

# REGION IV REGIONAL LEADERSHIP CONFERENCE

## Zone Functional II: Senator and Parliamentarian

Presented by: Jay Sharma, 2018-2019 Regional Parliamentarian



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ULTIMATE.

Aug 10th-12th, 2018  
Fort Wayne Hilton &  
Grand Wayne Convention Center  
Fort Wayne, IN



NATIONAL SOCIETY OF BLACK ENGINEERS

# Presentation Overview

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- **Recap of Zone Functional 1**
- **Amendment Proposals**
- **Constitution Revision Overview**
- **Election Process**
- **Positional Timelines**





# Recap



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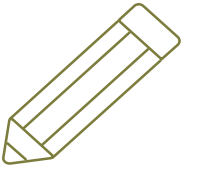
# Recap of Zone Functional I



# Amendment Proposal Process



# Amendment Proposal Process



## Proposing an Amendment

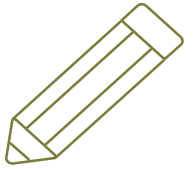
- Complete Amendment Proposal Form
- Submit to [drc@nsbe.org](mailto:drc@nsbe.org)
- DRC will review and provide recommendations
- Document with recommendations sent to authors and respective parliamentarian

## Timeline

- All Amendment Proposals are due on the last day of the month.
- The DRC will meet on the 2<sup>nd</sup> Sunday of each month.



# Amendment Proposal Process



Form ensures consistency of information submitted by members of the society



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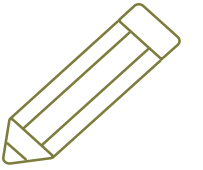
AMENDMENT PROPOSAL FORM

## Amendment Proposal Form

<b>Date of Submission</b>	<b>APF Number</b> (i.e. APF 16 03 NATBYLAWS APC) APF (Year) (Month) (Affected Document) (one word to describe proposal)  Affected Document: NATCONST, NATBYLAWS, R#BYLAWS, PROFOG, R#PROFOG, POLICY <b>[DELETE WORDS IN RED BEFORE SUBMITTING PROPOSAL FORM]</b>
<b>Title of Proposal</b>	<b>Affected Document</b>
<b>Author(s) of Proposal</b> (Full Name and Position)	<b>Other Affected Governing Documents</b>
<b>Background</b> (What is the reason you are requesting change?)	
<b>AMENDMENT PROPOSAL</b>	
<b>Section as it reads now:</b> (Include section headings)	
<b>Section as it will read:</b> (Signify changes with red italicized text)	
<b>FOR DOCUMENT REVIEW COMMITTEE USE ONLY</b>	
<b>DRC Recommendation</b>	<b>DRC Meeting Date(s)</b>
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Suggestions <input type="checkbox"/> Revise and Resubmit	
<b>DRC Suggestions</b>	



# Amendment Proposal Process



## National Governing Documents

- Bylaws Amendment
  - Amended by:
    - 2/3 vote of senators attending convention
    - 2/3 vote of voting NEB members
- Constitution Amendments
  - Proposed by:
    - 2/3 vote of NEB
    - 1/3 voting members or chapters through national referendum
    - 2/3 of the senators at a regional meeting
  - Ratification
    - 3/4 affirmative vote of the senators present at convention

## Regional Governing Documents

- By-Laws Amendment
  - Amended by:
    - 2/3 vote of senators at regional meeting
    - 2/3 vote of REB



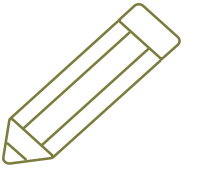




# Document Revision



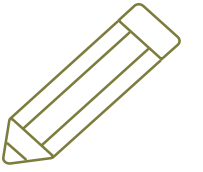
# Constitution and By-laws



- Governing documents hold board members responsible, but also serve as a resource
  - Constitutions provide general structure for the organization
  - By-laws contain general procedures for the organization
- Constitutions should take precedence over by-laws
- Before any revisions are made, the original intent of the language should be understood
- An analysis of how the chapter is operating and practicing should also be done



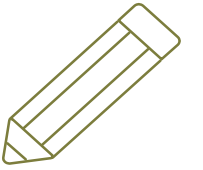
# Why and when should we revise?



- If there is a disconnect between the documents and practice
- A new position or committee is established
- There is room for improved board efficiency



# Examples - Discussion



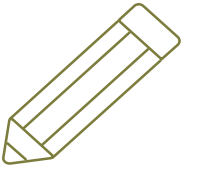
- The Purdue NSBE Chapter has 2 VPs. Are both needed?
  - 1<sup>st</sup> VP assumes typical role of VP
  - 2<sup>nd</sup> VP leads special projects during the year
- Would a Community Involvement Chair be in Programs Zone or Membership Zone?
- If a board member is removed, is a replacement appointed or elected?



# Election Process



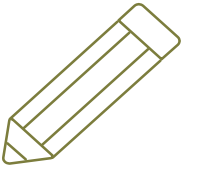
# Coordinating Chapter Elections



- How are elections currently conducted at your chapters?
  - What could be improved? What works well?
- Regional elected positions require an application, giving a speech at Convention, and having to get majority vote by Senators



# Coordinating Chapter Elections



- Chapter Parliamentarians are typically responsible for coordinating chapter elections
- A lot of strategic thinking is required for ensuring a smooth election process
- Depending on the size of your chapter, elections may be different
  - Electronic voting vs. traditional voting?
  - Timed speeches and Q&A?
  - Preliminary application before speeches?
  - Is there problems with voter turnout?



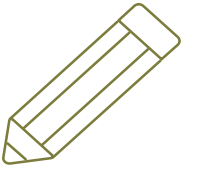


# Positional Timelines





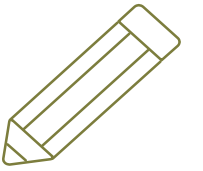
# 2018-2019 Positional Timeline



- August
  - 10-12: Regional Leadership Conference
  - 19: August Village Call (Balancing NSBE and academics)
  - 29\*: National Call
- September
  - FRC Registration
  - September Village Call (By-Law Amendment Introduction)
- October
  - October Village Call (Voting preparation)
  - 26-28: Fall Regional Conference in Cleveland, OH
  - Fireside Chat with National Chair/Parliamentarian



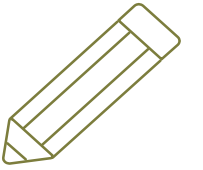
# 2018-2019 Positional Timeline



- November
  - November Village Call (Reflection + Future in NSBE)
- December
  - Finishing NSBE work for semester/quarter
  - Convention Registration
  - Prep for next academic session
- January
  - Convention Registration
  - January Village Call (Convention Overview + Expectations)
  - National Call with National Parliamentarian



# 2018-2019 Positional Timeline



- February
  - Select REB Applications
  - February Village Call (Intro to National Amendments\*, Elections)
- March
  - March Village Call (Amendments, Elections, and Expectations)
  - Annual Convention
  - Fireside Chat with National Chair and/or National Parliamentarian
- April
  - Revision of chapter governing documents
  - CEB Recruitment\*
  - April Village Call (Year in Review)
- May
  - Finesse on finals



Questions?  
Comments?  
Concerns?



# Sponsors

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Chapter of the National Society of Black Engineers



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# Thank you!

Jay Sharma

2018-2019 Region IV Parliamentarian

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