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NATIONAL SOCIETY OF BLACK ENGINEERS

2024 PROFESSIONALS ELECTIONS HANDBOOK

VERSION 1.0

General Business



2024 Professionals Elections Handbook

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Please direct any questions concerning this handbook and/or any information contained herewith to the National Professionals Parliamentarian at pebparliamentarian@nsbe.org.



Message from the National Professionals Parliamentarian

Dear NSBE Professional Member,

I trust this message finds you well.

As a valued Professional member of the National Society of Black Engineers (NSBE), your dedication and service play a crucial role in fulfilling our organization's mission. Today, I extend a special invitation to you to consider applying for a position on the National Professionals Executive Board (PEB) or a Regional Professionals Executive Board (RPEB).

Within NSBE, we believe in the power of our members to drive positive change and lead the way in advancing our mission. The PEB/RPEB holds a pivotal role in governing the affairs of NSBE Professionals, shaping the direction of our organization, and contributing to the advancement of thousands of NSBE members. Your involvement can make a significant impact on the future of NSBE.

As you may be aware, the NSBE Professionals House of Delegates is responsible for electing the Professional members who will serve on the PEB/RPEB. The upcoming election will take place during the 50th Annual NSBE Convention, scheduled for March 20-24, 2024, in Atlanta, Georgia. This is a unique opportunity for you to step into a leadership role that will not only challenge you but also broaden your horizons.

To guide you through the election process, we are providing an Elections Handbook that outlines the timelines, expectations, and submission procedures. Candidates and Delegates alike, I encourage you to review this handbook thoroughly.

If you decide to stand for election to a position on the PEB or a RPEB, I commend your initiative and commitment. It is essential to fully understand the commitment ahead of you and seek advice to prepare for this level of leadership.

This year, the election process will take place on-site at the Convention, with secure electronic balloting. More details regarding the candidates and elections process will be shared closer to the event. In the meantime, feel free to reach out to me or your respective Regional Parliamentarian if you have any questions or concerns.

Your involvement is instrumental in shaping the future of NSBE Professionals, and we look forward to welcoming dedicated individuals like yourself to the leadership team. Together, let's continue advancing our mission and empowering NSBE members.

With warm regards,

Ciara Lynton

Ciara Lynton
National Professionals Parliamentarian
National Society of Black Engineers
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NSBE Professionals House of Delegates Responsibilities

The National Professionals Bylaws outline the responsibilities of the Professional Chapter Delegates. See the relevant articles of the bylaws below:

ARTICLE XI – Voting

Section 1.

Each Professional Chapter in good standing is entitled to have two delegates at all meetings where a vote of the general membership is taken.

Section 2.

Each Professional Chapter Delegate is entitled to one vote, unless only one delegate (in which case the delegate can cast both votes) represents the chapter.

Section 3.

Each Professional Chapter is entitled to cast two votes (via its two delegates) during the election of Professionals Executive Board members.

ARTICLE XVII – Amendments

Section 1.

The Professionals Bylaws shall be amended by:

- a. A two-thirds vote of the Professionals Executive Board, or
- b. A two-thirds vote of the delegates attending the Annual Convention

ARTICLE XVIII – NSBE Professionals House of Delegates

Section 1.

Per the national constitution, each chartered Professional chapter shall select two delegates to represent their chapter in regional and national business. These representatives will be known as Delegates, and the legislative body in which they will participate will be known as the National Society of Black Engineers Professionals House of Delegates and hereafter called the NSBE Professionals House of Delegates.

Section 4.

The NSBE House of Delegates is hereby designed to make informed decisions on behalf of the Professional member of the National Society of Black Engineers.

- a. Delegates should make decisions with the consent of the chapter in which they represent.
- b. Delegates should communicate with their respective chapters before making decisions on behalf of the chapters.

Section 5.

Delegate Selection

- a. Chapter Delegates shall be selected by the Professional chapters they represent.
- b. Delegates must be members in good standing.
- c. Affiliate members may not serve in the position of Delegate per Article III, Section 2b of the NSBE Constitution.
- d. Chapter Delegates should be selected when new officers are elected at the chapter to serve the entire term.



- e. Chapters will be responsible for submitting Delegate names prior to the Regional Leadership Conference.

Section 7.

Delegate Meeting at Annual Convention

NSBE Delegates shall have the following responsibilities during the Annual Convention:

- a. Delegates should be present at all NSBE General Sessions and will sit in the section designated for chapter Delegates. Delegates shall be given notice of the time of the general sessions prior to Annual Convention.
- b. Delegates should be present at all National Forums and will sit in the section designated for chapter Delegates. Delegates shall be given notice of the time of the National Forums prior to Annual Convention.
- c. Delegates should be present at all ad-hoc business sessions called by the National Professionals Executive Board.
- d. The Delegates shall cast votes in the National Professionals election on behalf of their chapters.

For positional duties, refer to the National Constitution and National Professionals Bylaws [here](#).



NSBE Professionals House of Delegates Schedule

Professionals Chapters in good standing should register their Delegates by Friday, March 1, 2024. Registration means you registered as a Delegate for your chapter via the linked Chapter Officers Contact Form. See your Chapter President if you are unsure if you are registered as a Delegate. You will be required to register as an attendee during each Delegate meeting (schedule provided below). Once registered, the schedule will be provided to each Delegate by electronic invitation.

All Delegates are required to attend all ballot related events. Updates regarding elections will be announced during the Professionals House of Delegates meeting at Annual Convention. This will mean that Delegates ***must be registered for the 50th Annual NSBE Convention in Atlanta, GA*** so that you can attend the relevant House of Delegate activities.

The following sessions are required for all Professional Delegates to attend.

- National Professionals House of Delegates Meeting (Thursday, March 21, 2024)
- National Professionals Candidates Q&A (Friday, March 22, 2024)
- Professionals Regional Meeting (Friday, March 22, 2024)



NSBE Professionals House of Delegates Voting

Voting System

This year, we will be using an electronic voting system entitled eBallot. eBallot is a secure, electronic voting system that allows everyone to vote with flexibility if they have internet access. It allows Delegates to vote via an online voting portal. For more information on the system, please visit www.eballot.com.

National Voting Instructions

Each Delegate will cast a vote to select the members of the next Professionals Executive Board and to adopt any Professionals Bylaws amendment proposals. Ballots for National voting will take place throughout the entirety of the Annual Convention.

- Discuss the candidates and any new information regarding governing document amendments with your chapter and determine your Chapter's vote.
- Once National Voting opens you will receive an email to the address within your NSBE membership profile. The email will contain your voting credentials and the link to access to the voting system.
- Choose the ballot that you will be voting on (Regional/National)
- Carefully make your selections on your electronic ballot.
- Review your electronic ballot to ensure you have marked it appropriately.
- Cast your vote by hitting "Submit".
- Save a copy of your ballot by clicking to download a receipt.
- Continue to the link provided on the completion page.
- Retain a copy of your receipt to provide in case it is needed in the future.

Consequence of Not Voting

Chapters participate in Regional and National business by selecting two (2) Delegates to cast a vote on their behalf. When a Delegate does not cast a vote, they have not fulfilled their duties and have done a disservice to their chapter and the NSBE Professionals by not representing them. In addition, Delegates who do not cast a vote may forfeit the discounted registration rate they may have received and will be billed the difference.

National Candidacy Eligibility

To be eligible as a candidate for an **ELECTED*** National position, you must:

- Be a Member or Professional (including Lifetime) member in good standing [as defined per National Constitution Article III, Section 3(a), (d), and (f)].
 - Any NSBE Professionals member in good standing of the NSBE Professionals for at least two operational years, immediately prior to the operational year for that office, is eligible for election as a Professionals Executive Officer (PEO).
 - All remaining elected PEB positions require a member to be in good standing of the NSBE Professionals for at least one operational year immediately prior to operational year of that office.
- Complete all requirements outlined in this document by the designated deadlines.

To be eligible as a candidate for an **APPOINTED**** National position, you must:



- Be a Member or Professional (including Lifetime) member in good standing [as defined per National Constitution Article III, Section 3(a), (d), and (f)].

Applications for the following positions are currently being accepted:

ELECTED* PEB positions:

- National Professionals Chair-Elect – (1 yr)
- National Professionals Secretary – (2 yr even)
- National Professionals Treasurer-Elect – (1 yr)
- National Professionals Talent Development Chair – (2 yr even)
- National Professionals Technical Excellence Chair – (2 yr even)
- National Professionals Pre-College Initiative Chair – (2 yr even)
- National Professionals College Initiative Chair – (2 yr even)

APPOINTED** PEB positions:

- National Professionals Parliamentarian – (1 yr)

****APPOINTED** PEB position applications will be reviewed by the PEB, and candidates will be selected after the Annual Convention.

Applications for the following positions are NOT currently being accepted:

ELECTED* PEB positions:

- National Professionals Chair (1 yr)
- National Professionals Chair-Emeritus (1 yr)
- National Professionals Treasurer – (1 yr)
- National Professionals Programs Chair – (2 yr odd)
- National Professionals Membership Chair (2 yr odd)
- National Professionals Finance Chair – (2 yr odd)
- National Professionals Publicist – (2 yr odd)

APPOINTED** PEB positions:

- National Professionals Technology Officer – (2 yr odd)

For positional duties, refer to the National Constitution and National Professional Bylaws [here](#).



Regional Candidacy Eligibility

To be eligible as a candidate for an **ELECTED*** Regional position, you must:

- Be a Member or Professional (including Lifetime) member in good standing [as defined per National Constitution Article III, Section 3(a), (d), and (f)].
 - Any NSBE Professional member (in good standing of the NSBE Professionals for at least one operational year immediately prior to operational year of that office) is eligible for a Regional Professionals Executive Board (RPEB) position.
- Complete all requirements outlined in this document by the designated deadlines.

To be eligible as a candidate for an **APPOINTED**** Regional position, you must:

- Be a Member or Professional (including Lifetime) member in good standing [as defined per National Constitution Article III, Section 3(a), (d), and (f)].

Applications for the following positions are currently being accepted:

Region 1:

Elected* Positions	Appointed** Positions
Chairperson-Elect	Chair-Emeritus
Secretary	Parliamentarian
Treasurer	Telecommunication Chair
Programs Chairperson	Membership Chair
	Talent Development Chair
	Finance Chair
	Pre-College Initiative (PCI) Chair
	College Initiative (CI) Chair

Region 2:

Elected* Positions	Appointed** Positions
Chairperson-Elect	Talent Development Chairperson
Secretary	Telecommunications Chairperson
Treasurer	Chairperson-Emeritus
Programs Chairperson	Parliamentarian
	Pre-College Initiative (PCI) Chairperson
	College Initiative (CI) Chairperson
	Try Math-A-Lon (TMAL) Chairperson
	Publications Chairperson
	Finance Chairperson
	Membership Chairperson
	Entrepreneurship Chairperson

Region 3:

Elected* Positions	Appointed** Positions
Chairperson-Elect	Telecommunications Chair



Secretary	Chair Emeritus
Treasurer	Finance Chair
Programs Chairperson	Pre-College Initiative (PCI) Chair
	Public Relations / Publications Chair
	Young Technical Professionals Chair
	Parliamentarian
	Talent Development Chair
	College Initiative (CI) Chair
	<i>Conference Manager</i>

Region 4:

Elected* Positions	Appointed** Positions
Chairperson-Elect	Chairperson-Emeritus
Secretary	Parliamentarian
Treasurer	Try Math-A-Lon (TMAL) Chairperson
Programs Chairperson	Telecommunications Chairperson
Pre-College Initiative (PCI) Chairperson	Special Project Committee Chairperson(s)
Membership Chairperson	Talent Development Chairperson
College Initiative (CI) Chairperson	Young Technical Professionals Chair
Publications Chairperson	
Finance Chairperson	

Region 5:

Elected* Positions	Appointed** Positions
Chairperson-Elect	Chair Emeritus
Secretary	Conference Manager
Treasurer	
Programs Chairperson	
Membership Chairperson	
College Initiative Chairperson (2)	
Pre-College Initiative Chair (2)	
Finance Chairperson	
Telecommunications Chairperson	
Parliamentarian	

Region 6:

Elected* Positions	Appointed** Positions
Chairperson-Elect	Chair Emeritus
Secretary	Parliamentarian
Treasurer	Telecommunications Chair
Programs Chairperson	Try Math-A-Lon (TMAL) Chairperson
Talent Development Chair	
Pre-College Initiative (PCI) Chair	
College Initiative (CI) Chair	



Finance Chair	
Public Relations/Publications Chair	
Membership Chair	

***ELECTED** RPEB position applications will be sent to the Region point of contact and voted upon during the Annual Convention.

****APPOINTED** RPEB position applications will be sent to the Region point of contact and candidate will be selected after the Annual Convention.

For positional duties, refer to the National Constitution and National Professionals Bylaws [here](#). Also refer to your Region's Bylaws and/or Operating Guidelines.



National Candidate Certification Process


There is a two-phase process to apply for a National position. Phase 1 entails the submission of your Declaration of Intent for a desired National position. Phase 2 involves participating in candidate events and training, post-convention, should you be elected.

To be certified as a National Candidate, you must complete the following:

PHASE 1: Candidate application must be submitted by **Friday, February 23, 2024**, [online](#), and includes the following:

- Leadership verification (see Appendix for additional details)
- Recommendation Letters (2)
 - *The purpose of the recommendation letters is to provide perspective regarding your character and work ethic. One letter should be from a current or past National Board Member (e.g., PEB, NEB, NAB) or World Headquarters Employee. The second letter can be from any additional source however, a current or previous employer is highly recommended. You should select someone who can speak directly to your character, work ethic and potential as a NSBE leader. The recommendation letters will be posted with your profile in the National Candidates Preview for elected positions. (1 page max each)*
- Leadership Resume
 - *This document should be developed in a resume format to highlight all your NSBE leadership and /or relevant leadership or management experience outside of NSBE. This resume will be posted with your profile in the National Candidates Preview for elected positions. (2 pages or less)*
- Respond to additional questions listed on the application.
- Read the [National Campaign Practices Code](#) and electronically sign on your application form.

PHASE 2: After successfully completing Phase 1 of the application, your initial training begins! All candidates must complete the **National Leadership Series training modules**. Candidates will be able to complete items on their own time prior to the Annual NSBE Convention.

- Must be available to participate in the *National Professionals Candidates Q&A* to be held on **Friday, March 22, 2024**, at the *2024 Annual NSBE Convention*.
- If elected or appointed, you must be available to travel to and participate in the *National Transition Meeting (NTM)*, held at NSBE World Headquarters in Alexandria, VA (Date TBD).
- If elected or appointed, must be available to travel to and participate in the *National Leadership Conference (NLC)* (Date TBD).
- If elected or appointed, **you must renew membership** no later than **July 31, 2024**. 

Regional Candidate Certification Process

There is a two-phase process to apply for a Regional position. Phase 1 entails the submission of your Declaration of Intent for a desired Regional position. **Phase 2 involves your initial training as a potential Regional Leader**. Newly elected or appointed board members will continue further training, to ensure they are equipped to be successful in their position.



To be certified as a Regional Candidate, you must complete the following:

PHASE 1: Candidate application must be submitted [online](#) by **Friday, February 23, 2024**, and needs to include the following:

- Leadership verification (see Appendix for additional details)
- Recommendation Letters (**2**)
 - *The purpose of the recommendation letters is to provide perspective regarding your character and work ethic. One letter should be from a current or past National/Regional Board Member (e.g., PEB, RPEB, NEB, NAB, or RAB) or World Headquarters Employee. The second letter can be from any additional source however, a current or previous employer is highly recommended. You should select someone who can speak directly to your character, work ethic and potential as a NSBE leader. (1 page max each)*
- Leadership Resume
 - *This document should be developed in a resume format to highlight all your NSBE leadership and /or relevant leadership or management experience outside of NSBE. (2 pages or less)*
- Respond to additional questions listed on the application.
- Read the [National Campaign Practices Code](#) and electronically sign on your application form.

PHASE 2: After successfully completing Phase 1 of the application, your initial training begins! All candidates must complete the **National Leadership Series training modules** to be allowed to run for their desired position at Convention. Requirements will not be intensive, and candidates will be able to complete items on their own time.

- Must be available to participate in the *Regional Professionals Candidates Q&A* to be held during the *Regional Professionals Meeting Friday, March 22, 2024*, at the *Annual Convention*.
- If elected or appointed, must be available to travel to and participate in the *Regional Transition Meeting (RTM)* (Date TBD).
- If elected or appointed, must be available to travel to and participate in the *National Leadership Conference (NLC)* (Date TBD).
- If elected or appointed, **you must renew membership** no later than **July 31, 2024**.



Professionals Executive Board Candidate Declaration of Intent

The **Professionals Executive Board Candidate Declaration of Intent** is a member's official statement of their intent to run/apply for a National position. The information in the **National Candidate Application** will be presented to the delegates prior to Annual Convention for elected positions and posted online open to the public. The Declaration of Intent will include the following, pulled directly from the candidate's [application](#):

- Full Name (*as it should appear on all material*)
- Employer Name and/or University/College
- Degree(s)
- Photo (*head shot 350 X 350 pixels*)
- Leadership Resume
- Letters of Recommendation
- Candidate statement - including answers to questions listed in the candidate application

Once submitted, applications cannot be edited. Please review / proofread all applications before submitting. [OB]

Regional Professionals Executive Board Candidate Declaration of Intent

The **Regional Professionals Executive Board Candidate Declaration of Intent** is a member's official statement of their intent to run/apply for a Regional position. The information for elected positions in the **Regional Candidate Application** will be presented to the delegates prior to Convention. The Declaration of Intent will include the following, pulled directly from the candidate's [application](#):

- Full Name (*as it should appear on all material*)
- Employer Name and/or University/College
- Degree(s)
- Photo (*head shot 350 X 350 pixels*)
- Leadership Resume
- Letters of Recommendation
- Candidate statement - including answers to questions listed in the candidate application

Once submitted, applications cannot be edited. Please review / proofread all applications before submitting.



Appendix

Verification Document Requirements

Professional (non-students):

Proof of degree is either an official or unofficial transcript, or a photocopy of your diploma indicating the following:

1. The name of your **college/school** within your institution.
2. Your specific **major** under that college/school.

Graduate Students*:

A **STAMPED** letter from the Registrar indicating **ALL** the following for the **Spring 2024** semester:

1. Your status of “**full-time**” with your institution.
2. Your status of “**good standing**” with your institution
3. The name of your college/school within your institution.
4. Your specific **major** under that college/school.

If your graduate degree is not in an engineering, engineering technology, applied/physical science field, you must also produce a copy of your undergraduate transcript or diploma indicating your previous degree and the name of the college/school within your institution.

***Graduate Students must be designated as a ‘Professional’ member in the NSBE membership database to be eligible for a PEB or RPEB position.**

All questions/concerns regarding Professionals Executive Board and Regional Professionals Executive Board verification should be sent to pebparliamentarian@nsbe.org.