



NOMINATING COMMITTEE BYLAWS

PURPOSE:

The Nominating Committee assists the Board of Directors by preparing a slate of recommended nominees for director positions that become vacant at the next annual meeting of the Society. The Nominating Committee does not recommend nominees for Technical Division Chair director positions for which nominees are recommended by the divisions utilizing board-approved polices.

The Nominating Committee further assists the Board of Directors by recommending a TMS representative for the AIME Board of Trustees as consistent with AIME Bylaws and Trustee Rotation Schedule.

DUTIES:

The duties fall within the Purpose Statement above, as specified or detailed from time-to-time by the Board of Directors based on current circumstances. The committee report to the Board for preparing a slate of nominees for both open board positions and the AIME Board of Trustees representative should consist, at a minimum, of the following components

1. A list of members attending the committee meeting and a statement that a quorum was present.
2. A slate of nominees (one or more per position, typically one) recommended to the Board of Directors, along with supporting information. The report should show that the slate was voted and approved by the Nominating Committee.
3. Any aspects of the committee's work or recommendations to assist the Board in making a final determination.

To respect the privacy of unsuccessful nominees for Board positions, a separate report will be prepared and maintained in Nominating Committee files that provides a list of all properly-submitted nominees received by the committee. (Properly submitted nominations provide information required on a form prepared by the committee, including at least: a) a signature of the nominator, b) biographical information for the nominee including service to TMS, c) a signed statement that the nominee is willing to serve if elected, d) information supporting qualification of the nominee according to the society bylaws, and e) a minimum of 3 and maximum of 5 letters of recommendation by members of TMS. This report will be available on request to any Board member as is the case with any other TMS document.

PROCEDURES:

Procedures for preparing slate of open Board position nominees:

1. The Committee issues a Society-wide call for nominations for non-technical-division directors that references duties and responsibilities of each position, a reasonable deadline for receiving nominations and a form specifying required information (as shown above under “Duties”).
2. The Committee collects all such nominations and assures that they are properly submitted with complete information.
3. The Committee meets during the TMS Annual Meeting and Exhibition to consider all nominees and to vote on a slate to be recommended to the Board of Directors. The slate usually comprises one name for each position that is becoming vacant, but may include more than one recommended nominee.
4. The committee chair prepares a written report based on a summary of the meeting incorporating at least the elements specified under “Duties” and forwards it to the Secretary of the Board of Directors in time for inclusion on the Wednesday agenda of the Board of Directors meeting at the TMS Annual Meeting and Exhibition.

Procedures for preparing slate of Nominees for the AIME Board of Trustees

1. The Committee shall solicit the TMS Past Presidents Council for self-nominations, provide a reasonable deadline for receiving nominations, and a form specifying required information.
2. The Committee collects all such nominations and assures that they are properly submitted with complete information.
3. The Committee meets during the TMS Annual Meeting and Exhibition to consider all nominees and to vote on a single representative to be recommended to the Board of Directors.
4. The committee chair prepares a written report based on a summary of the meeting incorporating at least the elements specified under “Duties” and forwards it to the Secretary of the Board of Directors for inclusion on the Wednesday agenda of the Board of Directors meeting at the TMS Annual Meeting and Exhibition or an alternative meeting as deemed acceptable by the Board of Directors.
5. TMS must notify AIME of the appointed representative no later than June 1 of the relevant year.

MEMBERSHIP:

Ten (10) members comprising nine (9) voting members and one (1) non-voting member, as follows:

Past President, who chairs the committee (voting)

Vice President (non-voting)

Eight (8) Appointed Members (voting)

Two (2) of the committee members serve *ex officio* as shown; eight (8) are appointed by the Board of Directors which directs the Vice President to recommend names for expiring terms of appointed members.

The Vice President shall be directed to make nominations to the Board for Nominating Committee membership considering a preference for broad representation with respect to technical background, society demographics (industry, academia, government), experience with Society affairs and other demographic criteria.

TERMS OF OFFICE:

Ex officio members serve during the period for which they hold the qualifying position. Appointed Members serve for 3 years. The terms of office for Appointed Members should be staggered to provide continuity. (Occasionally, because of resignations or terminations, this may require appointments for less than 3 years in order to maintain an orderly rotation of committee terms.

MEETING SCHEDULE:

The Committee meets at the Annual Meeting of the Society and at any other times deemed necessary by the chair.

QUORUM:

Six voting members in attendance shall be considered a quorum.