



Application Package for Candidates to ASPE Board of Directors

American Society of Plumbing Engineers

6400 Shafer Court, Suite 350

Rosemont, IL 60018

(847)296-0002 • Fax: (847) 296-2963

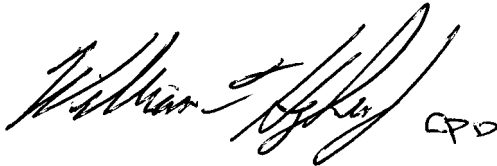
aspe.org • info@aspe.org

Dear Colleague:

This Candidate Application Package has been prepared in order to provide some standardization of the material that members and delegates will review and use to evaluate each of the candidates for the ASPE Board of Directors, prior to the election of officers held at the biennial ASPE Convention. The Candidate Application Package is a supplement to the required letter of interest and candidacy that is sent to the Nominating Committee.

The information provided by the attached forms, will help the members and delegates make a better informed decision regarding their elected officers. Thank you for your interest as a nominee to the ASPE Board of Directors.

Sincerely,

A handwritten signature in black ink, appearing to read "William F. Hughes Jr." followed by the initials "CPD". The signature is fluid and cursive.

William F. Hughes Jr., CPD, LEED AP, FASPE
Nominating Committee Chair

Package must be submitted by May 31, 2018

NOTE: How ever you fill in this form (e.g., hand written, printed, typed, etc) is how it will be presented to the delegates.



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STATEMENT OF INCLINATIONS, INTERESTS AND AFFILIATIONS (To Help Determine Potential Sources of Bias and Conflict of Interest)

Name: _____ Telephone: _____

Fax Number: _____ E- mail: _____

Address: _____ City: _____ State: _____ Zip: _____

Company (Employer): _____ Title: _____

Product or Service: _____ ASPE Member # _____

Preferred ASPE Board of Directors Position (ASPE Nominating Committee will contact each individual regarding preferred choice; if no preference please state "None"): _____

The responsibility for determining the information to be reported rests principally with the individual completing this form. Reference the next page for guidelines and definitions. Report only information that is relevant and merits disclosure regarding:

1. All ASPE policies with respect to interest categories and as related to any bias and conflict of interest.

Instructions:

- A. Please make sure to include a cover letter of interest to the nominating committee addressed to the nominating committee chair.
- B. Include a letter from your employer and family stating their approval and support of you pursuing this position. This letter is a vital piece to your application. It will demonstrate that your family and employer fully understand you are running for the position, aware of the responsibilities that comes along with serving on the board of directors, and that serving on the board will require you to be away from family and your place of employment for certain periods of time.
- C. Contact the Nominating Committee Chairperson if you have any questions regarding the completion of this form.
- D. When this form has been completed, sign, date and return it as shown below. Attach additional sheets if necessary. Retain a copy for your records.
- E. A statement of inclinations, interests and affiliations does not prevent candidacy to the Board of Directors but is for the purpose of notifying the members and the delegates of any bias or potential bias.
- F. If there is no information to be reported, write the word "NONE" in the space provided.

During an individual's period of service in connection with the activity for which this form is being completed, any changes in information reported on this form or any new information relevant to the question of potential bias or conflict of interest should be promptly reported to the ASPE Board of Directors.

1. ORGANIZATIONAL AFFILIATIONS.

Report relevant present and past business relationships (as an employee, owner, officer, director, consultant, member, etc.) and relevant remunerated or volunteer non-business relationships (e.g., professional organizations, trade associations, code organizations, lobbying groups, public interest or civic groups, and trade magazines). Include specific activities and committee involvements.

2. PUBLIC STATEMENTS AND POSITIONS.

List relevant articles, testimony, speeches, etc. by date, title and publication (if any) in which they appeared. Provide a brief description of relevant positions of any organizations or groups with which you are or have been closely identified or associated.

Signature

Date

Note: As a candidate for the Board of Directors, a copy of this completed form will be available to any members making a written request.

GUIDELINES AND DEFINITIONS

Bias

The question of potential sources of bias ordinarily relates to views stated or positions taken that are largely intellectually motivated or that arise from the close identification or association of an individual with a particular point of view or the positions or perspectives of a particular group. Such potential sources of bias are not disqualifying for purposes of the Board of Directors. It is necessary, however, in order to ensure that the members and the delegates are aware of potentially biasing backgrounds or professional or organizational perspectives.

Conflict of Interest

It is essential that the work of the ASPE Board of Directors not be compromised by any significant conflict of interest, or in some circumstances the significant appearance of conflict of interest, on the part of any member of the Board or anyone associated with the Board (e.g., consultants and staff). For this purpose, the term "conflict of interests" means any financial or other interest that conflicts with the service of an individual because it (1) could impair the individual's objectivity or (2) could create an unfair competitive advantage for any person or organization. The existence of a significant conflict of interest is important information to the membership and the delegates.

How conflicts of interest arise

1. The Board includes individuals with strong personal, financial, or professional interests in seeing that the Society recommend or produce a particular outcome.
2. An agency, a sponsor, or a private organization or company attempts either to influence the Board members or to skew the body of information reviewed by the Board.
3. The conflicts of interest or bias arise concerning individual points of view on especially contentious issues. For the Board of Directors, nearly all of the people of relevant competence have backgrounds of connections and experience that constitute, or can be construed by others as constituting, potential sources of bias in one direction or another. It may, therefore, be difficult to find individuals with the pertinent knowledge who have not been involved previously with an issue that will come before the Board. Such situations are resolved by the membership and the delegates by selecting a carefully balanced consensus-forming body so that all points of view can be represented.

To avoid conflicts of interest

Adhere to ASPE policies and procedures. These policies and procedures include specific questions and assessments prior to the election of officers to the ASPE Board of Directors to bring possible conflicts of interest to the attention of the membership and the delegates. Two essential parts of this process are, prior to the election of officers, completion of a short statement of inclinations, interests and affiliations that lists professional connections and indicates any positions taken in relevant public statements, and the candidate question and answer session at the biennial Convention.



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CANDIDATE APPLICATION FOR ASPE BOARD OF DIRECTORS

[Please Type or Print]

ASPE Board Position You Are Applying For: _____ Date: _____

1. Education

Education Level	Name of Institution	Major/Course	Years Completed	Date of Graduation	Degree
High School					
Technical School/ Institute					
College or University					
Graduate Studies or Other					

2. Certification and Registration

- A. Are you Certified In Plumbing Design (CPD)? YES NO
- B. Are you a Registered Engineer? YES NO Number of States: _____
- List States: _____ _____ _____
- _____ _____ _____
- C. Other (Specify): _____

3. Professional Experience (Include Each Assignment)

Date		Employer	Title	Describe Duties/Responsibilities (e.g. design, codes, sales, etc.)
From	To			

(can continue on next page)

3. Professional Experience (continued)

Date		Employer	Title	Describe Duties/Responsibilities (e.g. design, codes, sales, etc.)
From	To			

4. ASPE History

A. Please Provide:

- a. Member Number: _____
- b. Chapter Affiliation: _____
- c. Year Joined ASPE: _____
- d. Initial Membership Grade: _____
- e. Current Membership Grade: _____

B. ASPE Activities (Other than Chapter):

Date		Name of Committee or Other Activity	Position
From	To		

C. Chapter Activities:

a. Chapter Offices Held

Date		Name of Chapter	Office/Position
From	To		

b. Chapter Committees and Other Activities

Date		Name of Chapter	Name of Committee or Other Activity
From	To		

5. Membership and Activities in Other Societies or Associations

Society or Trade Association	Year Joined	Membership Grade	Committee/Activity	Date		Position
				From	To	

6. Technical Interest Areas (e.g., fixtures, appliances, systems, codes, education, publications)

7. General or Society Interest Areas (e.g., education, legislative, publications, computers, Internet, membership, marketing)

8. Honors and Awards [e.g., honorary societies, citations, awards (list ASPE’s first)]

Honor or Award Received	Organization Received From	Date

9. Publications

Number of Books/Manuals: _____ Number of Papers: _____ Number of Articles: _____

List up to five (5) significant publications. Attach additional list, if needed.

Title	Publisher or Publication	Date

10. Patents, Registrations or Trademarks Owned

Number of Patents: _____ Number of Trademarks or Registrations: _____

Patent/Reg/TM Number	Describe Patent/Registration/Trademark	Date Issued

11. Projects

List up to five (5) significant projects. Attach additional list, if necessary.

Year + Project Name or Description	Implemented/ Finished	Your Role in Project	Significance of Project

12. Civic, Charitable and Military Service

13. Languages

List languages you can read, write and/or speak, and proficiency
(List proficiency as F = Fair; G = Good, E = Excellent)

Language	Read			Write			Speak		
	Yes	No	Proficiency	Yes	No	Proficiency	Yes	No	Proficiency

15. ATTESTMENT OF CANDIDATES

1. If appointed as a member of the ASPE Board of Directors, I hereby grant the American Society of Plumbing Engineers (ASPE) the non-exclusive, royalty-free rights, including nonexclusive, royalty rights in copyright, to any contributions I make to documents or material I prepared for ASPE and I understand that I acquire no rights in publication of such documents in which my contribution or other similar analogous form is used. I hereby attest that I have the authority and I am empowered to grant this copyright release.
2. If appointed as a member of the ASPE Board of Directors, I understand that expenses I may incur in my official capacity as an officer of the Society shall be reimbursed in accordance to the official Society travel policies and that all such expenditures require budget authorization and must be approved in advance by the Society President.
3. I hereby attest that all information provided in the Candidate Application for ASPE Board of Directors and the Statement of Inclinations, Interest and Affiliations are true and accurate representations of my interests, affiliations and background and do not believe I have any conflict of interest that would affect my serving as an officer of, and member of the Board of, the American Society of Plumbing Engineers.

Please sign below and return to:

American Society of Plumbing Engineers
c/o Nominating Committee
6400 Shafer Court, Suite 350
Rosemont, IL 60018
(847)296-0002 • Fax: (847) 296-2963
aspe.org • info@aspe.org

Name (print)

Date

Signature



SUPPLEMENT TO BOARD OF DIRECTOR CANDIDATE INTEREST FORM

PETITION TO INSURE PLACEMENT ON BALLOT

In accordance with the ASPE Bylaws:

For all board officers the Committee shall be responsible for providing a recommended slate of officers for presentation to the membership and for election as officers by the delegates.

The Nominating Committee shall oversee the preparation and submittal of the material for each individual chosen, shall attest to the accuracy of the information provided, and shall prepare a summary biography for distribution to the membership and the delegates not later than sixty (60) days prior to the date of the election.

In accordance to this bylaw, the Nominating Committee has some latitude as to the slate of officers it may present to the delegates at the biennial ASPE Business Meeting. As there is no continuity provision in the ASPE Bylaws, all ASPE board members must run for re-election every two years (with the President limited to two two-year terms). The Nominating Committee can offer one or more recommendations for each board position to the delegates.

The nomination bylaw also states:

Nothing in this bylaw shall exclude additional candidates being nominated from the floor or petitioning the committee for inclusion as a candidate. All nominations from the floor shall require a second and a positive vote to include the candidate of at least 25 delegates; written petitions for inclusion on the official candidate ballot shall require a minimum of fifty (50) full or associate member signatures.

In order to insure that a candidate who submits his/her Board of Director Candidate Interest Form is on the ballot that the Nominating Committee submits to the delegates, this Special Petition to Insure Placement on Ballot should be filled in and submitted with the candidates Board Interest Form.

THIS PETITION REQUIRES THE PRINTED NAME AND SIGNATURE OF 50 FULL OR ASSOCIATE ASPE MEMBERS IN GOOD STANDING.

PETITION TO INSURE PLACEMENT ON BALLOT

ASPE Member Number	Printed ASPE Full/Associate Member Name	ASPE Member Signature	ASPE Office Validation
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PETITION TO INSURE PLACEMENT ON BALLOT

ASPE Member Number	Printed ASPE Full/Associate Member Name	ASPE Member Signature	ASPE Office Validation
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