



Think Green! Please do not print unless absolutely necessary



NATIONAL SOCIETY OF BLACK ENGINEERS

**NATIONAL EXECUTIVE BOARD  
CANDIDATE HANDBOOK**

**December 2024**



## **National Executive Board Candidate Handbook**

<b>Introduction from the National Parliamentarian.....</b>	<b>3</b>
<b>Elections Committee .....</b>	<b>4</b>
<b>National Candidacy Eligibility .....</b>	<b>5</b>
<b>National Executive Board Elected and Appointed Positions.....</b>	<b>6</b>
<b>National Candidate Certification Process .....</b>	<b>7</b>
<b>NEB Candidate Declaration of Intent .....</b>	<b>12</b>
<b>Version Control .....</b>	<b>13</b>



## Introduction from the National Parliamentarian



Greetings Potential NSBE Leader,

Congratulations on your pursuit to become a member of the National Executive Board (NEB) of the National Society of Black Engineers! The 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. As a member of the NEB, you will be

responsible for the development of tens of thousands of members and a multi-million-dollar annual budget, so it is imperative you prepare accordingly. 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 to take on the mantle of a National Leader, we have developed a National Candidate certification process, the requirements of which are outlined in this handbook. All NEB Declarations of Intent (DOI) will be reviewed and verified on a rolling basis; however, campaigning will only be allowed once the application closes, all candidates have been verified, and I have given the official greenlight.

In addition to your DOI, all candidates will complete a Certification Exam with a score of at least 85% to assess your NSBE knowledge. I strongly advise all candidates to thoroughly read Phase 2 of the National Candidate Certification Process section to understand the requirements of the exam.

Again, I commend your initiative to further our mission by seeking a position at the highest level of this organization and wish you well in your pursuit of a National office.

Please contact me if you have any questions or concerns.

*Obum Egolum*

2023 – 2025 National Parliamentarian

2023 – 2025 Elections Committee, Chair

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



## **Elections Committee**

### **Purpose**

Pursuant to Article XI, Section 7 A1 and C1 of the National Bylaws, an Elections Committee has been appointed by the NEB to assist the National Parliamentarian in the running of the election.

### **Composition**

Obum Egolum <i>Chair</i>	National Parliamentarian, National Executive Board
Obadele Akan <i>Vice Chair</i>	Member, Elections Committee
Avery Layne <i>Member</i>	Chair Emeritus, National Executive Board
Nicholas Rose <i>Member</i>	Region I Parliamentarian, Region I Executive Board
Brandon Clarke <i>Member</i>	Region II Parliamentarian, Region II Executive Board
Kaiya Waktins-Brent <i>Member</i>	Region III Parliamentarian, Region III Executive Board
Carbrey Barnes <i>Member</i>	Region V Parliamentarian, Region V Executive Board
Ahmed Abdi <i>Member</i>	Region VI Parliamentarian, Region VI Executive Board
Dre Willis <i>Advisor</i>	Member, National Advisory Board
Steve Jarrett <i>Advisor</i>	Member, National Advisory Board



## 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.
  - Be registered as a **FULL-TIME** student the academic semester prior to the beginning of the elected term (Spring 2025) and must not have a graduation date sooner than November 1<sup>st</sup>, 2025.
  - Must be working towards a **degree in engineering, engineering technology, or applied/physical science** in an accredited program.
3. 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  
National Technical Outreach and Community Help (TORCH) Chairperson

### Appointed National Executive Board Positions

National Parliamentarian  
National Financial Controller  
National Assistant Treasurer of Special Projects  
National Engineering Diversity Chairperson  
National Leadership Institute Chairperson  
National Technology Chairperson  
National Historian and Documentation Chairperson

For more information on these positions, please refer to the National Constitution and National Bylaws

[\(https://nsbe.org/download/#nsbe\\_policies\)](https://nsbe.org/download/#nsbe_policies)



## National Candidate Certification Process

There is a two-phase (three-phase for elected positions at Annual Convention) 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 completion of the certification exam with a score of 85% or above. Phase 3 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: Application**

Initial application will be reviewed on a rolling basis, but must be submitted by the corresponding 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 summer or fall 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, or applied/physical science field, they must also provide a copy of their undergraduate transcript or diploma indicating their 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, accomplishments, and potential as a NSBE leader. There are no restrictions on the recommender outside of them needing to be active. Recommendations from inactive members may lead to the disqualification of your application.

The recommendation must be no more than one (1) page and in support of your desired role, all other pages will be discarded. The recommendation will be posted with your profile in the Annual Convention Handbook for elected positions and available to the NEB-Elect for appointed positions. Recommendations not in support of your desired role may lead to the disqualification of your application.

**3) CANDIDATE LEADERSHIP RESUME**

The document must be developed in a pdf resume format to highlight all your NSBE leadership, relevant leadership, and/or management experience outside of NSBE. This document should not exceed one (1) page, two (2) pages for National Chairperson candidates, all other pages will be discarded. This resume will be posted with your profile in the Annual Convention Handbook for elected positions and available to the NEB-Elect for appointed positions. Please only include contact information on your resume you are comfortable being distributed to the membership.

**4) CANDIDATE QUESTIONS:**

The application will feature general and zone-specific questions and a National Chairperson question. Unless specified, all questions will be short essays and 250 words or less in response. National Chairperson candidates will have 5 questions, Zone Lead candidates will have 6 questions, and non-Zone Lead candidates will have 4 questions. Be sure to answer the appropriate number of questions per your position of interest. Responses should be completed on your own merits without the assistance of artificial intelligence or other large language models (LLM).



## General

Question 1: What strategic priorities do you believe NSBE should focus on in the next five years to ensure its relevance and sustainability over the next 50 years, and how would you implement them?

Question 2: What do you believe is NSBE's most critical value to its members, and how would you work to enhance and sustain that value across all demographics?

## National Administrative Zone (NAZ)

Question 1: Describe a time you successfully led or coordinated a cross-functional team or initiative. How did you foster collaboration and maintain alignment with organizational goals?

Question 2: NSBE relies on clear communication between leadership and members. How would you ensure transparency and accountability across the organization?

## National Membership Zone (NMZ)

Question 1: What strategies would you use to increase engagement, membership, and retention across all regions and demographics (NSBE Jr., Collegiate, and Professional)?

Question 2: How would you use membership data to inform strategic decisions and develop targeted recruitment or retention campaigns?

## National Communications Zone (NCZ)

Question 1: NSBE's brand is its strength. How would you ensure that content created for NSBE aligns with its mission, appeals to members, and reaches intended audiences effectively?

Question 2: Describe your experience managing technology or creating digital strategies to improve organizational communication and engagement.

## National Finance Zone (NFZ)

Question 1: Describe how you would develop and manage a budget that balances the organization's strategic priorities with financial constraints.

Question 2: What creative strategies would you implement to enhance NSBE's fundraising capabilities and increase revenue streams?

## National Programs Zone (NPZ)

Question 1: As NSBE celebrates its 50th anniversary, what strategies do you have to design and develop new programs that inspire youth, retain college members, and draw in professionals in STEM fields?



Question 2: How would you assess the effectiveness of programs and use feedback to drive continuous improvement?

### **National Chairperson**

Question 1: Submit your leadership action plan as a candidate for National Chairperson.

**Note:** This will be a one (1) page pdf file submitted with your application. There is no set structure, framework, model, or template. Please put together an action plan that best highlights what you intend to accomplish as National Chair and how you will accomplish it.

### **Social Media Prompts (For Positions Elected at Annual Convention)**

Question 1 (240 characters or less): Write a short introductory biography.

Question 2 (150 characters or less): Provide a tagline for why you are the best fit for your selected role.

**Note:** All responses to the above questions are eligible to be posted with your profile in the Annual Convention Handbook and other promotional materials for elected positions and available to the NEB-Elect for appointed positions.

## **5) NATIONAL CAMPAIGN PRACTICES CODE**

- a) Read and electronically sign the [National Campaign Practices Code\\*](#) on your application form.

\*Subject to modification as determined by the Elections Committee.

## **PHASE 2: Certification Exam (for elected positions at Annual Convention only)**

A certification exam will be administered for elected positions to assess candidates' NSBE knowledge across various domains.

- 1) Candidates must complete the exam with an 85% or above to be placed in the Annual Convention Handbook and qualify for NSBE sponsored campaign events.
- 2) The certification exam can be taken up to 3 times or until a score of 85% or above has been achieved, whichever comes first.
- 3) Candidates may retake the exam to increase their score, but cannot exceed the 3 limit max. The highest attempt will be recorded.
- 4) The certification exam will be open resources, and a resource kit will be provided for your assistance.
- 5) Certification exam scores will be included with the candidate's profile in the Annual Convention Handbook.



- 6) Candidates will have one (1) week from **Sunday, January 19<sup>th</sup> to Saturday, January 25<sup>th</sup>, 2025, 2359 ET** to complete the exam.
- 7) Candidates that fail to complete the exam or achieve the minimum score forfeit their opportunity to be placed in the Annual Convention Handbook and participate in NSBE sponsored campaign events prior to Annual Convention. Candidates will still maintain their candidacy for their positions.

## **PHASE 3: NSBE Business Events and Leadership Training**

After successfully completing Phases 1 and 2 of the application, the 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) Pre-Elections Training: There will be a series of mandatory general and zone-specific trainings throughout the month of February for all verified candidates. Additional details will follow later during the elections cycle.
- 2) All elected position candidates must make strong attempts to participate in/be available for:
  - a) The National Candidates Q&A to be held on **Friday, March 7<sup>th</sup>, 2025, from 1200 – 1700 CT\*** during Annual Convention. This event is *mandatory* for all candidates.
  - b) The National Leadership Orientation (NLO) on **Saturday, March 8<sup>th</sup>, 2025, from 1030 – 1230 CT** during Annual Convention.

*\*Time subject to change*

- 3) If elected or appointed, must make strong attempts to travel to/be available for:
  - a) The National Transition Meeting (NTM) hosted in Alexandria, VA from **April 24<sup>th</sup>-27<sup>th</sup>, 2025**.
  - b) The National Leadership Conference (NLC) hosted in TBD from **June 26<sup>th</sup>-29<sup>th</sup>, 2025**.
    - i) Complete all NLC online trainings.



## 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 distributed to the National Senate prior to Annual 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 (*not shared publicly*)
  - 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. Responses to essay questions
4. Read and electronically sign the [National Campaign Practices Code\\*](#)

*\*Subject to modification as determined by the Elections Committee.*

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 **January 15<sup>th</sup>, 2025, 2359 ET** for elected positions and **March 23<sup>rd</sup>, 2025, 2359 ET** for appointed positions.

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

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).



## Version Control

Version	Date	Description	Modified By
1.0	12/6/24	Published handbook.	Obum Egolum, '23-'25 Natl Parli
1.1	12/20/24	Corrected the Campaign Practices Code link on pg 12.	