

STYLE GUIDE FOR ELECTION DOCUMENTS

All documents must be submitted in WORD format only.

Individuals who wish to seek an elected Society position – President-elect, Society Director or Region Governor – must submit Election Materials to the Society Secretary and their Region Chair by the required due date. The Election Materials include a Letter of Intent, Biographical Statement, Vision Statement, and high-resolution color photograph of the head and shoulders only that is suitable for publication. The photograph should be submitted as a “.jpg” file.

A sample Letter of Intent is attached and should be modified to fit the position you are seeking.

The Biographical and Vision Statements must conform to the following style guide for publication on the Society’s website. Unless otherwise stated, the requirements apply to both the Biographical and Vision Statement. Documents that do not comply will be returned to the Candidate for resubmission.

- Font: Arial, 12 point
- Margins: 1-inch all around
- Line Spacing: “0” before; “0” after; and single line spacing.
- Single space at the end of a sentence.
- Single space between paragraphs
- Insert your name and complete credentials at the top of each statement.
- Do not use BLOCK LETTERS, **bold**, *italics*, underline, or any other formatting.
- Headings and format of the Biographical Statement template may not be altered.
 - You may add bullets under a heading as needed.
 - Avoid the use of sub-bullets when possible.
 - Delete any sections that do not apply to you.
- The body of the Vision Statement should be right justified.
- Word count for both documents is limited by position as follows:
 - President-elect: 1,000 words
 - Society Director: 600 words
 - Region Governor: 200 words

**SAMPLE LETTER
CANDIDATE LETTER OF INTENT TO SERVE**

November 1, 20xx

_____, Chair
Name of Primary Institute OR
Region x Board of Governors
Address

Dear _____:

In accordance with the governing documents of the American Society of Civil Engineers, please accept my Letter of Intent to pursue the office of ASCE [President-elect/Technical Region Director/Region X Director/Region X Governor] in the 20xx election cycle.

I fully understand and intend to comply with the responsibilities required for service as ASCE [President-elect/Technical Region Director/Region X Director/Region X Governor]. My prior service with the [Institutes/Region] has provided me with the knowledge and experience to serve in this position, if elected by my peers.

My employer and family understand the responsibility, time commitment, and financial resources required to serve in this important position, and they support my willingness to serve.

Included with this letter are my Biographical Statement (in the format stipulated by the Society Secretary) and Vision Statement, as well as a high-resolution color photograph in a professional setting.

If you have any questions regarding my nomination, please feel free to contact me at

_____.

Sincerely,

NAME, PROFESSIONAL DESIGNATION(S)

cc: _____, Chair, Region Board of Governors
Thomas W. Smith III, CAE, ENV SP, F.ASCE, Society Secretary
Wendy S. Dinwiddie, Director, Board Operations

**INSERT NAME, PROFESSIONAL CREDENTIALS
PRESIDENT-ELECT**

BIOGRAPHICAL STATEMENT

NOTE: ***The Biographical Statement shall not exceed 1,000 words.** Do not alter the category headings, margins, or format of the template. You may add or delete bullets as needed within each category, as long as you do not exceed the word limitation. **Submit the document as a WORD file.***

EDUCATION

-
-

CERTIFICATION AND LICENSES (start with current)

-
-

WORK EXPERIENCE (start with current)

-
-

ASCE INVOLVEMENT (start with current)

Society-Level

-
-

Local Level

-
-

OTHER VOLUNTEER ACTIVITIES (start with current)

-
-

AWARDS (start with current)

-
-

PUBLICATIONS (start with current)

-
-

INSERT NAME, PROFESSIONAL CREDENTIALS
SOCIETY DIRECTOR, Region _

BIOGRAPHICAL STATEMENT

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AWARDS (start with current)

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PUBLICATIONS (start with current)

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**INSERT NAME, PROFESSIONAL CREDENTIALS
REGION _ GOVERNOR**

BIOGRAPHICAL STATEMENT

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-

PUBLICATIONS (start with current)

-
-

John H. Doe, P.E., ENV SP, M.ASCE
Region 4 Governor

Biographical Statement

Education

- BS Civil Engineering, Arkansas State University, 2004

Work Experience

- Senior Civil Engineer, XYZ Civil Engineering, Inc., 2012-present
- Highway Engineer, ABC Corporation, Ltd., 2005-2012

ASCE Involvement

Society Level

- Region 7 Governor, 2018-present
 - Grants Chair, 2020-present
 - Awards Chair, 2019-present
- Member, Advocacy Committee, 2009-2019
- Member, International Conference on Sustainability Planning Committee, 2012
- Speaker, Panama Annual Conference, 2015

Local Level

- Kansas Section
 - Past President, 2016
 - President, 2015
 - President-elect, 2014
 - Secretary/Treasurer, 2013
- Member, Government Relations Committee, 2012-2014
- Chair, Awards Committee, 2007-2010

Other Volunteer Activities

- President, Homeowners Association, 2018-2019
- Leader, Boy Scout Troup, 2017
- Member, Toastmasters International, 2015-present

Awards

- Engineer of the Year, ASCE Arkansas Section, 2018
- Excellence in Supporting Community Service Honor Award, XYZ Civil Engineering, Inc., 2012

Publications

- Author, "Designing in a Sustainable World", ASCE Journal of Engineering, June 2012

John H. Doe, P.E., ENV SP, M.ASCE
Region 4 Governor

Vision Statement

I plan to focus my attention at the grassroots level to increase communication, collaboration, and the exchange of ideas between Sections, Regions, and the Society. We can unify the membership of the Region and promote growth if we give every Section and Branch a voice. I will foster member engagement and leader development. We must educate our elected officials about the desperate need for infrastructure funding, and as Civil Engineers we can serve as expert resources for our communities. I hope to work with the rest of the Region 4 Board to create best practices that can be shared throughout the Society, and to bring value to our members.