that if called upon, they will be familiar with the candidates.
- 4.6 The ISC shall verify that each candidate has employer support in accordance with Policy G-03 and has personal dedication for the improvement of the Society as a director.
- 4.7 Candidates for Director nominations are solicited by advertising in the *Materials Evaluation*. Candidates are also solicited by broadcasts to all ASNT voting members.
- 4.8 During review of candidate's application and in making final selections, the Selection Committee should consider organizational requirements as identified and provided by the Board of Directors.
 - 4.8.1 The Chair shall request the Board of Directors to submit recommendations as to the criteria for nominees.
- 4.9 Shall not nominate members to the Board of Directors who, at the time of election, would be from the same subsidiary, agency, or institution as serving members on the Board of Directors.
- 4.10 During the review process, any identified real or perceived conflicts shall be taken into consideration. Candidates identified as having conflicts shall be notified by the Chair of the Selection Committee and be given the opportunity to either withdraw their nomination from consideration or to continue to proceed with the nomination process. In any regard, the Selection Committee is responsible to resolve all conflicts prior to submitting names for nomination.
- 4.11 Maintain all information and committee discussion in complete confidence. No member of the committee shall discuss the results of deliberation outside of this committee, and only the Chair of the Selection shall inform the Board of Directors of this committee's activities.

5.0 Chair and Membership

5.1 Chair and membership shall be as stated in Article VI, Section 3 in the *ASNT Bylaws*.

6.0 Qualifications and Restrictions

The ASNT Board of Directors' Selection Committee shall be comprised of individuals with qualifications and restrictions as described in the *ASNT Bylaws*.

7.0 Nominations

7.1 All nominations and elections for officers and directors shall be in accordance with *ASNT Bylaws* and the Councils' Rules of Conduct.

7.2 The Selection Committee shall nominate the incumbent president, incumbent vice-president, and incumbent secretary/treasurer for positions of Chairperson of the Board, President, and Vice-President respectively, unless the performance of the respective individual is determined to be less than desirable, as determined by 2/3 affirmative vote of the full Board of Directors and communicated to the Selection Committee.

7.3 The Selection Committee shall review all council nominees to ensure all policy and *ASNT Bylaws'* requirements are met. If it is found that conflict exists, the appropriate council(s) will be advised and asked to submit an additional name(s).

7.4 Director at Large candidates shall be selected following personal interviews that are conducted by the Selection Committee at the Research Symposium. All candidates determined by the Committee to be qualified shall be nominated for national Directors.

7.4.1 Prior to interviewing the candidates, the Selection Committee shall review the Committee's responsibilities as outlined in this policy (copies should be available at the selection meeting).

7.4.2 In addition to the chair, a seven (7) member committee shall be present during the interview and selection process. The chair, in the absence of an appointed committee member, shall select an appointed group alternate. In the absence of an appointed group alternate, the chair shall select any appointed alternate. In the absence of the Chair, the Chairperson of the Board shall appoint a past Chairperson of the Board to preside over the interview and selection process.

7.4.3 The Committee should establish that voting for all directors and officers shall be a consensus process with no proxies allowed. The selection process requires the full-time participation of seven (7) members during

the interview and selection. The Committee shall maintain all information and discussions in complete confidence.

- 7.4.4 A suggested process is: appointment times should be arranged with all candidates for a suitable time (preferably one following the other) during the Research Symposium, allowing between 20 and 30 minutes for each. A suitable room shall be made available such that nine (9) individuals are comfortable in a circle work environment.

When the candidate arrives, inform them they have five minutes (5) in which to give any opening comments. The Committee will then ask various questions of the candidate. Near the end of the interview the Committee will allow the candidate an opportunity for additional comments or questions for the Committee. The Committee will inform the candidate that they will be contacted within approximately 30 days, notifying them of the Committee's decision. The Selection Committee should be given thirty (30) minutes prior to the next candidate to discuss the interview.

After all the interviews for directors have been completed, the Selection Committee shall discuss their thoughts concerning the various candidates. Once the discussions have been completed, the candidates determined to be qualified, will be the committee selections.

8.0 Committee Roster

The ASNT Board of Directors' Selection Committee, including alternates, shall be listed on the Board of Directors' standing committee roster upon approval.

9.0 Reporting Requirements

- 9.1 The Chair of the Selection Committee shall report to the Board of Directors the nominations of the directors and slate of officers at the last Research Symposium Board of Directors meeting. In addition, the Chair of the Selection Committee shall notify the candidates in writing upon conclusion of the selection process.
- 9.2 The Chair of the Selection Committee shall submit a written report which lists the slate of officers and director nominees to the ASNT Secretary/Treasurer for publishing the proposed slate of officers and director nominees in the May edition of *Materials Evaluation*.