



NATIONAL SOCIETY OF BLACK ENGINEERS

**2019-2020 REGION I EXECUTIVE BOARD  
CANDIDATES' HANDBOOK**

**VERSION 2.0**

**February 2019**



**2019-2020 Professionals Candidates' Handbook**

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Any questions concerning this handbook and any information it contains should be directed to the Regional Parliamentarian at [r1parliamentarian@nsbe.org](mailto:r1parliamentarian@nsbe.org)



## Introduction from the Region I Parliamentarian

Potential NSBE Leader,

The Region I Regional Executive Board (R1REB) is responsible for setting direction and policy for the membership of the organization in Region I. The REB Executes programs delivered from the National Executive board as well as monitoring the results to ensure the organization is achieving its mission. The REB executes its own programming to serve its members where needed. It also serves to ensure chapters are operating to the fullest potential while catering to the needs of their members. One more important function is to operate as a conduit of information between the members and the National Society.

Serving the membership on the regional level 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 members. Please pay special attention to the feedback from membership as it will enable you to better serve their needs.

To ensure you are prepared for your future leadership role, we have a Regional Candidate certification process in place. These requirements are outlined in this handbook. All Regional Executive Board applications must be received by **Friday, March 8th, 2019**.

I commend your initiative to further our mission by seeking a position at the regional level of this organization. A link to the online application and information regarding candidate related events are listed within this handbook. Feel free to contact me and/or your respective regional parliamentarian if you have any questions or concerns.

Respectfully with Fiyah,

*Kwame H. Baptiste*

Region I Parliamentarian  
R1Parliamentarian@nsbe.org



## REGIONAL CANDIDACY ELIGIBILITY

### ELECTED REB POSITION

- Chairperson
- Treasurer
- Programs Chairperson
- Upstate Zone Chairperson
- Metro-LI Zone Person
- Vice Chairperson
- Secretary
- New England Zone Chairperson
- New Jersey Zone Chairperson
- East Canada Zone Chairperson

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

**1. Must be a Member in good standing.**

- The term Member is defined per National Constitution Article III, Section 3(a)
- Good standing is determined by your student status academically at your college/university.

**2. Must have a minimum classification of sophomore undergraduate status or the equivalent for the elected term.**

**3. Must be registered as a full-time student the academic semester prior to the beginning of the elected term (Spring 2019) 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.
- All accepted programs are outlined in the NSBE Leadership Verification Policy.

**4. Must complete all requirements outlined in this document by the designated deadlines.**



## REGIONAL CANDIDACY ELIGIBILITY (CONT'D)

### APPOINTED REB POSITIONS

- Parliamentarian
- Finance Chairperson
- Academic Excellence Chairperson
- Pre-College Initiative Chairperson
- Pre-College Initiative(PCI-CPC) Chairperson
- Spring Business Meeting (SBM-CPC) Chairperson
- Regional Leadership Conference (RLC-CPC) Chairperson
- Fall Regional Conference Conference Planning Committee (FRC-CPC) Chairperson
- Assistant Treasurer
- Telecommunications Chairperson
- TORCH Chairperson
- International Committee Chairperson

### APPOINTED REB DUAL POSITIONS

- Zone Chairperson/ Business Diversity Chairperson
- Zone Chairperson/ Membership Chairperson
- Zone Chairperson/ Public Relations Chairperson
- Zone Chairperson/ Publications Chairperson

In order to be eligible as a candidate for an appointed Regional position (with the exception of the Regional Leadership Conference (RLC) Conference Planning Committee Chairperson and the Fall Regional Conference (FRC) Conference Planning Committee Chairperson), you must:

1. Must be a Member or Professionals Member in good standing.
  - The term Member is defined per National Constitution Article III, Section 3(a) & (d)
  - Good standing is determined by your student status academically at your college/university.
2. The RLC and FRC Conference Planning Committee Chairperson, while appointed positions, interested candidate must be a Member in good standing.
  - The term Member is defined per National Constitution Article III, Section 3(a)
  - Good standing is determined by your student status academically at your college/university.



## 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 is the beginning of your training as a potential Regional Leader.

If elected or appointed, there will be continued training to ensure you're equipped to be successful in your position.

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

**PHASE 1:** Initial application must be submitted by **Friday, March 8, 2019** online (see links on page 10), 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 Chapter/Regional Board Member (e.g. CEB, ZEB, REB, RPEB, NEB, NAB, RAB) or University 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 Candidate's 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 Candidate's Preview for elected positions.*
  - *For appointed positions, this resume will be provided to the incoming REB (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 Candidates Q&A* to be held during the Region I - Regional Meeting on **Thursday, March 28th and Friday, March 29th**, at the [Annual Convention](#).
- If elected or appointed, must be available to travel to and participate in the Regional Transition Meeting (RTM) , Summer Meeting, Regional Leadership Conference(RLC), Fall Regional Conference(FRC), Spring Business Meeting(SBM) and all other meetings of the Regional Executive Board (Both Physical or Virtual)
- **[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) and the Annual Convention 2020 (Date TBD).
- Appointed position candidates who have applied by March 8th, 2019 must be available within 30 days of Annual convention to be interviewed by select members of the REB and RAB.
- Applications for positions received after Annual convention will be interviewed and appointed on a Rolling basis.
- If elected or appointed, **must renew membership** no later than **August 15, 2019**.
- Submit your Regional Executive Board Application at the following link:  
<http://www.nsbe.org/Regions/Region-1/Resources/REB-Application.aspx>



## **2019-2020 REGIONAL EXECUTIVE BOARD CANDIDATE DECLARATION OF INTENT**

### **(Candidate Application Form)**

The **2019-2020 Regional Executive Board Candidate Declaration of Intent** is a member's official statement of their intent to run/apply for a Regional position. The information in the letter will be viewed as your **Regional Candidate Application Form** and will be presented to the delegates prior to Convention for elected positions once eligibility is certified.

Application Form is for Both Elected and Appointed Positions

The Declaration of Intent should be submitted online and includes all the items listed below:

- ✓ **Regional Candidate Application Form\*** - Submitted by applicant [ONLINE APPLICATION](#)
- ✓ **Read info watch video, then Click "NEXT" button to begin application**
  - Full Name (*as it should appear on all material*)
  - Employer Name or University/College attending
  - Degree(s) of study
  - Professional Certifications (e.g. PE, PMP, etc.)
  - Email Address & Phone Number (*permission must be given to share either with senators*)
  - Photo (*Professional head shot 350 X 350 pixels*) (Uploaded)
  - Leadership Resume (Uploaded)
  - Letters of Recommendation (Uploaded)
  - 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*

**[CLICK HERE TO BEGIN APPLICATION](#)**

**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 Friday, March 8th, 2019.**





## Appendix

### I . 2019-2020 REGIONAL EXECUTIVE BOARD CANDIDATE CHECKLIST

- ✓ Research your desired position. Read the [National Constitution](#), [National Bylaws](#), and Region I By-Laws for information. Communicate with the person currently in the position of interest.
- ✓ Submit the **2019-2020 Regional Executive Board Candidate Declaration of Intent** [online](#) by **Friday, March 8th, 2019**.
- ✓ Must be available to participate in the *Regional Candidates Forums and Q&A* to be held at the Region I - Regional Meetings on **Thursday, March 28th and Friday, March 29th**, at the [2019 Annual Convention](#).
- ✓ If elected or appointed to a regional board, must be available to travel to and participate in the Regional Transition Meeting (RTM) , Summer Meeting, Regional Leadership Conference(RLC), Fall Regional Conference(FRC), Spring Business Meeting(SBM) and all other meetings of the Regional Executive Board (Both Physical or Virtual)  
**[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.



## **II. Verification Document Requirements - ELECTED Positions**

**Students\*:** A **STAMPED** letter from the Registrar indicating **ALL** of the following for the **Spring 2019** 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.

*\*Undergraduate degrees **MUST BE** in an engineering, engineering technology, applied/physical science field.*

*\*Undergraduate and Graduate Students must be designated as a ‘**Member**’ member in NSBEConnect to be eligible for a REB or NEB Elected and Appointed positions.*

*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 to be eligible.*

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## **III. Verification Document Requirements - Appointed Positions**

**Students:** A **STAMPED** letter from the Registrar indicating **ALL** of the following for the **Spring 2019** semester:

1. Your status of “**good standing**” with your institution
2. The name of your college/school within your institution.
3. Your specific **major** under that college/school.
4. Your status of enrollment with your institution(Full/Part-time).  
(Same thing applies for Graduate students candidates)

**Professional (non-students):** Proof of degree (transcript or copy of a diploma indicating **ALL** of 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 Parliamentarian*

*(Note: The system that holds verification information has been updated. You can email [r1parliamentarian@nsbe.org](mailto:r1parliamentarian@nsbe.org) to verify if your information is on file prior to submitting your application).*

***Please do not wait till the last minute to submit your application as you need to be verified by March 8th, 2019.***



**IV. Regional Executive Board Elected and Appointed Positions**

**Region 1:**

<b>Elected Positions</b>	<b>Appointed Positions</b>
Chairperson	Chair-Emeritus **
Vice- Chairperson	Parliamentarian***
Treasurer	Telecommunication Chair
Secretary	International Chair
Programs Chairperson	Academic Excellence Chair
<b>Zone Chairpersons* (Geographic Areas)</b>	Finance Chair
East Canada Zone Chairperson	Pre-College Initiative (PCI) Chairperson
Metro /LI Zone Chairperson	Technical Outreach for Community Help (TORCH) Chairperson
New England Zone Chairperson	Pre-College Initiative Conference Planning Committee (PCI-CPC) Chairperson
New Jersey Zone Chairperson	Regional Leadership Conference Planning Committee (RLC-CPC ) Chairperson
Upstate Zone Chairperson	Fall Regional Conference Planning Committee (FRC-CPC) Chairperson
	<b>Appointed Dual Positions*</b>
	Public Relations Chairperson
	Publications Chairperson
	Charter Membership Chairperson
	Business Diversity Chairperson

(All Positions are Chairpersons Leader their own committees. All positions also serve on National Executive Board Committees except the Conference Planning Committee (CPC) Chars. [See R1 Bylaws](#) for more information.)

*\*\*The Role of **Zone Chairperson** serves s a dual role. They Chair the geographic Zone Executive Board(ZEB), and the serve in one of the specified Appointed Dual Positions applicants may apply for their preferred dual position and will be appointed by the Regional Executive Board.*

*\*\*The Role of **Chair-Emeritus** is only open to applicants who have served as previous Regional Chairpersons.*

*\*\*\*The Role of **Parliamentarian** is only open to applicants if the person serving as Chair-Emeritus chooses not to serve as Parliamentarian or if the position of Chair-Emeritus is vacant.*

*For roles and Responsibilities and committee structures, see [R1 BYLAWS](#).*



### **V. Regional and National Events**

These events are required for all Board members to attend. to be excused from attendance , a valid reason must be submitted in writing to your zone leader (based on Region 1 operating guidelines) . All excuses must be approved or responded to before date of event.

#### **Region 1:**

<b>Event Name</b>	<b>Date</b>	<b>Location</b>
Regional Transition - Positional	Multiple Dates	Remotely (Calls)
Region 1 Transition Meeting (R1RTM)	TBD (Mid-May)	TBD
National Leadership Conference (NLC)	TBD (Mid-June)	TBD
REB Conference Calls (REB Meetings)		Remotely (Calls)
Region 1 Summer Meeting (PRE RLC)		TBD
Region 1 Regional leadership Conference (R1RLC)	TBD (Mid-August)	TBD
Region 1 Fall Meeting (PRE-FRC)	TBD ( Late-Sept)	TBD
<b>Region 1 fall Regional Conference (R1FRC)</b>	TBD (Early Nov)	TBD
Region 1 Spring Business Meeting (R1SBM)	TBD (Mid Feb)	TBD
NSBE Annual Convention	TBD (late March)	TBD