



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 officer's rotation of 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 list of all properly submitted¹ nominees that were received by the Nominating Committee for all open positions.
3. A slate of nominees (typically one per position) 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. Individual vote tallies should not be included in the report.
4. Any aspects of the committee's work or recommendations to assist the Board in making a final determination.

This report will be available on request to any Board member as is the case with any other TMS document.

¹ 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.

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 discussion during the Board of Directors meeting at the TMS Annual Meeting and Exhibition.

In keeping with culture and belief that the society is strengthened by having multiple nominees for each position and that not being selected for a position should be the start, not the end, of service opportunities within TMS, the complete list of nominees will be shared with the Board of Directors at their meeting at the TMS Annual Meeting and Exhibition.

To show proper respect and courtesy to those that have been nominated, as soon as possible after the Nominating Committee’s meeting, the Past President will contact and inform all nominees as to the Nominating Committee’s recommendations to Board of Directors. This notification should come with a reminder that the recommendations are not final until a slate is approved by the Board of Directors and the membership. Ideally, the Past President will meet with all nominees for the Presidential rotation in person or via telephone prior to consideration of the Nominating Committee’s recommendations by the Board of Directors later in the conference week (e.g., Sunday evening at the Fellows reception).

Procedures for preparing slate of Nominees for the officer’s rotation of 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 discussion during 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:

Twelve (12) members comprising eleven (11) voting members and one (1) non-voting member, as follows:

- Past President, who chairs the committee (voting)
- Vice President (non-voting)
- Ten (10) Appointed Members (voting)

Two (2) of the committee members serve *ex officio* as shown; ten (10) 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 three (3) years. **Unexcused absences from the Nominating Committee’s meeting at the Annual Meeting will be cause for forfeiture of one’s seat on the Committee.** 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 three (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.

Given the importance of this committee’s work, members are expected to participate in each meeting at the Annual Meeting of the Society. Requests for excused absences will reviewed by the TMS Executive Committee.

QUORUM:

Six (6) voting members in attendance (i.e., a simple majority of voting members) shall be considered a quorum.