




NATIONAL SOCIETY OF BLACK ENGINEERS

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**2016-2017 PROFESSIONALS CANDIDATES'  
HANDBOOK**

**VERSION 1.0**

**January 2016**



## **2016-2017 Professionals Candidates' Handbook**

Introduction from the National Professionals Parliamentarian .....	3
National Candidacy Eligibility.....	4
Regional Candidacy Eligibility.....	6
National Candidate Certification Process .....	7
Regional Candidate Certification Process .....	9
2016-2017 PROFESSIONALS EXECUTIVE BOARD CANDIDATE DECLARATION OF INTENT .....	11
2016-2017 PROFESSIONALS EXECUTIVE BOARD CANDIDATE CHECKLIST .....	12
2016-2017 REGIONAL PROFESSIONALS EXECUTIVE BOARD CANDIDATE DECLARATION OF INTENT .....	13
2016-2017 REGIONAL PROFESSIONALS EXECUTIVE BOARD CANDIDATE CHECKLIST.....	14
Appendix .....	15
Verification Document Requirements .....	15
Regional Professionals Executive Board Elected and Appointed Positions .....	16

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



## Introduction from the National Professionals Parliamentarian

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.

To ensure you are prepared for your future leadership role, we have a National and Regional Candidate certification process in place. These requirements are outlined in this handbook. All Professionals Executive Board and Regional Professionals Executive Board (RPEB) applications must be received by **March 4, 2016**.

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

*Onté McClendon, CPP*

National Professionals Parliamentarian

[PEBParliamentarian@nsbe.org](mailto:PEBParliamentarian@nsbe.org)

### **Regional Professionals Parliamentarian Contacts:**

Region 1 – Michael Burt; [r1pebemeritus@nsbe.org](mailto:r1pebemeritus@nsbe.org)

Region 2 – Adam Flores; [r2pebparliamentarian@nsbe.org](mailto:r2pebparliamentarian@nsbe.org)

Region 3 – Reginald Archer, PhD; [r3pebchair@nsbe.org](mailto:r3pebchair@nsbe.org)

Region 4 – Sabre Evans; [r4pebparliamentarian@nsbe.org](mailto:r4pebparliamentarian@nsbe.org)

Region 5 – Terrance Southern; [r5pebchair@nsbe.org](mailto:r5pebchair@nsbe.org)

Region 6 - Krystal Cunningham; [r6pebparliamentarian@nsbe.org](mailto:r6pebparliamentarian@nsbe.org)



## **National Candidacy Eligibility**

In order 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 member of the NSBE Professionals is eligible to be elected for a Professionals Executive Office (PEO) who has been a member in good standing of the NSBE Professionals for at least two operational years immediately prior to the operational year for that office.
  - 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 document by the designated deadlines

In order 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:**

\* ELECTED PEB positions:

- |                             |   |
|-----------------------------|---|
| • National Chair-Elect      | • National Publications Chair           |
| • National Secretary        | • National Public Relations Chair       |
| • National Treasurer        | • National Talent Development Chair     |
| • National Programs Chair   | • National Technical Excellence Chair   |
| • National Membership Chair | • National Pre-College Initiative Chair |
| • National Finance Chair    | • National College Initiative Chair     |



**Applications for the following will be posted and accepted after the Annual Convention:**

**\*\*APPOINTED PEB positions:**

- Parliamentarian
- Chief of Staff
- Telecommunications Chair
- Technical Professionals Conference (TPC) Chair\*\*\*
- Professional Development Conference (PDC) Chair\*\*\*

**For more information on these positions, please refer to the National Constitution and National Professional By-laws (<http://www.nsbe.org/getmedia/e4a2874a-1948-4293-92fb-8b0378f6b46a/National-Professionals-Bylaws.pdf.aspx>)**

\*\*\*Conference Chair appointments are completed per the process outlined in the National Professional By-laws.



## **Regional Candidacy Eligibility**

In order 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 member of the NSBE Professionals is eligible to be elected for a Regional Professionals Executive Board (RPEB) position who has been a member 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 document by the designated deadlines

In order 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 posted 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 is the beginning of your training as a potential National Leader. If elected or appointed, 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 must be submitted by **March 4, 2016** [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 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. For appointed positions, this resume will be provided to the incoming PEB (PEB-elect) (2 pages or less)*
- Short essay response to the following question "How have you supported NSBE in its mission to "increase the number"?"
  - *This information will be posted in your profile in the National Candidate's Preview for elected positions. (150 words or less)*
- Candidate Statement addressing the following question "How will you, in your position, help NSBE work toward the 2020 Strategic Goals?"
  - *This information will be posted in your profile in the Regional Candidate's Preview for elected positions. Basic demographic information will be provided in your profile so you do not need to mention it in your statement. (350 words 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.

- Complete the National Leadership Institute (NLI) Series training modules by **March 18, 2016**
  - *Additional online training in preparation for a PEB position will be provided by our National Leadership Institute (NLI) team to help you further prepare for your intended position.*
- Must be available to participate in the *National Candidates Q&A* to be held on **Friday, March 25<sup>th</sup>, 1:30pm – 5pm** at the Annual National Convention in Boston, MA
- If elected, must be available to participate in the *New Leadership Orientation (NLO)* to be held on **Sunday, March 27<sup>th</sup>, 10am-3pm** at the Annual Convention in Boston, MA. *If you anticipate not being able to attend due to travel conflicts, notify the National Professionals Parliamentarian.*
- If elected or appointed, must be available to travel to and participate in the National Transition Meeting (NTM) to be held **April 29 - May 1, 2016** at WHQ, Alexandria, VA.
- If elected or appointed, must be available to travel to and participate in the National Leadership Conference (NLC) to be held **June 9-12, 2016** at the University of Michigan (Ann Arbor, MI).
- If elected or appointed, **must renew membership** no later than **July 31, 2016**.
- 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 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.

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

**PHASE 1:** Initial application must be submitted by **March 4, 2016** 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 National/Regional Board Member (e.g. PEB, RPEB, NEB, NAB, 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 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. For appointed positions, this resume will be provided to the incoming PEB (PEB-elect) (2 pages or less)*
- Short essay response to the following question "How have you supported NSBE in its mission to "increase the number"?"
  - *This information will be posted in your profile in the Regional Candidate's Preview for elected positions. (150 words or less)*
- Candidate Statement addressing the following question "How will you, in your position, help NSBE work toward the 2020 Strategic Goals?"
  - *This information will be posted in your profile in the Regional Candidate's Preview for elected positions. Basic demographic information will be provided in your profile so you do not need to mention it in your statement. (350 words 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.

- Complete the National Leadership Institute (NLI) Series training modules by **March 18, 2016**
  - *Additional online training in preparation for a RPEB position will be provided by our National Leadership Institute (NLI) team to help you further prepare for your intended position.*
- Must be available to participate in the *Regional Candidates Q&A* to be held on **Friday, March 25<sup>th</sup>**, during the respective Regional Professionals Meeting at the Annual National Convention in Boston, MA.
- 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) to be held **June 9-12, 2016** at the University of Michigan (Ann Arbor, MI).
- If elected or appointed, **must renew membership** no later than **July 31, 2016**.

**Use the following links to submit your candidate application online for the respective Regional Professionals Executive Board listed:**

- R1PEB - <http://www.nsbe.org/Programs/NSBE-Programs/NLI/National-Leadership/R1PEB-Application.aspx>
- R2PEB - <http://www.nsbe.org/Programs/NSBE-Programs/NLI/National-Leadership/R2PEB-Application.aspx>
- R3PEB - <http://www.nsbe.org/Programs/NSBE-Programs/NLI/National-Leadership/R3PEB-Application.aspx>
- R4PEB - <http://www.nsbe.org/Programs/NSBE-Programs/NLI/National-Leadership/R4PEB-Application.aspx>
- R5PEB - <http://www.nsbe.org/Programs/NSBE-Programs/NLI/National-Leadership/R5PEB-Application.aspx>
- R6PEB - <http://www.nsbe.org/Programs/NSBE-Programs/NLI/National-Leadership/R6PEB-Application.aspx>



## **2016-2017 PROFESSIONALS EXECUTIVE BOARD CANDIDATE**

### **DECLARATION OF INTENT**

The **2016-2017 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 be submitted online and includes all the items listed below:

- ✓ **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*
  - Read and electronically sign the [National Campaign Practices Code](#)
  - Short Essay Answer to the following question: “How have you supported NSBE in its mission to “increase the number”? (150 words or less)
  - Candidate Statement addressing the following question “How will you, in your position, help NSBE work toward the 2020 Strategic Goals?” (350 words or less)
  - Additional Applications Questions

**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 4, 2016.**



## **2016-2017 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 **2016-2017 Professionals Executive Board Candidate Declaration of Intent** [online](#) by **March 4, 2016**.
- ✓ Complete the National Leadership Series Training Modules by **March 18, 2016**. This requirement must be met in order to run for the position at Convention (*Access will be given February 29 after the Declaration of Intent is successfully submitted*)
- ✓ Must be available to participate in the *Nationals Candidates Forum and Q&A* to be held on **Friday, March 25<sup>th</sup>, 1:30 pm – 5:00pm** at the Annual Convention in Boston, MA
- ✓ If elected, must be available to participate in the New Leadership Orientation (NLO) to be held on **Sunday, March 27<sup>th</sup>, 10am-3pm** at the Annual Convention in Boston, MA. If you anticipate not being able to attend due to travel conflicts, notify the National Professionals Parliamentarian.
- ✓ If elected or appointed, must be available to travel to and participate in the *National Transition Meeting (NTM)* to be held **April 29 - May 1, 2016** at WHQ, Alexandria, VA.
- ✓ If elected or appointed, must be available to travel to and participate in the *National Leadership Conference (NLC)* to be held **June 9-12, 2016** at the University of Michigan (Ann Arbor, MI).



## **2016-2017 REGIONAL PROFESSIONALS EXECUTIVE BOARD CANDIDATE DECLARATION OF INTENT**

The **2016-2017 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 in the **Regional Candidate Application** will be presented to the delegates prior to Convention for elected positions. 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*
  - Read and electronically sign the [National Campaign Practices Code](#)
  - Short Essay Answer to the following question: “How have you supported NSBE in its mission to “increase the number”? (150 words or less)
  - Candidate Statement addressing the following question “How will you, in your position, help NSBE work toward the 2020 Strategic Goals?” (350 words or less)
  - Additional Applications Questions

**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 4, 2016.**



## **2016-2017 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 **2016-2017 Regional Professionals Executive Board Candidate Declaration of Intent** online by **March 4, 2016**.
- ✓ Complete the National Leadership Series Training Modules by **March 18, 2016**. This requirement must be met in order to run for the position at Convention (*Access will be given February 29 after the Declaration of Intent is successfully submitted*)
- ✓ Must be available to participate in your respective Regional *Candidates Q&A* to be held on **Saturday, March 29<sup>th</sup>**, at the Annual Convention in Boston, MA
- ✓ 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) to be held **June 9-12, 2016** at the University of Michigan (Ann Arbor, MI).



## 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.*

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**Graduate Students\*:** A **STAMPED** letter from the Registrar indicating **ALL** of the following for the **Spring 2016** 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.

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All questions/concerns regarding Professional Executive Board and Regional Professional Executive Board verification should be sent to [pebparliamentarian@nsbe.org](mailto:pebparliamentarian@nsbe.org)



## **Regional Professionals Executive Board Elected and Appointed Positions**

### **Region 1:**

**Candidate Application:** <http://www.nsbe.org/Programs/NSBE-Programs/NLI/National-Leadership/R1PEB-Application.aspx>

<b>Elected Positions</b>	<b>Appointed Positions</b>
Chairperson-Elect	Chair-Emeritus (Typically past chair)
Secretary	Parliamentarian
Treasurer	Telecommunication Chair
Programs Chairperson	International Chair (*TBD Membership Chair)
	Talent Development Chair
	Finance Chair
	Pre-College Initiative (PCI) Chairperson

### **Region 2:**

**Candidate Application:** <http://www.nsbe.org/Programs/NSBE-Programs/NLI/National-Leadership/R2PEB-Application.aspx>

<b>Elected Positions</b>	<b>Appointed Positions</b>
Chairperson-Elect	Talent Development Chairperson
Secretary	Telecommunications Chairperson
Treasurer	Chairperson-Emeritus
Programs Chairperson	Parliamentarian
	Pre-College Initiative (PCI) Chairperson
	College Initiative (CI) Chairperson
	Try Math-A-Lon (TMAL) Chairperson
	Publications Chairperson
	Finance Chairperson
	Membership Chairperson

### **Region 3:**

**Candidate Application:** <http://www.nsbe.org/Programs/NSBE-Programs/NLI/National-Leadership/R3PEB-Application.aspx>

<b>Elected Positions</b>	<b>Appointed Positions</b>
Chairperson-Elect	College Initiative (CI) Chair
Secretary	Parliamentarian
Treasurer	Talent Development Chair
Programs Chairperson	Finance Chair
	Public Relations / Publications Chair
	Telecommunications Chair
	Pre-College Initiative (PCI) Chair
	Chair Emeritus





**Region 4:**

**Candidate Application:** <http://www.nsbe.org/Programs/NSBE-Programs/NLI/National-Leadership/R4PEB-Application.aspx>

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)
College Initiative (CI) Chairperson	
Publications Chairperson	
Public Relations Chairperson	
Finance Chairperson	
Membership Chairperson	

**Region 5:**

**Candidate Application:** <http://www.nsbe.org/Programs/NSBE-Programs/NLI/National-Leadership/R5PEB-Application.aspx>

Elected Positions	Appointed Positions
Chairperson-Elect	Chair Emeritus
Secretary	Conference Manager
Treasurer	Membership Chair
Programs Chairperson	College Initiative Chair
	Pre College Initiative Chair
	Finance Chair
	Parliamentarian
	Telecommunications Chair

**Region 6:**

**Candidate Application:** <http://www.nsbe.org/Programs/NSBE-Programs/NLI/National-Leadership/R6PEB-Application.aspx>

Elected Positions	Appointed Positions
Chairperson-Elect	Talent Development Chair
Secretary	Pre-College Initiative (PCI) Chair
Treasurer	College Initiative Chair
Programs Chairperson	Telecommunications Chair
	TORCH Chair
	Chair – Emeritus/Parliamentarian