

ASCE SEATTLE SECTION

July 2026

Call for Nominations: 2026-27 Board Elections

*Four seats on the Seattle Section Board of Directors are open for election in 2026. The Nominating Committee — chaired by the Immediate Past President — is now accepting expressions of interest. Per the Section Bylaws, nominees will be announced in the **August newsletter** along with the ballot distributed to all Members.*

Open Positions — 2026 Election Cycle

The following seats are on the ballot this year.

#	Position	Term
1	President-Elect	3-Year Commitment
2	Secretary	2-Year Term
3	Director of Branches	3-Year term
4	Director of Technical Committees	3-Year Term
5	Director of Standing Committees	3-Year Term

Position Descriptions

The following descriptions are drawn from the Seattle Section Duties and Procedures Manual (DPMSS).

President-Elect — 3-Year Commitment

The President-Elect position begins a three-year leadership commitment. At the close of each Annual Meeting, the President-Elect automatically succeeds to President, and the

President automatically succeeds to Immediate Past President. Each year carries distinct duties.

Year 1: President-Elect

- Act as President and chair Board and Section meetings in the President's absence; serve as vice-chair of all Board of Directors meetings
- Serve as Membership Chair: contact new assigned members, send welcome letters or emails, maintain membership records, and provide a monthly membership report to the Board at each Board meeting
- Attend the Presidents and Governors Forum (September, ASCE Headquarters)
- Attend the Workshop for Section and Branch Leaders, held as part of the Multi-Region Leadership Conference (MRLC), generally in January
- Attend the Spring Region 8 Board of Governors Assembly, generally held immediately prior to the WSBL
- Become thoroughly familiar with Section organization, membership, committees, and finances in preparation for assuming the Presidency
- Chair the R.H. Thomson Scholarship Committee
- Assist the President in the conduct of the duties of office as needed

Year 2: President

- Serve as executive officer of the Section; chair all monthly Board and Section membership meetings and develop the Board meeting agenda, distributed one week in advance
- Appoint and approve chairs of committees and technical groups by August 1 each year so programs can be established for the coming year
- Appoint the Section's AELC Representative and representatives to PSEC, SEAW, and other organizations as needed
- Prepare a monthly newsletter column; forward relevant ASCE and Region 8 information to Board members and committee chairs
- Notify candidates of election results; prepare letters of appreciation for all candidates
- Appoint the Nominating Committee by March 1
- Prepare the Semi-Annual Section Report for ASCE Region 8 (required before fall and spring Region 8 meetings) and the Annual Section Report for ASCE Headquarters each fall
- Serve as the Section's delegate to the Fall and Spring ASCE Region 8 Board of Governors Assembly

- Ensure all incoming and outgoing officers and committee chairs are present at the Annual Meeting; ensure the DPMSS is passed to newly elected or appointed persons
- Transition the incoming President-Elect to familiarity with Section duties

Year 3: Immediate Past President

- Chair the Nominating Committee
- Chair the Awards and Scholarships Committee, including the Local Outstanding Civil Engineering Achievement (LOCEA) Award program
- Chair the Past Presidents Committee
- Chair the Richard Williamson Jones Award Committee
- Chair the committee to identify ASCE Fellows
- Notify new Life Members and award Life Member Certificates, typically at the January meeting
- Serve as a source of information and guidance to the President as requested
- Attend all monthly Board meetings (attendance at monthly dinner meetings is encouraged)

Secretary — 2-Year Term

The Secretary is responsible for the Section's official records and a range of administrative and communications duties. The Secretary is a voting member of the Board of Directors.

- Keep minutes of all Board meetings, posting to the Section Google Drive no more than one week following each meeting and forwarding to the Communications Chair for the Section website
- Prepare and count ballots from Section elections and notify the President of results (Google Forms has been used in recent years to conduct elections)
- Update the Duties and Procedures Manual (DPMSS) once every two years
- Maintain the Section's @seattleasce.org email accounts using Google Admin (admin.google.com), including adding and modifying email addresses for Board members and committee chairs
- Maintain and organize the Section Google Drive, updating Executive Board member access on an annual basis
- Maintain the roster of officers and committee chairs with telephone numbers and email addresses; share with the Webmaster, Board, and ASCE by October 15 for the Headquarters Register

- Maintain a record of Seattle Section policies, motions, and resolutions
- Assist the President in preparing and submitting the Section's Annual Report to ASCE Headquarters and reports to the Section's Region 8 Governor
- Compile and provide all applicable Section records to the Archivist no later than November 30 of each year
- Maintain records of correspondence and other Section materials as appropriate

Director of Branches — 3-Year Term

The Director of Branches serves as a voting member of the Board and as the Board's designated liaison for the Section's Branches: the Kitsap Branch and the North Branch.

- Work with the Board to ensure full participation of each Branch in Section activities and programs
- Provide training, guidance, and assistance to Branch leaders as necessary
- Meet with the Branches periodically to provide positive assurance of Board support
- Act as the Branch advocate on the Board; bring Branch needs, activities, and achievements to the Board's attention
- Encourage Branch activities that foster ASCE goals and enhance member activity
- Prepare a brief monthly report summarizing Branch activities; submit to the Secretary and Board via Google Drive and present at the Executive Board meeting
- Attend all monthly Board meetings (attendance at monthly dinner meetings is encouraged)
- Work with Branch leadership to identify and develop future Section leaders

Director of Technical Committees — 3-Year Term

The Director of Technical Committees serves as a voting member of the Board and as the Board's designated liaison for the Section's Technical Committees: Geotechnical, Ports and Harbors (COPRI), Structures, Sustainability, Urban Development and Transportation (UDT), and Water Resources and Environmental Engineering (WRE).

- Make recommendations to the President regarding members who may be willing to serve as Technical Committee chairs
- Provide training, guidance, and assistance to Technical Committee leaders as necessary

- Encourage Directors to support and assist Committee Chairs in applying for ASCE grants and other available funding
- Act as the committee advocate on the Board; bring committee needs, activities, and achievements to the Board's attention
- Encourage committee activities that foster ASCE goals and enhance member activity
- Meet with the Technical Committees periodically to provide positive assurance of Board support
- Prepare a brief monthly report summarizing Technical Committee activities; submit to the Secretary and Board via Google Drive and present at the Executive Board meeting
- Attend all monthly Board meetings (attendance at monthly dinner meetings is encouraged)
- Work closely with committee chairs to identify and prepare future Section leadership

Director of Standing Committees — 3-Year Term

The Director of Standing Committees serves as a voting member of the Board and as the Board's designated liaison for the Section's Standing Committees: Audit, Awards, Budget, Communications, Community Service, Continuing Education, Diversity, History and Heritage, House and Hospitality, K-12 Outreach, Legislative, Membership, Nominating, Past Presidents, Professional Practice, Program, Public Relations, Richard Williamson Jones Award, R.H. Thomson Scholarship, and University Advisory.

- Make recommendations to the President regarding members who may be willing to serve as Standing Committee chairs
- Provide training, guidance, and assistance to Standing Committee leaders as necessary
- Act as the committee advocate on the Board; bring committee needs, activities, and achievements to the Board's attention
- Encourage committee activities that foster ASCE goals and enhance member activity
- Meet with Standing Committees periodically to provide positive assurance of Board support
- Prepare a brief monthly report summarizing Standing Committee activities; submit to the Secretary and Board via Google Drive and present at the Executive Board meeting
- Attend all monthly Board meetings (attendance at monthly dinner meetings is encouraged)

- Work closely with committee chairs to identify and prepare future Section leadership
- Encourage and assist committee chairs in applying for available Society funding and other sources

Key Dates

July – August 10	Nominations solicited
August Newsletter	Nominees announced; ballot distributed to all Members
August 31	Ballot deadline — completed ballots returned
September Newsletter & Meeting	Election results announced in the newsletter and at the June Section meeting
October Annual Meeting	Newly elected officers installed at the Annual Membership Meeting

Eligibility

- Must be a current Subscribing Member of the Seattle Section in good standing at time of nomination and throughout the term
- Must consent to the nomination and agree to serve if elected — nominees who have not consented will not appear on the ballot
- Nominated by the Nominating Committee; additional nominations may be submitted from the floor at the April Section meeting
- No member may serve in the same elected office for more than two successive elected terms (this limitation does not apply to Secretary or Treasurer)

Voting

The Secretary distributes a ballot to all Members listing all nominees, including a write-in space for each office. Members have **until September 15** to return their completed ballot to the Section. Google Forms has been used in recent years to conduct elections.

Interested in Serving?

Contact the President Elect at president-elect@seattleasce.org or speak with any current Board member at a monthly dinner meeting.

We encourage every eligible Member to consider serving — and to vote.