



NATIONAL SOCIETY OF BLACK ENGINEERS

**2019-2020 NATIONAL EXECUTIVE
BOARD CANDIDATE HANDBOOK**

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VERSION 1.0



2018-2019 National Executive Board Candidate Handbook

Introduction from the National Parliamentarian.....	3
National Candidacy Eligibility.....	4
National Executive Board Elected and Appointed Positions.....	5
National Candidate Certification Process.....	6
2019-2020 National Executive Board Candidate Declaration of Intent.....	9
2019-2020 National Executive Board Candidate Checklist.....	10



Introduction from the National Parliamentarian



Greetings Potential NSBE Leader,

I first would like to congratulate and commend you on your pursuit to become a member of the National Executive Board of the National Society of Black Engineers! The National Executive Board (NEB) is responsible for setting the direction and policies for the organization, overseeing NSBE on a holistic level, and monitoring results to ensure the organization is achieving its mission. Serving the membership as a member of the NEB will both challenge you and broaden your horizons. Please ensure you fully understand the commitment ahead of you and seek advice in preparation for this level of leadership; you will be responsible for the development of thousands of members and a multi-million dollar annual budget. More importantly, a commitment to lead is a commitment to serve our members, and build upon the legacy of other servant leaders.

To ensure you are prepared for your future leadership role, we have developed a National Candidate certification process, the requirements of which are outlined in this handbook. All NEB Declaration of Intent applications will be reviewed on a rolling basis. Please contact the National Parliamentarian to determine the status of your application.

Again, I commend your initiative to further our mission by seeking a position at the highest level of this organization and wish you good well in your pursuit of a NEB office. Feel free to contact me if you have any questions or concerns.

With NSBE Love,

Shabir Bhegani

2018-19 National Parliamentarian
nebparliamentarian@nsbe.org



National Candidacy Eligibility

ELECTED NEB POSITION

In order to be eligible as a candidate for an **ELECTED** National position, you must:

1. Be a Member in good standing
 - The term Member is defined in National Constitution Article III, Section 3 (a)
 - Good standing is determined by your academic status at your college/university
2. Have a **minimum classification of junior** undergraduate status or the equivalent for the elected term.
3. Be registered as a **FULL-TIME** student the academic semester prior to the beginning of the elected term (Spring 2018) and must maintain student status throughout the elected term.
 - Must be working towards a **degree in engineering, engineering technology, or applied/physical science** in an accredited program
4. Complete all requirements outlined in this document by the designated deadlines

APPOINTED NEB POSITION

In order to be eligible as a candidate for an **APPOINTED** National position, you must:

1. Be a Member or Professionals member in good standing (as defined per National Constitution Article III, Section 3(a) & (d))
 - The term Member is defined per National Constitution Article III, Section 3(a)
 - Good standing is determined by your academic status at your college/university.



National Executive Board Elected and Appointed Positions

Applications for the following positions are currently being accepted:

Elected National Executive Board Positions

National Chairperson
National Vice-Chairperson
National Secretary
National Treasurer
National Programs Chairperson
National Membership Chairperson
International Committee Chairperson
National Communications Chairperson
National Public Relations Chairperson
National Publications Chairperson
National Finance Chairperson
National Academic Excellence Chairperson
National Pre-College Initiative Chairperson

Appointed National Executive Board Positions

National Parliamentarian
National Financial Controller
National Assistant Treasurer of Special Projects
National Engineering Diversity Chairperson
National TORCH Chair
National Leadership Institute Chairperson

Applications for Elected positions are currently being accepted, but have a deadline of March 8, 2019 11:59 PM EST.

Applications for Appointed positions are currently being accepted, but will have a deadline of April 5, 2019 11:59 PM EST.

For more information on these positions, please refer to the National Constitution and National Bylaws (<http://www.nsbe.org/Downloads/Official-Downloads.aspx>)



National Candidate Certification Process

This year, 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 is the beginning of your training as a potential National Leader. If elected, there will be continued training to ensure you're equipped to be successful in your position.

In order to be certified as a National Candidate, you must complete the following:

PHASE 1: Initial application will be reviewed on a rolling basis, but must be submitted by the previously stated deadlines [online](#), and includes the following:

1. Leadership verification

1. Undergraduate Students/Graduate Students

1. Must be a paid collegiate or professional member (only for Graduate students seeking an appointed position)
2. Must submit an official transcript/document directly from the institution in which you are currently enrolled that contains an official university seal/logo with the following information
 1. Your Full Name
 2. Your current status of **“full-time”** with your institution
 3. Your status of **“good standing”** with your institution
 4. The name of your college/school within your institution (i.e. College of engineering, college of computing, etc.)
 5. Your specific **major** under that college/school
 6. Classification (i.e. junior, senior, graduate student)
 7. Expected graduation date

Note: If candidate expects to graduate before September 15, they must show evidence of acceptance for enrollment in a graduate school full-time and must then be enrolled in graduate school full-time for the elected term of office.

If a graduate student's degree is not in an engineering, engineering technology, applied/physical science field, they must also provide a copy of their undergraduate transcript or diploma indicating your previous degree fell within one of the aforementioned categories and the name of the college/school within your institution.

3. A letter and/or copy of criteria for Good Academic Standing from your enrolled institution.

If your institution provides online student enrollment verification via the National Student Clearinghouse, this is an acceptable form of **enrollment** verification only.



- **Professionals (Non-Students)**

- i. Must be a paid professional member
- ii. Must submit an official proof of degree; can be a transcript showing degree completion or a copy of your degree received indicating:
 1. Your full name
 2. Name of your college or university
 3. Your specific degree awarded within that college or university

2. ONE (1) RECOMMENDATION LETTER FROM AN ACTIVE NSBE MEMBER

The purpose of the recommendation is to provide perspective regarding your character, work ethic and commitment to the NSBE mission. You should select a NSBE member who can speak directly to your character, work ethic and accomplishments and potential as a NSBE leader. The recommendation will be posted with your profile in the National Candidate's Preview for elected positions and available to the 2019-2020 NEB Elect for appointed positions. There are no restrictions on the recommender.

3. CANDIDATE LEADERSHIP RESUME

This document should not exceed two (2) pages and be developed in a resume format to highlight all of your NSBE leadership and/or relevant leadership or management experience outside of NSBE. This resume will be posted with your profile in the National Candidate's Preview for elected positions and available to the 2019-2020 NEB Elect for appointed positions.

4. SHORT ESSAY RESPONSES

Essay Question 1 (200 word or less):

The society plans to graduate 10,000 black engineers annually by the year 2025. If elected/appointed how do you plan to utilize your position to help NSBE achieve this goal?

Essay Question 2 (200 words or less):

Select one of the NSBE Core Values and explain how you have demonstrated the core value either 1) Within your chapter on campus or 2) In your current NSBE Leadership position?

This information will be posted with your profile in the National Candidate's Preview for elected positions and available to the 2019-2020 NEB Elect for appointed positions.



5. CANDIDATE STATEMENT

All information from your short essays will be displayed as a part of your candidate statement. There will not be a need to supply additional information.

6. Read the [National Campaign Practices Code](#) and electronically sign on your application form.

PHASE 2: National Convention Events and Leadership Training

After successfully completing Phase 1 of the application, you will be contacted by the National Parliamentarian about the next steps in your application process. If verified, your initial training begins! All candidates must participate in the required events for convention and attend/perform all required leadership training tasks.

1. Must complete and pass the NSBE Governing Document Exam online with at least an 80% by **March 20th, at 11:59 pm EST.**
 - This portion is led by the National Leadership Institute Chair, who will be coordinating and grading these exams.
 - A zip file of study materials can be found under the Official Downloads on nsbe.org.
2. All elected position candidates must make strong effort attempts to participate in the National Leadership Orientation (NLO) on **Thursday, March 28th from 10:30am – 1:00pm** at the 2019 National Convention in Pittsburgh, PA.
3. Must be available to participate in the *National Candidates Q&A* to be held on **Friday, March 29th from 1:00pm – 4:00pm** at the 2019 National Convention in Pittsburgh, PA.
4. If elected or appointed, must be available to travel to and participate in the National Transition Meeting (NTM) **TBA** at World Headquarters in Alexandria, VA.
5. If elected or appointed, must be available to travel to and participate in the *National Leadership Conference (NLC)* **TBA.**



2019-20 NEB CANDIDATE DECLARATION OF INTENT

The **2019-20 National 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 Senate prior to Convention for elected positions. The Declaration of Intent should be submitted online ([HERE](#)) and includes all the items listed below:

1. National Candidate Application Form
2. Full Name (as it should appear on all material)
 - University/College attending or Employer Name
 - Major or Degree
 - Classification (i.e. junior, senior, graduate student, professional, etc)
 - Email Address & Phone Number (*permission must be given to share either with Senate*)
 - Professional Headshot Photo (*350 X 350 pixels*)
 - Candidate Leadership Resume
 - One (1) Letter of Recommendation
 - Verification Document(s) – see *National Certification Process section for details*
 - Short Essay Answers to the following questions:
 1. The society plans to graduate 10,000 black engineers annually by the year 2025. If elected/appointed how do you plan to utilize your position to help NSBE achieve this goal? (200 words or less)
 2. Select one of the NSBE Core Values and explain how you have demonstrated the core value either 1) Within your chapter on campus or 2) In your current NSBE Leadership position? (200 words or less)
- Read and electronically sign the [National Campaign Practices Code](#)

All submissions should be spell-checked and proofread carefully before submitting because no editing will be performed on the content. All words over the word limit will be omitted. The deadline to submit these items is March 8, 2019 11:59 PM EST for elected positions and April 5, 2019 11:59 PM EST for appointed positions.

Please contact the National Parliamentarian to determine the status of your application.



2018-19 National Executive Board Candidate Checklist

- Research your desired position. Read the National Constitution and National Bylaws for information. Communicate with the person currently in the position.
- Submit the **2018 National Executive Board Candidate Declaration of Intent** [online](#) by **Friday, March 8, 2019 at 11:59pm EST**.
- Must be available to participate in the *National Candidates Q&A* to be held on **Friday, March 29, 2019 1:00pm – 4pm** at the Annual Convention.
- Strongly suggested to arrange Convention Travel plans to accommodate attending the National Leadership Orientation (NLO) **Thursday, March 24, 2019 from 10:30am – 1:00pm** at the Annual Convention.
- Must be available to travel to and participate in the *National Transition Meeting (NTM)* **TBA** at WHQ, Alexandria, VA if elected.
- Must be available to travel to and participate in the *National Leadership Conference (NLC)* **TBA** if elected/appointed.
- Must **renew membership** no later than **July 31, 2019**.

All questions/concerns regarding National Executive Board verifications should be sent to nebparliamentarian@nsbe.org.

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