



NATIONAL SOCIETY OF BLACK ENGINEERS

**2022 PROFESSIONALS ELECTIONS
HANDBOOK**

VERSION 1.0



2022 Professionals Elections Handbook **Contents**

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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

NSBE Professional member:

The National Society of Black Engineers relies on the good faith of its membership to ensure that the organization fulfills its mission. Each of NSBE's chartered Professional chapters is afforded the opportunity to select two of its members to serve as Delegates to the Annual NSBE Convention. The NSBE Professionals House of Delegates is the legislative body responsible for electing the members who govern the affairs of the NSBE Professionals, the Professionals Executive Board (PEB). The role of Professional Delegate is a responsibility of substantial importance. As such, I ask that you take on the information provided herein in the best interests of NSBE's mission and your chapter.

As Speaker of the NSBE Professionals House of Delegates, it is my profound honor to provide the membership with this Elections Handbook, which lays out the full process by which we will elect our National and Regional Professionals leaders during the **48th Annual NSBE Convention**, to be held **March 23-27, 2022** in **Anaheim, California**. This guide provides the timelines for Delegates and potential candidates on when information and submissions are expected. If you will serve as a Professional Delegate for your chapter, please ensure to collaborate with your chapter to register per the procedure outlined in this handbook by the deadline.

To members interested in standing for election to one of the elected roles on the Professionals Executive Board (PEB) or a Regional Professionals Executive Board (RPEB), I commend your initiative and commitment to further our mission. Serving the membership in a board position will both challenge and broaden your horizons. Please ensure you fully understand the commitment ahead of you and seek advice in preparation for this level of leadership, as you will be responsible for the development of thousands of NSBE members. Please pay special attention to the deadlines, events, and requirements outlined in this handbook to ensure you are fully prepared to fulfill them.

This year, we will perform the election of our Professional leaders in a hybrid (on-site and virtual) format using secure electronic balloting. Details regarding ballots will be shared closer to the Convention. In the interim, feel free to contact me and/or your respective regional parliamentarian if you have any questions or concerns.

With warm regards,

Eric Bryant

Eric Bryant
National Professionals Parliamentarian
National Society of Black Engineers
pebparliamentarian@nsbe.org



NSBE Professionals House of Delegates Responsibilities

The [National Professional Bylaws](#) below outline the responsibilities of the Professionals Delegates:

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 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 at the time new officers are elected at the chapter in order 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.



Professional Chapters in good standing should register their Delegates by **March 1, 2022**. Registration means that you have registered as a Delegate for your chapter via the linked [Smartsheets Form](#). See your Chapter President if you are unsure if you are registered. You will be required to register as an attendee on site or virtually during each Delegates meeting (schedule provided below). Once registered, the schedule will be provided to each Delegate by electronic invitation.

NSBE Professionals House of Delegates Schedule and Voting

All Delegates are required to attend all ballot related events. Updates, regarding elections, will be announced during the Professionals House of Delegates meeting at NSBE48. This will mean that Delegates **must be registered for the 48th Annual NSBE Convention, either in person or virtually** so that you can attend the relevant House of Delegate activities.

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

- PEB Virtual Candidates Q&A (Monday, March 14th, Online/Virtual)
- NSBE48 National Professional House of Delegates Meeting (Thursday, March 24th, Hybrid)
- NSBE48 National Professional Candidates Q&A (Friday, March 25th, Hybrid)
- Regional Meeting (Determined by individual region)

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 2022-2023 Professionals Executive Board and to adopt any Professionals Bylaws amendment proposals. Ballots for National voting will take place through 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 along with 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 incase 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 documented 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:

Note: The National Professionals Secretary, National Professionals Programs Chair, and National Professionals Standing Committee Chairs will serve for two-year terms, staggered between odd & even years as defined by **National Professionals Bylaws ARTICLE VII – Offices, Section 13 a & b**

****** *Italicized positions are NOT eligible for candidacy in 2022***

- National Chair-Elect – (1 yr)
- National Secretary – (2 yr even)
- National Treasurer – (1 yr)
- National Treasurer-Elect – (1 yr)
- *National Programs Chair – (2 yr odd)*
- *National Membership Chair (2 yr odd)*
- *National Finance Chair – (2 yr odd)*
- *National Publicist – (2 yr odd)*
- National Talent Development Chair – (2 yr even)
- National Technical Excellence Chair – (2 yr even)
- National Pre-College Initiative Chair – (2 yr even)
- National College Initiative Chair - (2 yr even)

Applications for the following will be posted and accepted after the Annual Convention:

**APPOINTED PEB positions:

- National Parliamentarian – (1 yr)
- *National Technology Officer – (2 yr odd)*

For positional duties, refer to the [National Constitution](#) and [National Professional By-laws](#)



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 documented 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:

* ELECTED RPEB positions: Refer to the respective Region in the Appendix section of this handbook for a list of applicable positions.

**APPOINTED RPEB position applications will be sent to the Region point of contact and accepted after the Annual Convention. Refer to the respective Region in the Appendix section of this handbook for a list of applicable positions.



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 **Sunday, February 13, 2022** [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 Convention.*

- Must be available to participate in the *National Professional Candidates Q&A* to be held on **Friday, March 25th**, at the [2022 Annual NSBE Convention](#). (1:00-3:15 PM PT, Hybrid in the Convention Platform)
- If elected or appointed, must be available to travel to and participate in the National Transition Meeting (NTM), held at WHQ, Alexandria, VA. Date TBD (typically the end of April)
- If elected or appointed, must be available to travel to and participate in the National Leadership Conference (NLC). Date TBD.
- If elected or appointed, **must renew membership** no later than **July 31, 2022**.
- Submit your National Professionals Executive Board Application at the provided [link](#).



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 by the deadline set by each given region [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/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. The recommendation letters will be posted with your profile in the Regional 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. For appointed positions, this resume will be provided to the incoming RPEB Chair (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 Professional Candidates Q&A* to be held during the Regional Professionals Meeting **Friday, March 25th**, at the [Annual Convention](#).
- If elected or appointed, must be available to travel to and participate in the *Regional Transition Meeting (RTM)* [Location and time: TBD; please verify with your respective regional parliamentarian contact]
- If elected or appointed, must be available to travel to and participate in the National Leadership Conference (NLC). Date TBD.
- If elected or appointed, **must renew membership** no later than **July 31, 2022**.
- Submit your Regional Professionals Executive Board Application at the following [link](#):



2022-2023 PROFESSIONALS EXECUTIVE BOARD CANDIDATE DECLARATION OF INTENT

The **2022-2023 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 Convention for elected positions. The Declaration of Intent should include the following, and be submitted online:

- ✓ **National Candidate Application Form*** - Submitted by applicant [online](#)
 - Full Name (*as it should appear on all material*)
 - Employer Name or University/College attending
 - Degree(s)
 - Professional Certifications (e.g., PE, PMP, etc.)
 - Email Address & Phone Number (*permission must be given to share either with delegates*)
 - Photo (*head shot 350 X 350 pixels*)
 - Leadership Resume
 - Letters of Recommendation
 - Verification Document(s) – see *National Certification Process* section for details
 - Verify that you have read and will uphold the [National Campaign Practices Code](#)
 - *Candidate statement including answers to questions listed in the candidate application*

Once submitted, no applications will be edited. Please review all submissions (spell-check and proofread carefully before submitting). All words over the word limit will be omitted. The deadline to submit these items is Friday, February 28, 2020.

2022-2023 PROFESSIONALS EXECUTIVE BOARD CANDIDATE CHECKLIST

- ✓ Research your desired position. Read the National Constitution, National Bylaws, and Professionals By-Laws for information. Communicate with the person currently in the position of interest -- see [Professionals Executive Board](#)
- ✓ Submit the **2022-2023 Professionals Executive Board Candidate Declaration of Intent** [online](#) by **Sunday, February 13, 2022**.
- ✓ Must be available to participate in the *Nationals Professionals Candidates Forums/Q&A's* to be held on **Monday March 14th** (virtual) and **Friday, March 25th** at the [2022 Annual NSBE Convention](#).(hybrid).
- ✓ If elected or appointed, must be available to travel to and participate in the *National Transition Meeting (NTM)* to be at NSBE World Headquarters (WHQ) in Alexandria, VA. (Late April/Early May, Date TBD)
- ✓ If elected or appointed, must be available to travel to and participate in the *National Leadership Conference (NLC)*. Date TBD



2022-2023 REGIONAL PROFESSIONALS EXECUTIVE BOARD CANDIDATE DECLARATION OF INTENT

The **2022-2023 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 should be submitted online and includes all the items listed below:

- ✓ **Regional Candidate Application Form*** - Submitted by applicant [online](#)
 - Full Name (*as it should appear on all material*)
 - Employer Name or University/College attending
 - Degree(s)
 - Professional Certifications (e.g., PE, PMP, etc.)
 - Email Address & Phone Number (*permission must be given to share either with delegates*)
 - Photo (*head shot 350 X 350 pixels*)
 - Leadership Resume
 - Letters of Recommendation
 - Verification Document(s) – see *Regional Certification Process* section for details
 - Verify that you have read and will uphold the [National Campaign Practices Code](#)
 - *Candidate statement including answers to questions listed in the candidate application*

Once submitted, no applications will be edited. Please review all submissions (spell-check and proofread carefully before submitting). All words over the word limit will be omitted. The deadline to submit these items is Sunday, February 13, 2022.

2022-2023 REGIONAL PROFESSIONALS EXECUTIVE BOARD CANDIDATE CHECKLIST

- ✓ Research your desired position. Read the [National Constitution](#), [National Bylaws](#), and [National Professionals Bylaws](#) for information. Communicate with the person currently in the position of interest.
- ✓ Submit the **2022-2023 Professionals Executive Board Candidate Declaration of Intent** [online](#) by the deadline set by each given region.
- ✓ Must be available to participate in the *Regional Professionals Candidates Forum and Q&A* to be held at the Regional Professionals Meeting on **Friday, March 25th**, at the [2022 Annual NSBE Convention](#). (*Location and time: TBD*)
- ✓ If elected or appointed to a regional board, must be available to travel to and participate in the Regional Transition Meeting (RTM) [**Location and time: TBD; please verify with your respective regional contact**]
- ✓ If elected or appointed, must be available to travel to and participate in the National Leadership Conference (NLC). Date TBD.



Appendix

Verification Document Requirements

Professional (non-students): Proof of degree (transcript or copy of a diploma indicating the following:

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

*If you are a professional member and have already been verified for a previous NSBE year, you will need to verify your information is on file with the National Professionals Parliamentarian. (Note: You can email pebparliamentarian@nsbe.org to verify if your information is on file prior to submitting your application). **Please do not wait until the last minute to submit your application, as you need to be verified by February 13th, 2022.***

Graduate Students*: A **STAMPED** letter from the Registrar indicating **ALL** of the following for the **Spring 2022** 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 NSBEConnect to be eligible for a PEB or RPEB position.**

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



Regional Professionals Executive Board Elected and Appointed Positions

Region 1:

| Elected Positions | Appointed Positions |
|--------------------------|---------------------------------------|
| Chairperson-Elect | Chair-Emeritus (Typically past chair) |
| 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 (typically past chair) |
| 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 | |