



NATIONAL SOCIETY OF BLACK ENGINEERS

**NATIONAL EXECUTIVE BOARD  
CANDIDATE HANDBOOK**

January 2020



## National Executive Board Candidate Handbook

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## Introduction from the National Parliamentarian



Greetings Potential NSBE Leader,

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

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

With NSBE Love,

*Racheida Lewis, Ph.D.*

2019 – 2020 National Parliamentarian

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



## National Candidacy Eligibility

### **ELECTED NEB POSITION**

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

1. Be a Member in good standing
  - The term Member is defined in National Constitution Article III, Section 3 (a)
  - Good standing is determined by your **academic** status at your college/university
2. Have a **minimum classification of junior** undergraduate status or the equivalent for the elected term.
3. Be registered as a **FULL-TIME** student the academic semester prior to the beginning of the elected term (Spring 2020) 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
4. Complete all requirements outlined in this document by the designated deadlines

### **APPOINTED NEB POSITION**

In order to be eligible as a candidate for an **APPOINTED** National 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 National Constitution Article III, Section 3(a)
  - Good standing is determined by your academic status at your college/university.



## National Executive Board Elected and Appointed Positions

Applications for the following positions are currently being accepted:

### **Elected National Executive Board Positions**

National Chairperson  
National Vice-Chairperson  
National Secretary  
National Treasurer  
National Programs Chairperson  
National Membership Chairperson  
International Committee Chairperson  
National Communications Chairperson  
National Public Relations Chairperson  
National Publications Chairperson  
National Finance Chairperson  
National Academic Excellence Chairperson  
National Pre-College Initiative Chairperson

### **Appointed National Executive Board Positions**

National Parliamentarian  
National Financial Controller  
National Assistant Treasurer of Special Projects  
National Engineering Diversity Chairperson  
National TORCH Chair  
National Leadership Institute Chairperson  
National Technology Chairperson

**Applications for Elected positions are currently being accepted and has a deadline of February 28, 2020 11:59 PM ET.**

**Applications for Appointed positions are currently being accepted and has a deadline of April 3, 2020 11:59 PM ET.**

For more information on these positions, please refer to the National Constitution and National Bylaws (<http://www.nsbe.org/Downloads/Official-Downloads.aspx>)



## National Candidate Certification Process

There is a two-phase process to apply for a National position. Phase 1 is 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, there will be continued training to ensure you are 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 will be reviewed on a rolling basis, but must be submitted by the previously stated deadlines [online](#), and includes the following:

### 1) LEADERSHIP VERIFICATION

#### a) Undergraduate Students/Graduate Students

- i) Must be a paid collegiate or professional member (only for Graduate students seeking an appointed position)
- ii) Must submit an official (or unofficial) 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.***

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

**b) Professionals (Non-Students)**

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

**2) ONE (1) RECOMMENDATION LETTER FROM AN ACTIVE NSBE MEMBER**

*The purpose of the recommendation is to provide perspective regarding your character, work ethic and commitment to the NSBE mission. You should select a NSBE member who can speak directly to your character, work ethic and accomplishments and potential as a NSBE leader. The recommendation will be posted with your profile in the National Candidate's Preview for elected positions and available to the NEB Elect for appointed positions. There are no restrictions on the recommender.*

**3) 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 National Candidate's Preview for elected positions and available to the NEB Elect for appointed positions.*

**4) SHORT ESSAY RESPONSES**

Essay Question 1 (200 word or less):

The society plans to graduate 10,000 black engineers annually by the year 2025. If elected/appointed how do you plan to utilize your position to help NSBE achieve this goal?

Essay Question 2 (200 words or less):

Select one of the NSBE Core Values and explain how you have demonstrated the core value either:

- 1) Within your chapter on campus or,
- 2) In your current NSBE Leadership position?

*This information will be posted with your profile in the National Candidate's Preview for elected positions and available to the NEB Elect for appointed positions.*



## 5) 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.*

## 6) Read the [National Campaign Practices Code](#) and electronically sign on your application form.

### PHASE 2: National Convention Events and Leadership Training

After successfully completing Phase 1 of the application, National Parliamentarian will contact you regarding next steps in your application process. If verified, your initial training begins! All candidates must participate in the required events for convention and attend/perform all required leadership training tasks.

- 1) Must complete and pass the NSBE Governing Document Exam online with at least an 80% by **February 29<sup>th</sup> at 11:59 pm ET**.
  - a) This portion is led by the National Leadership Institute Chair, who will be coordinating and grading these exams.
  - b) A zip file of study materials can be found under the Official Downloads on nsbe.org.
  
- 2) All elected position candidates must make strong effort attempts to participate in the National Leadership Orientation (NLO) on **Friday, March 27<sup>th</sup> from 10:30am – 1:00pm** at the 2019 Annual Convention in San Antonio, TX.
  - a) Must be available to participate in the *National Candidates Q&A* to be held on **Friday, March 27<sup>th</sup> from 1:00pm – 4:00pm** at the 2019 National Convention in Pittsburgh, PA.
  - b) If elected or appointed, must be available to travel to and participate in the National Transition Meeting (NTM) **TBA** at World Headquarters in Alexandria, VA.
  - c) If elected or appointed, must be available to travel to and participate in the *National Leadership Conference (NLC)* **TBA**.



## NEB CANDIDATE DECLARATION OF INTENT

The ***National 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 Senate prior to Convention for elected positions. The Declaration of Intent should be submitted online ([HERE](#)) and includes all the items listed below:

1. National Candidate Application Form
2. Full Name (as it should appear on all materials)
  - a. University/College attending or Employer Name
  - b. Major or Degree
  - c. Classification (i.e. junior, senior, graduate student, professional)
  - d. Email Address & Phone Number (*permission must be given to share either Senate*)
  - e. Professional Headshot Photo (*350 X 350 pixels*)
  - f. Candidate Leadership Resume
  - g. One (1) Letter of Recommendation
  - h. Verification Document(s) – *see National Certification Process section for details*
3. Short Essay Answers to the following questions:
4. Read and electronically sign the [National Campaign Practices Code](#)

**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 February 28, 2020 11:59 PM ET for elected positions and April 3, 2020 11:59 PM ET for appointed positions.**

**Please contact the National Parliamentarian to determine the status of your application.**



## National Executive Board Candidate Checklist

- Research your desired position. Read the National Constitution and National Bylaws for information. Communicate with the person currently in the position.

Submit the **National Executive Board Candidate Declaration of Intent** [online](#) by **Friday, February 28, 2020 at 11:59pm ET.**

- Must be available to participate in the *National Candidates* Q&A to be held on **Friday, March 27, 2020 1:00pm – 4pm** at the Annual Convention.

- Strongly suggested to participate in the National Leadership Orientation (NLO) **Friday, March 27, 2020 from 10:30am – 1:00pm** at the Annual Convention.

- Must be available to travel to and participate in the *National Transition Meeting (NTM)* **April 24-26, 2020** at WHQ, Alexandria, VA if elected.

- Must be available to travel to and participate in the *National Leadership Conference (NLC)* **June 3-7, 2020** in Boulder, Colorado if elected/appointed.

- Must **renew membership** no later than **July 31st.**

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

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