



NATIONAL SOCIETY OF BLACK ENGINEERS

**2019-2020 PROFESSIONALS
CANDIDATES' HANDBOOK**

VERSION 1.0



2019-2020 Professionals Candidates' Handbook Contents

Introduction from the National Professionals Parliamentarian	3
National Candidacy Eligibility	4
Regional Candidacy Eligibility	5
National Candidate Certification Process	6
Regional Candidate Certification Process	7
2019-2020 PROFESSIONALS EXECUTIVE BOARD CANDIDATE DECLARATION OF INTENT	8
2019-2020 PROFESSIONALS EXECUTIVE BOARD CANDIDATE CHECKLIST	8
2019-2020 REGIONAL PROFESSIONALS EXECUTIVE BOARD CANDIDATE DECLARATION OF INTENT	9
2019-2020 REGIONAL PROFESSIONALS EXECUTIVE BOARD CANDIDATE CHECKLIST	9
Appendix	10
Verification Document Requirements	10
Regional Professionals Executive Board Elected and Appointed Positions	11

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

Deadline to submit: **Friday, March 8, 2019**



Introduction from the National Professionals Parliamentarian

Potential NSBE Leader,

The Professionals Executive Board (PEB) is responsible for setting direction and policy for the professional membership of the organization as well as monitoring the results to ensure the organization is achieving its mission. Serving the membership on the national and 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 term lengths for each position.

To ensure your preparedness for your future leadership role, we have a National and Regional Candidate certification process in place. This handbook outlines the process and requirements. All Professionals Executive Board (National & Regional) applications are due **Friday, March 8, 2019**.

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

Reginald S. Archer, Ph.D.
National Professionals Parliamentarian
PEBParliamentarian@nsbe.org

Regional Professionals Executive Board Parliamentarians:

Region 1 – Joe Barclay;	r1pebparliamentarian@nsbe.org
Region 2 – Ershela Sims;	r2pebparliamentarian@nsbe.org
Region 3 – Reginald S. Archer;	r3pebparliamentarian@nsbe.org
Region 4 – Heather Gibbs;	r4pebparliamentarian@nsbe.org
Region 5 – Bethlehem Lulseged;	r5pebparliamentarian@nsbe.org
Region 6 – Johnnie Tangle;	r6pebparliamentarian@nsbe.org



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:

(Note term limits beside position)

* ELECTED PEB positions:

Note: The National Professionals Secretary, National Professionals Program Chairs, 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**

- 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 **Friday, March 8, 2019** [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 Headquarter 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 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. (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 29th**, at the [2019 Annual Convention](#). (*Location and time: TBD*)
- 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 **August 15, 2019**.
- Submit your National Professionals Executive Board Application at the following link: <http://www.nsbe.org/Programs/NSBE-Programs/NLI/National-Leadership/PEB-application.aspx>



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 **Friday, March 8, 2019** [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 Headquarter 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 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 29th**, 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 **August 15, 2019**.
- Submit your Regional Professionals Executive Board Application at the following link: <http://www.nsbe.org/Programs/NSBE-Programs/NLI/National-Leadership/PEB-application.aspx>



2019-2020 PROFESSIONALS EXECUTIVE BOARD CANDIDATE DECLARATION OF INTENT

The **2019-2020 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, March 8, 2019.

2019-2020 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 **2019-2020 Professionals Executive Board Candidate Declaration of Intent** [online](#) by **Friday, March 8, 2019**.
- ✓ Must be available to participate in the *Nationals Professionals Candidates Forum and Q&A* to be held on **Friday, March 29th**, at the [2019 Annual Convention](#). (*Location and time: TBD*).
- ✓ If elected or appointed, must be available to travel to and participate in the *National Transition Meeting (NTM)* to be at WHQ, Alexandria, VA.
- ✓ If elected or appointed, must be available to travel to and participate in the *National Leadership Conference (NLC)*. Date TBD



2019-2020 REGIONAL PROFESSIONALS EXECUTIVE BOARD CANDIDATE DECLARATION OF INTENT

The **2019-2020 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 Friday, March 8, 2019.

2019-2020 REGIONAL 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.
- ✓ Submit the **2019-2020 Regional Professionals Executive Board Candidate Declaration of Intent** [online](#) by **Friday, March 8, 2019**.
- ✓ Must be available to participate in the *Regional Professionals Candidates Forum and Q&A* to be held on **Friday, March 29th**, at the [2019 Annual 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 parliamentarian 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 **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 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 March 8, 2019.***

Graduate 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.

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	