



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 | 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 names 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 the official candidate ballot which includes the names of all applicants that meet the qualifications for the position they are seeking.

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 Official Candidate Ballot 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,



Mitchell J. Clemente, CPD, FASPE
Nominating Committee Chair

Package must be submitted by May 16, 2022

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.



Westlake
Reed
Leskosky

Architecture Engineering Planning Interiors

1422 Euclid Avenue, Suite 300
Cleveland, OH 44115

May 4, 2022

Mr. Mitch Clemente, CPD, FASPE
Nominating Committee Chair
American Society of Plumbing Engineers
6400 Shafer Ct., Suite 350
Rosemont, IL 60018-4914

Re: Jim Zebrowski ASPE Board Candidacy

Dear Mr. Clemente:

I hereby attest that I understand the duties and responsibilities that Jim Zebrowski will be expected to undertake as a member of the ASPE Board of Directors for the 2022 – 2024 term. DLR Group is willing to provide him with the time necessary, as long as it is understood that such time is based on his additional volunteer time outside his duties and responsibilities to DLR Group.

In addition, I agree that Jim shall be permitted the necessary time off, subject to agreement between employer and employee, as to the type of time and/or leave required, or that shall be permitted so that he may perform the duties and responsibilities of an ASPE Board member to the best of his ability. Furthermore, I understand that DLR Group shall not be required or expected to provide any direct expense reimbursement for this employee when he is conducting the business of the Society.

Sincerely,
DLR Group | Westlake Reed Leskosky

Jason Majerus, PE, CEM
National Mechanical Engineering Leader/Principal



Westlake
Reed
Leskosky

Architecture Engineering Planning Interiors

1422 Euclid Avenue, Suite 300
Cleveland, OH 44115

May 4, 2022

Mr. Mitch Clemente, CPD, FASPE
Nominating Committee Chair
American Society of Plumbing Engineers
6400 Shafer Ct., Suite 350
Rosemont, IL 60018-4914

Re: Jim Zebrowski ASPE Board Candidacy

Dear Mitch:

This is to inform you that I have the full support of my wife, Terry, in seeking the position of President on the American Society of Plumbing Engineers Board of Directors for the 2022 – 2024 term.

Sincerely,
DLR Group | Westlake Reed Leskosky

A handwritten signature in blue ink that reads 'James Zebrowski'. The signature is fluid and cursive, with the first name being particularly prominent.

James T. Zebrowski, PE, CPD, FASPE
Senior Plumbing/Fire Protection Engineer

A handwritten signature in blue ink that reads 'Agnes T. Zebrowski'. The signature is cursive and elegant, with the first name being the most prominent part.

Agnes T. (Terry) Zebrowski



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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 Member # _____

Chapter Affiliation: _____

Preferred ASPE Board of Directors Position; 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 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 to bsmith@aspe.org. 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.

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]

1. Education

Education Level	Name of Institution	Major/Course of Study	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 Certified In 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: _____
- E. Other (Specify): _____

3. Professional Experience *(Include Each Position)*

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

4. ASPE History

A. Please Provide:

d. 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		

b. Society (National) Committees and Other Activities

Date		Name of Society (National) Committee/ Working Group or Other Activity	Society (National) Position
From	To		

C. Chapter Activities:

a. Chapter Offices Held

Date		Name of Chapter	Chapter Office/Position
From	To		
7/10	6/14	Atlanta	Treasurer
7/08	6/10	Atlanta	President
7/06	6/08	Atlanta	Treasurer
7/04	6/06	Atlanta	Administrative Secretary
7/03	6/04	Atlanta	Vice President Education
7/01	6/03	Atlanta	President
7/99	6/01	Atlanta	Vice President Technical
7/98	6/99	Atlanta	Vice President Technical
7/97	12/97	Capital Region NY	President
7/96	6/97	Capital Region NY	Vice President Technical
7/95	6/96	Capital Region NY	Vice President Legislative
7/94	6/95	Capital Region NY	Vice President Technical

C. Chapter Activities:

b. Chapter Committees and Other Activities

Date		Name of Chapter	Name of Chapter 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., 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., honorary societies, citations, awards (list ASPE's first)]

Honor or Award Received	Organization Received From	Date

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

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.

Project Name or Description	Year Completed	Your Role in Project	Significance of Project

12. Civic, Charitable and Military Service

13. Your answers to the following questions will help the members and delegates better understand each candidate's 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?

13C: Every position on the Society Board of Directors has an effect on membership. Regardless of which position you are running for; how do you plan on retaining and growing our membership base?

13D: ASPE is a volunteer Society. How do you plan on getting our members more involved at the Chapter and Society levels to help advance our initiatives, and support our mission statement?

13E: What types of new programs/initiatives should ASPE be developing immediately in order to reach a larger market of potential new members and industry partners?

13F: If elected, what specific short term ideas do you have to advance the Society, and what long term plans do you have for the future of ASPE?

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 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 with 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 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 | aspe.org | info@aspe.org

Name (print)

Date

Signature

SUPPLEMENT TO 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:

For all board officers the Committee shall be responsible for developing the official candidate ballot 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 will 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 the official candidate ballot which includes the names of all applicants that meet the qualifications for the position they are seeking.

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 #: _____

	ASPE Member Number	Printed ASPE Full/Associate Member Name	ASPE Member Signature	ASPE Office Validation
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
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7	_____	_____	_____	_____
8	_____	_____	_____	_____
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24	_____	_____	_____	_____

PETITION TO INSURE PLACEMENT ON BALLOT (continued)

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