



Application Package for Candidates to the ASPE Society 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 ASPE Member,

This Candidates Application Package should be completed in its entirety by any member who has decided to run for a position on the ASPE Society Board of Directors. This package must be submitted to the ASPE office no later than the deadline noted below to be considered as a Candidate in accordance with the Bylaws.

In addition to this Application Package, every Candidate must confirm they are currently employed in the Plumbing industry and submit a letter or provide another form of correspondence indicating approval of both family and their employer to undertake the requirements of serving as a member to the Society Board of Directors. Every Candidate must also include a current photograph in accordance with Chapter 10.16 Nominating of the P&O Manual.

The description, composition, and responsibilities of the Nominating Committee is listed in Chapter 8 of the P&O Manual. A few key points from that Chapter are as noted below:

- The list of Candidates for the Board of Directors shall include the name of any member submitting their application for consideration who meets the requirements of the Society's Bylaws.
- The Committee shall interview all Candidates to determine if they are qualified to hold the Board position they are seeking. If the Committee does not feel the Candidate is qualified to hold the position they are interested in, the Committee may recommend that the Candidate consider running for a different position.
- Based on the information gathered during the interview process of each Candidate, the Committee shall prepare a slate that lists one recommended individual for each position, and this list shall be referred to as the "Recommended Slate of Officers". The Recommended Slate of Officers shall be the top-rated Candidate for each Board position as ranked by the Nominating Committee.

The next election of Board members will take place during the ASPE Biennial Business Meeting. The information provided by the Candidates in this Application Package, the letter or correspondence indicating family approval and if possible, similar correspondence relative to employer approval, and the Slate of Officers from the Nominating Committee, will help the members and Delegates make an informed decision when casting their vote during the election of the Society Board of Directors.

Thank you for your interest as a Candidate to the ASPE Board of Directors.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mitchell J. Clemente', with a long horizontal flourish extending to the right.

Mitchell J. Clemente, CPD, FASPE
Nominating Committee Chair

Package must be submitted by May 8, 2020

NOTE: This Application Package will be presented to the members and Delegates exactly as submitted by the Candidate regardless of the accuracy, or legibility of the information provided. No changes or modifications of any kind will be permitted by anyone including the Candidate, Society office or the Nominating Committee once this Application Package has been submitted. It is recommended that all of the information submitted be hand written or printed legibly or typed to avoid any confusion or misunderstandings.

May 4, 2020

Mitch Clemente
ASPE Nominating Committee Chair

Dear Mitch,

I am writing this letter to share with you my interest in running for the ASPE Board of Directors for the position of Region 1 Director. I feel as though I have played a progressively active role over the years and my involvement with my local Connecticut Chapter has prepared me and given me the experience needed to pursue this.

Attached is my statement of inclinations, interests and affiliations, my application, approval letter from my employer and approval letter from my family.

Please accept this request and allow me to run representing Region 1 for the 2020 ASPE Society Board of Directors.

Regards,

Nicole M. Parker, CPD, CFPS, LEED Green Associate

May 4, 2020

Dear Nominating Committee,

I, Robert Parker, along with Nicole's children, Dylan and Korenna Weiss support her in her decision to run for ASPE National Board of Directors as Region 1 Director. We fully understand that she will need to be committed to the Board and all responsibilities and travel that is required to fulfill her position to the fullest.

Regards,

Robert A. Parker, Dylan W. Weiss, Korenna E. Weiss



Civil

April 24, 2020

Site Utilities

Re: Nicole M. Parker
ASPE National Board of Directors Participation

Structural

To Whom It May Concern:

Mechanical

We are aware that Nicole M. Parker is interested in joining the ASPE Board of Directors. As her employer, we fully support her intention to server ASPE at the national level and understand that this position will require travel and obligations outside of the course of our normal business. These additional responsibilities will in no way affect her good standing as an employee at BVH.

Electrical

If you should require any additional information, please do not hesitate to contact me.

Sincerely,

BVH Integrated Services, P.C.

Plumbing / Fire Protection

A handwritten signature in blue ink, appearing to read "Jeffrey Cichonski".

Jeffrey S. Cichonski, P.E.
Senior Vice President

Technology

Commissioning

E:\Jeff\Work\Personnel\Nicole Parker ASPE National Board Application Letter.docx

Building Envelope



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

Name: _____ Telephone (day): _____

Telephone (evening): _____ E-mail: _____

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

Company (Employer): _____ Title: _____

Company (Employer) Product or Service: _____ ASPE Membership # _____

Chapter Affiliation: _____

Preferred ASPE Society Board of Directors; if no preference please state "None": _____

The responsibility for completing and submitting this statement of inclinations, interests and Affiliations rests solely with the individual completing this Application Package. Please reference the next page for guidelines and definitions, and submit only the 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 or other correspondence from both your employer and family stating their approval and support of you pursuing this position. This letter or correspondence is a vital piece to your application and will demonstrate that your family and employer are fully aware of the responsibilities that comes along with serving on the Society 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 Chair 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 pages if necessary and 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.

If the Candidate is elected and during your period of service on the Board, 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 and the ASPE Executive Director/CEO.

1. ORGANIZATIONAL AFFILIATIONS. **NONE**

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. **NONE**

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 Society Board of Directors, a copy of this completed form will be available to all ASPE members.

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 Society 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 Society 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 Society Board of Directors 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 Society Board members or to skew the body of information reviewed by the Board of Directors.
3. The conflicts of interest or bias can arise concerning individual points of view especially on 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 Society 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 any other interaction between the Candidates and Delegates during the biennial Convention.



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CANDIDATE APPLICATION FOR ASPE BOARD OF DIRECTORS

[Please Type or Print]

1. Education

| Education Level | Name of Institution | Major/Course of Study | Years Completed | Date of Graduation | Degree Earned |
|---------------------------|---------------------|-----------------------|-----------------|--------------------|---------------|
| High School | | | | | |
| Technical School | | | | | |
| 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 Certified Plumbing Design Technician (CPDT)?

☐ Yes ☐ No

C. Do you hold the Green Plumbing Design Certificate (GPD)?

☐ Yes ☐ No

D. Are you a Registered Engineer?

☐ YES

☐ NO

Number of States: _____

List States: _____

C. Other (Specify): _____

3. Professional Experience (Include Each Position)

| Date | | Employer | Title | Describe Duties/Responsibilities (e.g. design, codes, sales, etc.) |
|------|----|----------|-------|-----------------------------------------------------------------------|
| From | To | | | |
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(can continue on next page)

3. Professional Experience (continued)

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

A. Please Provide:

a. Year Joined ASPE: _____

b. Initial Membership Grade:

c. Current Membership Grade: _____

B. Society Activities:

a. Society (National) Offices Held

| Date | | Society (National) Office/Position | Position |
|------|----|------------------------------------|----------|
| From | To | | |
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b. Society (National) Committees and Other Activities

| Date | | Name of Society (National) Committee/Working Group or Other Activity | Society (National) Position |
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| From | To | | |
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C. Chapter Activities:

a. Chapter Offices Held

| Date | | Name of Chapter | Chapter Office/Position |
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b. Chapter Committees and Other Activities

| Date | | Name of Chapter | Name of Chapter Committee or Other Activity |
|------|----|-----------------|---------------------------------------------|
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5. Membership and Activities in Other Societies or Associations

| Society or Trade Association | Year Joined | Membership Grade | Committee/Activity | Date | | Position |
|------------------------------------|----------------|---------------------|--------------------|------|----|----------|
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6. Technical Interest Areas (e.g., system design, equipment selection, specification preparation, codes, etc.)

7. General or Society Interest Areas (e.g., technical, education, legislative, membership, finances, AYP, WOA)

8. Honors and Awards [e.g., honors, awards (list ASPE's first)]

| Honor or Award Received | Organization Received From | Date Received |
|-------------------------|----------------------------|---------------|
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9. Publications Authored

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 Published |
|-------|--------------------------|----------------|
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10. Patents, Registrations or Trademarks Owned

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

| Patent/Registration/Trademark Number | Describe Patent/Registration/Trademark | Date Issued |
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11. Projects

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

| Project Name or Description | Year Completed | Your Role in Project | Significance of Project |
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12. Civic, Charitable and Military Service

13. Your answers to the following questions will help the members and delegates better understand each candidates position and goals as they make the best possible informed decision when electing officers to the Society Board of Directors. If you need additional space, use additional sheets of paper. Reminder, however, you fill in this form (e.g., hand written, printed, typed, etc.) is how it will be presented to the members and Delegates.

13A: Why are you running for this position on the Society Board of Directors, and what makes you stand out from all the other potential Candidates?

13B: What do you suggest we do immediately to better the Society, and what you would do personally to accomplish this goal?

13G: Membership has increased over the past few years. With the introduction of the Women of ASPE (WOA) and ASPE Young Professionals (AYP), the Society is beginning to obtain a younger member base. What are your thoughts and ideas to increase membership to new record numbers? What are your ideas for recruiting and retaining both younger and previous members? What are your ideas for addressing the large age gap between younger and older members?

13H. ASPE has continuously relied on the affiliate member organizations to support the Society. What are your ideas to change this and how can we get our members to help support the Society other than with dues.

13I. What should ASPE be doing for the membership that they are not currently doing?

14. ATTESTMENT OF CANDIDATES

1. As a Candidate to the Society 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 elected as a member of the ASPE Society Board of Directors, I understand that expenses I may incur in my official capacity as an officer of the Society Board 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 and/or Executive Director/CEO.
3. I hereby attest that all information provided in the Candidate Application for the ASPE Society 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 THE SOCIETY BOARD OF DIRECTOR CANDIDATE INTEREST FORM

PETITION TO INSURE PLACEMENT ON BALLOT

(Complete this section only if you are nominating a candidate from the floor, or if you have missed the deadline to submit the application package and are petitioning the committee for inclusion as a candidate.)

In accordance with the ASPE Bylaws:

The Nominating Committee shall be responsible for developing a recommended slate of officers for presentation to the membership and for election as officers by the delegates.

The Nominating Committee shall review the material for each Candidate, 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 with the bylaws, the Nominating Committee has some latitude as to the slate of officers it may present to the delegates at the biennial ASPE Business Meeting. Based on the information in this Application and the interview process of each Candidate, the Committee shall prepare a slate that lists one recommended individual for each position, and this list will be referred to as the "Recommended Slate of Officers". The Recommended Slate of Officers shall be the top-rated Candidate for each Board position as ranked by the Nominating Committee.

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) if another term is desired.

The nomination bylaw also states:

Nothing in this bylaw shall exclude additional candidates being nominated from the floor during the biennial Business Meeting 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 ensure that a candidate who submits their Board of Director Candidate Interest Form is added to the ballot that the Nominating Committee submits to the delegates, this Special Petition to Insure Placement on the Ballot should be filled in and submitted along with the candidates Statement of inclinations, Interests and Affiliations 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

Candidate Name: _____

Candidate ASPE Membership Number: _____

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

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