



## ASSP Nominations & Elections Process – Committee

This process document outlines the general process the ASSP N&E committee follows each year. The timeframes are guides and will be adjusted by professional staff and the N&E Chair to support the committee in fulfilling their responsibility each year. The only timeframe that cannot be adjusted is, in order to execute election on March 1<sup>st</sup>, under the ASSP bylaws the slate must be announced by February 1.

### **Onboarding – August/September**

- Committee goes through ASSP leader onboarding
- Prior to the nominations deadline, the committee is trained on the evaluation process that they will follow

### **Nominations Evaluation – Board Level positions\***

#### **First round of evaluation (October - November)**

- Committee conducts independent review of anonymous nomination packages and submits ratings using the published rubric. Materials provided to the committee:
  - Access to submittable and anonymous nomination packages
  - Evaluation rubric & guide
  - Board Competencies

Committee meets for an initial calibration meeting to discuss divergent ratings.

- After initial discussion on divergent ratings, the Committee will receive access to the names of each candidate.
- Committee votes to approve nominees that will move forward to the interview process.
- Committee discusses any additional information or follow-up that they would like to request from the nominee(s).

#### **Second round of evaluation (November - December)**

Committee receives the full nomination packages Materials provided to the committee:

- Access to submittable and full nomination packages
- Scored evaluation rubric from first round of evaluation
- Any additional information requested by the committee
- Board Competencies
- Interview guide
- Committee meets to prepare for the candidate interviews, including reviewing and agreeing on the guide and instructing the interviewer(s) on probing questions or additional information they'd like to know about the nominees.
- As directed by the N&E Committee interviews for board level nominations are conducted





### **Third round of evaluation (January)**

- Committee conducts an additional round of independent review of nominations packages and interviews and submits ratings and submits updated ratings based on the newly available information. Materials provided to the committee:
  - Interview recordings
  - Access to submittable and full nomination packages
  - Scored evaluation rubric from first and second rounds of evaluation
- Committee conducts additional calibration discussion(s).
- Committee votes to approve the 2025 slate of candidates for Board level positions.
- Committee will provide feedback and guidance to complete leader development templates that will be provided to nominees not selected for the 2025 slate.

### **Nominations Evaluation – Council Vice President positions\***

#### **First round of evaluation (October)**

- Committee conducts independent review of anonymous nomination packages and submits ratings using the published rubric. Materials provided to the committee:
  - Access to submittable and anonymous nomination packages
  - Evaluation rubric & guide
  - Required leader competencies
  - Position Description

#### **Second round of evaluation (November - January)**

- Committee receives scored evaluation rubric from first round of evaluation
- Committee meets to conduct a calibration discussion to discuss divergent ratings.
- After discussion on divergent ratings, the Committee will receive access to the names of each candidate.
- Committee votes to approve the 2025 slate of candidates for Council Vice Presidents.
- Committee will provide feedback and guidance to complete leader development templates that will be provided to nominees not selected for the 2025 slate.

### **Nominations Evaluation – Regional/Community elected positions (December – January) \***

- Process initiated after regional/community committees complete their evaluation process.
- N&E committee reviews nomination package and regional/community committee recommendations.
- Committee will vote to approve the 2025 slate of candidates for Regional/Community elected positions.





\*In any of the evaluation rounds the committee may request additional information. The committee will reconvene to review and discuss additional information provided.

### **Candidate selection**

- Candidate notifications are executed prior to slate announcement.
- Board and Council VP nominees not selected for the 2025 slate will receive the following outreach:
  - Notification call from N&E chair (or committee member)
    - Call will focus on notification they were not selected.
    - High level feedback using the leadership development form.
  - A thank you letter for their nominations and the completed leadership development feedback form.
  - A leadership development call from an ASSP Board member.
- Regional and Council VP nominees not selected for the 2025 slate will receive the following outreach:
  - Notification e-mail from N&E chair
  - A Thank you letter for their nomination and options for future engagement.
  - A leadership development call from an ASSP Board member.

### **Slate announcement**

- 1<sup>st</sup> round notifications - Members who submitted a nomination will be the first audience notified.
- 2<sup>nd</sup> round notifications - The Board will be notified following the completion of the first round.
- 3<sup>rd</sup> round notifications – Regional Vice Presidents, PS/CIG Administrators will be notified of candidates selected for their respective Region, Area, Community.
- Final round notifications – On February 1<sup>st</sup>, the 2025 Slate of Candidates will be published and members will be notified in the closet ASSP weekly following the February 1<sup>st</sup> date.

### **Candidate communication**

- Leading up and during the elections candidates will receive:
  - Notification of election & campaign guidelines, under SOG 6.10.
  - Expectations on when voting will launch and conclude.
  - Expectations on when and how they will be notified of election results.
  - Any additional information that may need to be communicated.





### Election Promotion

- All ASSP members eligible to vote and who have not cast their vote, will receive at least three reminders to vote, directly from the ASSP election vendor.
- ASSP will promote the elections through all ASSP communication channels, including but not limited to:
  - ASSP weekly
  - Social media
  - Leader updates
  - Community meetings
- Leaders and Members will be encouraged to promote voting in the election as well.

### Election Conclusion

ASSP election results are verified by ASSP's contracted election vendor. The results are required to be reported to ASSP by 5pm on April 3rd. ASSP professional staff or leaders do not have visibility to election results prior to the certified results being reported.

Election results will be communicated following the below sequence. The first five steps will be aimed to be completed within 48 hours of receiving the certified results.

1. Verified reports are provided to the chair of the N&E Committee, along with contact information and instructions to complete candidate notification calls to Board and Council VP candidates.
2. Board of Directors will be notified that candidate notifications are beginning and provided confidential election results. and the election results will be shared once all candidate notifications have been completed.
3. Board and Council VP candidates will be notified by phone from the chair or member of the N&E Committee.
4. Regional and community candidates will be notified by e-mail from the chair or member of the N&E Committee.
5. Upon completion of candidate notifications, a results memo is published to the following stakeholders, in the order listed.
  - Board of Directors and Nomination & Elections committee
  - Council Vice Presidents, Regional Vice Presidents, PS/CIG Administrators
  - ASSP staff Directors and Membership & Communities team
6. The 2025 Election results will be published on [www.assp.org](http://www.assp.org) and members will be notified in the next immediate ASSP weekly.





AMERICAN SOCIETY OF  
**SAFETY PROFESSIONALS**

### **2025 Elections Review**

- A review of process feedback and improvements will be documented and provided to the Board of Directors.
- A voter analysis will be compiled.

