### 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 positions on the Board of Directors.

#### 3.0 Reference

- 3.1 *ASNT Bylaws*.
- 3.2 Policy G-1, Secretary/Treasurer Nomination Process.
- 3.3 Policy G-3, Candidate Support Requirements for ASNT Officers and Board.
- 3.4 Policy G-12, Consecutive Terms on the ASNT Board of Directors.
- 3.5 Policy J-3, ASNT Board of Directors Job Description.
- 3.6 Policy J-5.11.1, Standing Board Committee Policy for ASNT Board of Directors Selection Committee Appointments.
- 3.7 Policy J-5.11.2, Joint Council Policy for ASNT Board of Directors Selection Committee Appointments.
- 3.8. 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 Secretary/Treasurer prior to submittal to the Board of Directors for consideration in accordance with Policy G-1, Paragraph 4.0
  - 4.1.1 The Selection Committee Chairman shall send a copy of each qualified candidate's packet to the Board of Directors by February 28<sup>th</sup>. If a candidate does not meet the requirements, the chairman shall write a letter declining the request and explain why the candidate is not qualified.
- 4.2 Preview current officers and determine the nominations for Chairperson of the Board, President and Vice President in accordance with the *ASNT Bylaws*.
  - 4.3 Select three (3) Director at Large candidates for nomination, plus additional candidates to replace those who are deceased, are unable to serve, or have resigned prior to completing their term of office.

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- 4.4 Prescreen all candidates selected by the councils for nomination as Directors in accordance with *ASNT Bylaws*.
  - 4.4.1 Request all council chairmen 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-3) to the ASNT Selection Committee by March 1 for final selection.
- 4.5 Insure 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 Verify that each candidate has employer support in accordance with Policy G-3 and has personal dedication for the improvement of the Society as a director.
- 4.7 Evaluate all candidates for conformance with Policy G-12.
- 4.8 Solicit candidates for director nominations of the Selection Committee by advertising in the December issue of *Materials Evaluation* and solicit local sections, including identification of skills sought and terms to be filled.
- 4.9 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.
  - 4.9.1 Request Board of Directors to provide recommendations as to criteria for nominees be submitted to the Selection Committee by March 1 such that Board needs can be considered.
- 4.10 Shall not nominate members to the Board of Directors who, at the time of election, would ne from the same subsidiary, agency, or institution as serving members on the Board of Directors.
- 4.11 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 Chairman 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.
- 4.12 Maintain all information and committee discussions in complete confidence. No member of the committee shall discuss the results of deliberation outside of this committee, and only the chairman shall inform the Board of this committee's activities.

#### 5.0 Chairmen and Membership

The immediate past Chairperson of the Board shall be Chairman of this committee as designated when the new Chairman of the Board assumes his office at the Board meeting at the conclusion of the fall conference. The committee membership shall be in accordance with *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 *ASNT Bylaws*.

#### 7.0 Nominations

- 7.1 All nominations and elections for officers and directors shall be in accordance with, *ASNT's 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 performances 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. In such case the Selection Committee shall provide recommended replacement nomination(s) to the Board of Directors.
- 7.3 The Selection Committee shall review all council nominees to ensure all policy and bylaw 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 at the Spring Conference. Normal parliamentary procedures shall be used with the candidates being selected by secret ballot. The chairman shall be non-voting. The three Director at Large candidates receiving the most votes shall be nominated for national directors. Replacement nominees, if any, shall be chosen from the remaining candidates or other elected candidates at the committee's discretion.
  - 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 chairman, a six (6) member committee shall be present during the interview and selection process. The chairman, in the absence of an appointed committee member, shall select an appointed group alternate. In the absence of an appointed group alternate, the chairman shall select any appointed alternate. In the absence of the chairman, 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 six (6) members during the interviews and selection. The committee shall maintain all information and discussions in complete confidence.

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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 Spring Conference, allowing between 20 and 30 minutes for each. A suitable room shall be made available such that eight individuals are comfortable in a circle work environment.

When the candidate arrives, have them sit down, make them comfortable and 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 allow the candidate an opportunity for additional comments or questions for the committee. Inform the candidate that they will be contacted on the following Monday and informed of the outcome of the committee's decision. Thank the candidate for their time and walk them to the door. Selection Committee should be given five (5) minutes prior to the next candidate to discuss the interview.

After all the interviews for directors have been completed, the Selection Committee should discuss their thoughts concerning the various candidates. Once the discussions have been completed, have each committee member write down on a piece of paper their top three choices while assigning each a value of 3, 2, and 1. Three (3) being the most desired and one (1) being the least desired. The chairman, as a non-voting member, shall collect the paper ballots and tally the number (count/vote) for each candidate. The three candidates receiving the highest number will be the committee selections. In case of a tie, just the candidates involved in the tie will be re-balloted and the one receiving the most votes will be selected.

### **8.0** Term

The ASNT Board of Directors Selection Committee, including alternates, shall be listed on the Board of Directors committee roster list and be reported at the first Board of Directors meeting at the Fall Conference. The committee shall serve a one-year term.

# 9.0 Reporting Requirements

- 9.1 The chairman of the Selection Committee shall report to the Board of Directors the nominations of the directors and slate of officers at the second Spring Conference Board of Directors meeting. In addition, the chairman of the Selection Committee shall notify the candidates in writing upon conclusion of the selection process.
- 9.2 The chairman 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*.