



NATIONAL SOCIETY OF BLACK ENGINEERS

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

**March 2019**

**VERSION 1.0**



## 2018-2019 Regional Executive Board Candidate Handbook

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## Introduction from the Regional VI Parliamentarian

Greetings Potential NSBE Leader,



I first would like to congratulate and commend you on your pursuit to become a member of the Regional VI Executive Board of the National Society of Black Engineers! The Regional Executive Board (REB), is responsible for setting the direction and policies for the organization, overseeing the region, and monitoring results to ensure NSBE as an organization is achieving its mission. Serving the membership as a member of the REB 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 six figure 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 Regional Candidate certification process, the requirements of which are outlined in this handbook. All REB Declaration of Intent applications will be reviewed on a rolling basis. Please contact the Regional Parliamentarian to determine the status of your application.

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

With NSBE Love,

*Dennis Kibe*

2018-19 Region VI Parliamentarian  
[r6parliamentarian@nsbe.org](mailto:r6parliamentarian@nsbe.org)



## Regional Candidacy Eligibility

### ELECTED REB POSITION

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

1. Be a Member in good standing
  - The term Member is defined in Regional Constitution Article III, Section 3 (a)
  - Good standing is determined by your academic status at your college/university
2. 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

### APPOINTED REB POSITION

In order to be eligible as a candidate for an **APPOINTED\*\*** Regional 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 Regional Constitution Article III, Section 3(a)
  - Good standing is determined by your academic status at your college/university.
2. The FRC or RLC Chairperson must
  - Must be a good member in standing
    - The term Member is defined per National Constitution Article III, Section 3(a)
3. **Applications for appointed positions are currently being until March 15 2019, 11:59 PM**



## Regional Executive Board Elected and Appointed Positions

Applications for the following positions are currently being accepted:

### **Elected Regional Executive Board Positions**

Regional Chairperson  
Regional Vice Chairperson  
Regional Secretary  
Regional Treasurer  
Regional Programs Chairperson  
Regional Membership Chairperson  
Regional Communication Chairperson  
Regional Public Relations Chairperson  
Regional Finance Chairperson  
Regional Academic Excellence Chairperson  
Regional Pre-College Initiative Chairperson  
Finance Chairperson  
Telecommunications Chairperson  
Public Relations Chairperson

### **Appointed Regional Executive Board Positions**

Regional Parliamentarian  
Engineering Diversity Chairperson  
Assistant Treasurer  
Regional Leadership Conference Chairperson  
Fall Regional Conference Chairperson

**Applications for Elected positions are currently being accepted, but have a deadline of March 15<sup>th</sup> 2019 11:59 PM PST.**

**All potential candidates are not required to attend the National Conference for the Q & A**

**All elected and appointed REB members must attend a mandatory Regional Transitional Meeting held on April 19<sup>th</sup> – 21<sup>st</sup> in San Ramon, CA.**

**Applications for Appointed positions are currently being accepted, but will have a deadline of March 15<sup>th</sup>, 2019 11:59 PM PST.**



## Regional Candidate Certification Process

This year, 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, there will be continued training to ensure you're equipped to be successful in your position.

In order to be certified as a Regional 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.

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



- **Professionals (Non-Students)**

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

## 2. 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 Regional Candidate's Preview for elected positions and available to the 2018-2019 REB Elect for appointed positions.*

## 3. SHORT ESSAY RESPONSES

### Essay Question 1 (200 word or less):

*Region 6 has some of the country's most important technological institutions(schools and companies).What can NSBE do to tap into these resources ?*

### Essay Question 2 (200 words or less):

*Describe your past involvement in NSBE and its impact on you/others ?*

### Essay Question 3 (200 words or less):

*How do you manage your time ?*

*This information will be posted with your profile in the Regional Candidate's Preview for elected positions and available to the 2018-2019 REB Elect for appointed positions.*



#### 4. 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.*

#### **PHASE 2:** Regional Convention Events and Leadership Training

After successfully completing Phase 1 of the application, you will be contacted by the Regional 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 all required leadership trainings.

1. Must be available to participate in the *Regional Candidates Q&A* to be held on **Friday, March 29<sup>th</sup>, 8:30am – 10am** at the 2019 National Convention in Detroit, MI.
2. If elected, must participate in the Regional Leadership Orientation (RLO) (date **TBA**) at the 2019 National Convention in Detroit, MI. (***If present***)
3. If elected or appointed, must be available to travel to and participate in the Regional Transition Meeting (RTM) on April 19<sup>th</sup> – 21<sup>st</sup>, 2019.
4. If elected or appointed, must be available to travel to and participate in the *Regional Leadership Conference (NLC)*.





## 2019-20 REB CANDIDATE DECLARATION OF INTENT

The **2019-20 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 **Regional 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. Regional 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*)
  - Headshot Photo (*350 X 350 pixels*)

**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 15<sup>th</sup> 2019 11:59 PM PST for both elected positions and appointed positions.**



## Running from the floor requirements:

1. Running from the floor will only be allowed for positions that have not received an application by the REB application deadline of March 15, 2019, at 11:59 PM PST.
2. Candidates must submit their REB application and leadership verification documents by no later than March 28, 2019, at 4 PM EST. Email questions or issues PRIOR to the deadline. REB members will be available to answer any questions or issues regarding the application. If you experience issues please contact any of the following people:
  - Parliamentarian ([r6parliamentarian@nsbe.org](mailto:r6parliamentarian@nsbe.org))
  - Vice Chairperson ([r6vicechair@nsbe.org](mailto:r6vicechair@nsbe.org))
  - Secretary ([r6secretary@nsbe.org](mailto:r6secretary@nsbe.org))
  - Treasurer ([r6treasurer@nsbe.org](mailto:r6treasurer@nsbe.org))
3. Approved candidates will receive an email notification.
4. A notice that indicates candidate eligibility status shall be sent to candidates before National, and Regional voting commences.
5. Candidates must be prepared to deliver a 1 min speech and participate in Q&A at the Friday Regional meeting.
6. After National Convention appointments for vacant positions are allowed to occur on an ongoing basis until all board positions are filled, however, all verifications must be completed by the board Parliamentarian.



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

## 2019-20 Regional Executive Board Candidate Checklist

- Research your desired position. Read the Regional Constitution and National Bylaws for information. Communicate with the person currently in the position.
- Submit the **2019 Regional Executive Board Candidate Declaration of Intent**
- Must be available to participate in the *Regional Candidates Q&A* to be held on **Friday, March 29<sup>th</sup>, 8:30am – 10am** at the Annual Convention.
- Must be able to attend the Regional Transitional Meeting held on April 19<sup>th</sup> – 21<sup>st</sup> in San Ramon, CA
- Must be available to travel to and participate in the *Regional Leadership Conference (NLC)* scheduled for if elected.
- Must **renew membership** no later than **July 31, 2019.**

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All questions/concerns regarding Regional Executive Board verifications should be sent to [r6parliamentarian@nsbe.org](mailto:r6parliamentarian@nsbe.org)

