

National Society of Black Engineers



Region I
NSBE Knowledge Handbook
2006-2007

THE FOUNDATION

In 1971, “The Chicago Six,” John Logan, Brian Harris, George Smith, Ed Coleman, Anthony Harris, and Stan Kirtley, formed the Purdue Society of Black Engineers. In 1974, the Purdue Society of Black Engineers became a National body, The Society of Black Engineers. The next year (1975), the first National conference of this new organization was held at Purdue University, which became National Headquarters.

At that first conference, 48 students representing 32 schools chose the new organization’s National symbol, wrote a rough draft of the National constitution and divided the organization into six geographical regions. John Carson was elected the first National Chairperson and the name, The National Society of Black Engineers, was officially adopted.

In 1976, NSBE was incorporated as a non-profit organization in Austin, Texas. In 1979, NSBE grew from 5 chapters to about 88 officially chartered chapters throughout the country. In 1982, the first headquarter site was established in Washington, DC. Then in 1987, NSBE purchased 344 Commerce Street, Alexandria, Virginia, to use as National Headquarters. Then Headquarters was relocated to 1454 Duke Street in Alexandria, Virginia. Currently, World Headquarters is located at 205 Dangerfield Road in Alexandria, Virginia and there are over 19,000 members in NSBE to date.

THE SYMBOL

Title:

That which bonds us together as a people and brings us together as a National society.



Torch:

The everlasting burning desire to achieve and develop minority students' interest and participation in engineering in our present society.

Lightning Bolt:

The striking impact that will be felt by society and industry as a result of contributions and achievements made by NSBE.

MISSION

“The mission defines the purpose of the organization and as such determines the Society’s priorities”

To increase the number of culturally responsible Black engineers who excel academically, succeed professionally and positively impact the community.

VISION

“The vision defines where the organization is going and what it will be when it gets there”

The NSBE experience empowers every member to reach their full potential. We are encouraging our membership to continue the legacy while maintaining leadership roles in NSBE, Black communities, and other professional organizations. We instill pride and add value to our members which causes them to want to give back to NSBE in order to produce a continuum of success.

NSBE sets the standard of excellence in providing services to science and engineering students. We maximize our potential collectively to facilitate the development of quality Black engineers.

We are advancing a cultural paradigm which inspires the Black community to achieve greater engineering and scientific feats than ever before.

7 KEY BUSINESS AREAS OF NSBE

“The areas that will lead NSBE to realize its mission and intimately experience its vision”

- 1 Academic Excellence
- 2 Technical Excellence
- 3 Leadership
- 4 Communications
- 5 Financial Vitality
- 6 Cultural & Community Awareness
- 7 Continued Education & Career Access

2006-2007 National Directives

- 1 **Leadership and Academic Development**
- 2 **Operational Effectiveness**
- 3 **Vital Technical Excellence Programs**
- 4 **Expanding Career Access**

2006-2007 PROGRAMMATIC FOCUS

Signature Programs

National Leadership Institute (NLI) Achiever's Plus
Chapter Development Plan Special Interest Groups (SIGs)
Career Institute

Staple Programs

Academic Tech Bowl (ATB) A Walk for Education (AWFE)
PCI Design Competition TRY-Math-A-Lon (TMAL)
TORCH Technical Paper Competition
Undergraduate Students in Technical Research (USTR)

Standing Committees

Academic Excellence Communications
Finance Membership
Pre-College Initiative Publications
Public Relations

NATIONAL CONVENTION HISTORY

The Convention rotation is as follows:

Region I, Region V, Region II, Region IV, Region III, Region VI

- 1975: The 1st National Convention held at Purdue University (IV)
- 1976: The 2nd National Convention: Los Angeles, California (VI)
- 1977: The 3rd National Convention: Atlanta, Georgia (III)
- 1978: The 4th National Convention: Columbus, Ohio (IV)
- 1979: The 5th National Convention: Philadelphia, Pennsylvania (II)
- 1980: The 6th National Convention: Palo Alto, California (VI)
- 1981: The 7th National Convention: Boston, Massachusetts (I)
- 1982: The 8th National Convention: Detroit, Michigan (IV)
- 1983: The 9th National Convention: Atlanta, Georgia (III)
- 1984: The 10th National Convention: Washington, D.C. (II)
- 1985: The 11th National Convention: San Francisco, California (VI)
- 1986: The 12th National Convention: Boston, Massachusetts (I)
- 1987: The 13th National Convention: Dallas, Texas (V)
- 1988: The 14th National Convention: Washington, D.C. (II)
- 1989: The 15th National Convention: Cincinnati, Ohio (IV)
- 1990: The 16th National Convention: Orlando, Florida (III)
- 1991: The 17th National Convention: Los Angeles, California (VI)
- 1992: The 18th National Convention: New York, New York (I)
- 1993: The 19th National Convention: Houston, Texas (V)
- 1994: The 20th National Convention: Pittsburgh, Pennsylvania (II)
- 1995: The 21st National Convention: Detroit, Michigan (IV)
- 1996: The 22nd National Convention: Nashville, Tennessee (III)
- 1997: The 23rd National Convention: Boston, Massachusetts (I)
- 1998: The 24th National Convention: Anaheim, California (VI)
- 1999: The 25th National Convention: Kansas City, Missouri (V)
- 2000: The 26th National Convention: Charlotte, North Carolina (II)
- 2001: The 27th National Convention: Indianapolis, Indiana (IV)
- 2002: The 28th National Convention: Orlando, Florida (III)
- 2003: The 29th National Convention: Anaheim, California (VI)
- 2004: The 30th National Convention: Dallas, Texas (V)
- 2005: The 31st National Convention: Boston, Massachusetts (I)

2006: The 32nd National Convention: Pittsburgh, Pennsylvania (II)

2007: The 33rd National Convention will be held in Columbus, Ohio (IV)

NATIONAL CHAIRPERSON HISTORY

1975-76: John Carson (1st elected National Chairperson)

1976-77: William A. Johnson

1977-78: Richard L. Toler

1978-80: Virginia Booth*

1980-81: Carolyn Cooper

1981-82: Peter Goodeau

1982-84: Brian K. Saunders

1984-85: Karl Reid

1985-87: Donna O. Johnson

1987-88: Dr. Gary S. May**

1989-91: David A. Fleming

1992-93: William Gideon

1993-94: Carl Conliffe

1995-97: S. Gordon Moore, Jr.

1997-98: Regenia Sanders

1998-00: Andre Willis

2000-01: Damaune Journey

2001-03: Delano M. White

2003-04: Mario Church II

2004-06: Chancee' Lundy

2006-07: Ainsley A. Stewart, Jr.

*Virginia Booth was the 1st Chairperson to serve two terms, as well as, the 1st female National Chairperson

**Dr. Gary S. May was the 1st NSBE Chairperson to receive a PhD.

REGIONAL BREAKDOWN

NSBE currently consists of 6 Regions, 350+ Student Chapters, 75 Alumni Chapters, 75 PCI Chapters, and 10+ International Chapters

- **Region I...** “One Fiyah, More Fiyah!” and “It’s not Region One, it’s Region First”
 - Northeastern: Maine, Massachusetts, Vermont, Connecticut, New York, Rhode Island, New Jersey, New Hampshire
 - Affinity Regions: West Africa, East Canada

- **Region II...** “Two Hype”
 - Southeastern: Delaware, Pennsylvania, West Virginia, North Carolina, South Carolina, Maryland, Virginia, and the District of Columbia
 - Affinity Regions: Europe, North Africa, and the Middle East

- **Region III...** “Three’s House”
 - Southern: Kentucky, Tennessee, Mississippi, Alabama, Georgia, and Florida
 - Affinity Regions: *Caribbean and South America*

- **Region IV...** “Fo’ Solid”
 - Great Lakes: Wisconsin, Illinois, Indiana, Michigan, Ohio, and Minnesota
 - Affinity Regions: *East Africa, Central Africa, and Central Canada*

- **Region V...** “Five Deep”
 - Midwest/South Central: North Dakota, South Dakota, Iowa, Nebraska, Kansas, Missouri, Arkansas, Oklahoma, Texas, and Louisiana
 - Affinity Regions: Eastern Mexico, Central America, and Southern Africa

- **Region VI...** “Six House!”
 - Pacific/Rocky Mountain: California, Oregon, Washington, Idaho, Montana, Wyoming, Utah, Colorado, New Mexico, Arizona, Nevada, Alaska, Hawaii, and Mexico (Baja)
 - Affinity Regions: *Asia, Australia, and South Pacific*

REGION ONE HISTORY

Read below to find out why we are now “Region One, Region First”

- The FIRST Regional Conference was held by Region One at MIT in 1977.
- The FIRST Regional Leadership Conference was held by Region One at Boston University in 1984.
- The NSBE Magazine originated from *Umoja Sasa*, a magazine of Cornell University, a Region I Chapter.
- In 1984, Former ('84-'86) Region I Chairperson Richard White initiated NSBENet in which Cornell University had the FIRST account.
- Region I created NSBE's National Solicitation Package to help fund the 1985 National Convention. This Convention was the FIRST to gross over \$100,000.
- Region I was the FIRST region to have printed ID badges, computer registration, and corporate advisors at its 1986 National Convention in Boston.
- The FIRST Alumni Conference was held in Region I in 1987.
- Former '87-'88 Region I Chairperson John Polk initiated the National PCI Program.
- Former '86-'87 Region I Chairperson Chris Davis developed the National Academic Excellence Committee in 1990 to address the academic support needs of NSBE members.
- Region I was the FIRST region to have an “Emerging Technology Conference” in February 1992 at Wentworth Institute of Technology.
- The FIRST international NSBE chapter since the 70s was chartered by McGill University in Region I in 1991.
- Randall Pinkett (former Region I Chairperson) was the FIRST NSBE Rhodes Scholar from Rutgers University in 1993-1994.
- D'Sunte Wilson was the FIRST Region I Academic Excellence Chairperson in 1996.
- The FIRST REB transition weekend was held in May 1996 at Cornell University.
- Region I was the FIRST region to host a successful four-day Leadership Conference.
- Past Executive Director, Michele Lezama, was born and bred in Region I.
- Region I hosted its first three day Summer Camping Conference at Adelphi University

in Long Island, N.Y. on July 18 – 20, 2003.

- Ainsley A. Stewart Jr. is the first Region One Chairperson to swear in a Zone executive board when he swore in the Metro/LI ZEB on May 21, 2004 at Polytechnic University in Brooklyn, NY.
- Ainsley A. Stewart, Jr., 2004-2005 Region I Chairperson adds the NSBE mission statement to the National Constitution at the 2005 Boston Convention.
- 2004-2005 Region I Secretary, Jeff Lamothe, created the first Region I electronic newsletter entitled “The Focus” that highlights Region I chapters and members.

REGION ONE CHAIRPERSON HISTORY

1982-83: Patricia Rutledge*
1983-84: Mike Walfall
1984-86: Richard White
1986-87: Chris Davis
1987-88: John Polk
1988-89: Tina Washington
1989-90: Wendell Robinson
1990-91: Karen Love
1991-93: Pedro McKnight
1993-94: Randal Pinkett
1994-95: Selvon Smith
1995-96: David G. Seegobin*
1996-97: Zawadi Pettes
1997-98: D’Sunte Wilson
1998-99: Carmen Ayala
1999-00: Apriel Biggs
2000-01: Monif J. Clarke
2001-02: David G. Seegobin
2002-03: Eric Esteves
2003-04: Veronica O. Davis
2004-05: Ainsley A. Stewart Jr.
2005-06: Jeff E. Lamothe
2006-07: Stevenson A. Dunn Jr.

**Patricia Rutledge was the first female Region One Chair*

**David Seegobin was the first Region One Chair to serve twice*

REGION ONE

EXECUTIVE BOARD BREAKDOWN

There are 10 elected positions on the REB, currently held by:

Chairperson	Stevenson Dunn, Jr.
Vice-Chairperson	Sherika Wynter
Treasurer	Kenya Draper
Secretary	Cynthia Brossard
Programs Chairperson	Sajda Nuriddin
New England Zone Chairperson	Alex Diaz
New Jersey Zone Chairperson	Kwame Baptiste
NY Metro/LI Zone Chairperson	Geoffrey Gabbedon
NY Upstate Zone Chairperson	Jessyca Jackson
Canadian Zone Chairperson	Nnaziri Ihejirika

These are the appointed positions, currently held by:

Academic Excellence Chairperson	Ryon Farmer
Assistant Treasurer	Sheri Jones
Business Diversity Chairperson	Alex Diaz
Charter Membership Chairperson	Kwame Baptiste
Finance Chairperson	Emanuel Adhanom
International Committee Chairperson	Nnaziri Ihejirika
Parliamentarian	Jeff Lamothe
Pre-College Initiative Chairperson	Steve Adegbenle
Pre-College Initiative Chairperson	Anita Moore
Public Relations Chairperson	Geoffrey Gabbedon
Fall Regional Conference	TBA
Publications Chairperson	Jessyca Jackson
Spring Conference Planning Chairperson	Adrianna Gabriel
Telecommunications Chairperson	Richard Rodney

ZONE BREAKDOWN

Canada Zone

Carleton University
Concordia University
Ecole Polytechnique de Montreal
McMaster University

McGill University
Ryerson University
University of Toronto
University of Ottawa

International Zone

The Kwame Nkrumah University of Science & Technology – Ghana
University of Mines and Technology
University of Cape Coast
Obafemi Awolowo University
NSBE Uniben
Federal University of Technology-Owerri
University of Swaziland NSBE Chapter
Yaba College of Technology
University of Ghana
Accra Polytechnic – Ghana
Rivers State University of Science and Technology
Unilorin – West Africa

New England Zone

Boston College
Boston University
Brown University
Dartmouth University
Johnson & Wales University
MIT
Northeastern University
Olin College
Smith College
Yale University
University of Connecticut

University of Hartford
University of Massachusetts – Amherst
University of Massachusetts – Lowell
University of New Haven
University of Rhode Island
Wellesley College
Wentworth Institute of Technology
Trinity College
Worcester Polytechnic Institute
Tufts University

New Jersey Zone

College of New Jersey
Farleigh Dickinson University
New Jersey Institute of Technology
Drew University
Devry University

Princeton University
Rutgers University
Stevens Institute of Technology
Middlesex County College
Kean University

ZONE BREAKDOWN

(continued)

NY Upstate Zone

Buffalo State College
Clarkson University
Cornell University
Rensselaer Polytechnic Institute
Rochester Institute of Technology

SUNY – Binghamton
SUNY – Buffalo
Syracuse University
Union College
University of Rochester

NY Metropolitan Zone/Long Island

City College of New York
Columbia University
Cooper Union
Polytechnic University – Brooklyn
CUNY – Queens College
Devry – New York at Long Island City
Hofstra University
New York City Technical College
NYIT – Central Islip

NYIT- Metro
NYIT- Old Westbury
Pace University
SUNY – Stony Brook
SUNY Maritime
Manhattan College
SUNY – New Paltz
United States Military Academy, West Point
Long Island University

- *The International Chapters are not specifically a part of Canada Zone but since the Canada Zone Chairperson is the International Committee Chairperson for Region One, these chapters are represented by this leadership.*

ZONE CONTACTS

Canada Zone

Chairperson

Nnaziri Ihejirika

r1canadazonechair@board.nsbe.org

Vice Chairperson

Elijah Johnson

r1canadazonevice@board.nsbe.org

New England Zone

Chairperson

Alex Diaz

r1nezchairperson@yahoo.com

Vice Chairperson

Luigi Felix

nezvicechair@yahoo.com

New Jersey Zone

Chairperson

Kwame Baptiste

r1njzonechair@yahoo.com

Vice Chairperson

Kentebe Reginald Ogbolu

NY Metropolitan - Long Island Zone

Chairperson

Geoffrey Gabbedon

r1metrochair@board.nsbe.org

Vice Chairperson

Lola Ojo

metroli_vicechair@yahoo.com

NY Upstate Zone

Chairperson

Jessyca Jackson

r1upstatezonechairperson@yahoo.com

Vice Chairperson

Sola Lawal



REGION ONE

ALUMNI EXTENSION BREAKDOWN

Alumni Extension Chairperson	Thzaria Charles
Alumni Extension Chairperson – Elect	Faye D.Cummings
Alumni Extension Programs Chairperson	Joel Lomnick
Alumni Extension Secretary	Noemie Duvivier
Alumni Extension Treasurer	Phillip Grant
Alumni Extension Conference Manager	Kamona Ayres
Alumni Extension TMAL Coordinator	Dayo Joseph
Alumni Extension Telecommunication Chair	Faye Cummings

ALUMNI EXTENSION (AE) HISTORY

The formation of the National Society of Black Engineers – Alumni Extension (NSBE-AE) dates back to 1980, when NSBE Alumni presented a proposal to the NSBE student membership to include an Alumni sector in the organization. Although the Alumni Extension (AE) was not accepted at that time, the effort initiated a multi-year process to create NSBE-AE.

The proposal reflecting the origins of the current Alumni infrastructure was developed in 1984, and formalized in 1985. At the 1985 NSBE National Convention in San Francisco, the NSBE membership approved the formation of an Alumni Task Force. They were assembled to design NSBE-AE by the 1988 NSBE National Convention. During the three-year period, the views of NSBE students and Alumni from across the Nation articulated, leading to the derivation of the NSBE-AE Operating Guidelines. In March 1988, at NSBE's 14th Annual National Convention, the NSBE membership approved the proposal to include Alumni Extension as an operating entity of the National Society of Black Engineers. During the 1988-89 year, the AE focused on refining their Operating Guidelines

and developing Regional infrastructures in accordance with these guidelines. The effort marked the final steps in the formation of the Alumni Extension.

REGION ONE ALUMNI-EXTENSION CHAIR HISTORY

1991-92: Keith Clinckscales

1992-93: Kerry Maybanks

1993-94: Gene Hawkins

1994-95: Terry Smith*

1995-96: Calvin Gordon

1996-97: Minks Jalloh

1997-98: Smokey Montgomery

1998-99: Juanita Jones

1999-00: Dewayne Thomas

2000-01: Troy D. Small

2001-02: Marie Raghna

2002-03: Selvon Smith

2003-04: LaShaun Skillings

2004-06: Rae-Anne Alves

2006-07: Thzaria Charles

**Terry Smith was the first woman to serve as Region One AE Chair.*

Chapter List

There are currently 13 AE chapters in Region One.

Central New Jersey Alumni Extension
Mid-Hudson Valley
New England Alumni Extension
New York City – ‘XL’ Alumni Extension
Rochester Association of Black Technical Professionals (RABTP)
South Jersey Alumni Extension
Southern New England Association of Technical Professionals (SNEATP)
Twin Tiers
Lockheed Martin MS2 Morristown
Montreal
Buffalo
Capital Region Association of Technical Professionals
NSBE Accra Alumni Extension Chapter
TEMA Alumni Extension
Nigeria Alumni Extension



ROLE OF THE REGION ONE ADVISORY BOARD

Advisors do initiate, establish and maintain relationships with NSBE members, which are friendly, open, respectful and trusting. They don't belittle, patronize, manipulate or mislead NSBE advisees. They are fully cognizant of all NSBE policies, procedures and protocols. They don't ignore policies or encourage advisees to do so. They assist advisees in formulating objectives, strategies, goals and measures of success for their program planning. They do refer NSBE members to other resources when their own expertise is insufficient. They are not a "know it all". They do articulate their role as an advisor and mentor early and often to their advisees. They don't assume that everyone has the same definition or expectations of the role of the advisor. They do attend NSBE functions and make themselves available and approachable.

Advisors are a resource for Crisis Management and should recognize the problem, intervene promptly to provide calm, rational and experienced input. NSBE advisors must conduct themselves so as to be free from any conflict of interest when acting in the name of or on behalf of the Society.

2006 - 2007 REGION ONE ADVISORY BOARD

Chairperson	Desmond St. Rose
Secretary	TBA
Communications Advisor	Justin Lewis
Programs Zone Advisor	Desmond St. Rose
Chapter Zone Advisor	Raphael Charles
Finance Zone Advisor	Joseph Banda
Corporate Liaison	TBA
Canada Zone Advisor	TBA
New England Zone Advisor	Desmond St. Rose
Upstate Zone Advisor	Justin Lewis
Metro/LI Zone Advisor	Raphael Charles
New Jersey Zone Advisor	Joseph Banda



REGION ONE PRE-COLLEGE INITIATIVE

HILL REGIONAL CAREER HIGH SCHOOL
POPE JOHN XXIII HIGH SCHOOL
JOHN O' BRYANT HIGH SCHOOL
ST. BENEDICT'S PREPARATORY SCHOOL
LIBERTY PARTNERSHIP PROGRAM (U AT ALBANY)
BINGHAMTON HIGH SCHOOL
THE EASTWOOD END UNITY PROGRAM
JOHN F. KENNEDY HIGH SCHOOL
BENJAMIN BANNEKER ACADEMY
BROOKLYN TECHNICAL HIGH SCHOOL
GEORGE WESTINGHOUSE HIGH SCHOOL
SCIENCE SKILLS CENTER HIGH SCHOOL
HUTCHINSON CENTRAL TECHNICAL H.S.
MCKINLEY VOCATIONAL HIGH SCHOOL
HEMPSTEAD HIGH SCHOOL
A. PHILIP RANDOLPH CAMPUS H.S.
POUGHKEEPSIE HIGH SCHOOL
S.T.E.P. / PURCHASE COLLEGE
GREECE OLYMPIA HIGH SCHOOL
G. W. FOWLER HIGH SCHOOL
TROY HIGH SCHOOL
AQUINAS SECONDARY SCHOOL
ST. LOUIS SECONDARY SCHOOL
GEORGE HARVEY COLLEGIATE
ST. JOAN OF ARC CATHOLIC SCHOOL
CORNELL – ITHACA NSBE JR.
CITY ON A HILL CHARTER HIGH SCHOOL
GARRETT MORGAN ACADEMY
BISHOP LOUGHLIN HIGH SCHOOL
EAST HIGH SCHOOL
CENTRAL MAGNET HIGH SCHOOL
EAST HARTFORD HIGH SCHOOL
MEDGAR EVERS COLLEGE NSBE JR..
BEACON HIGH SCHOOL
SNOWDEN INTERNATIONAL
COMPEL YOUTH ACADEMY
MORRIS HIGH SCHOOL
WORCESTER POLYTECHNIC Jr.
BADEN H.S
BERKELEY CARROLL
ALBANY YMCA
WILLINGBORR HIGH SCHOOL
SIMMONS COLLEGE UPWARD BOUND
LINCOLN HIGH SCHOOL COLLEGE CLUB
NEW HAVEN, CT
EVERETT, MA
ROXBURY, MA
NEWARK, NJ
ALBANY, NY
BINGHAMTON, NY
BRIDGEHAMPTON, NY
BRONX, NY
BROOKLYN, NY
BROOKLYN, NY
BROOKLYN, NY
BROOKLYN, NY
BUFFALO, NY
BUFFALO, NY
HEMPSTEAD, NY
NEW YORK, NY
POUGHKEEPSIE, NY
PURCHASE, NY
ROCHESTER, NY
SYRACUSE, NY
TROY, NY
WEST AFRICA
WEST AFRICA
TORONTO, CANADA
MAPLE, CANADA
ITHACA, NY
BOSTON, MA
PATTERSON, NJ
BROOKLYN, NY
EAST ROCHESTER, NY
BRIDGEPORT, CT
HARTFORD, CT
BROOKLYN, NY
COLLEGE POINT, NY
BOSTON, MA
WYANDACH, NY
BRONX, NY
WORCHESTER, MA
ROCHESTER, NY
BROOKLYN, NY
ALBANY, NY
WILLINGBOROUGH, NY
BOSTON, MA
JERSEY CITY, NJ

PARLIAMENTARY PROCEDURE

Definition: A set of rules of order and proper conduct at meetings.

History

Parliamentary procedure originated in the early English Parliaments. It came to America with the first settlers. It became uniform in 1876, when Henry M. Robert published his manual on Parliamentary Law.

A call to order...

The chairperson calls the meeting to order by saying: "The meeting will please come to order."

What is a motion?

A motion is a way a member or speaker presents his/her proposal.

Steps to making a motion:

- 1 The proposal or motion is presented. The speaker says, "I move..."
- 2 The motion must be properly seconded. For example,
Motion: Expressed support for discussion of the motion must be acknowledged.
Speaker: "I second."
- 3 The motion is then put on the floor for debate in which opinions are given on the motion. The speaker says, "I think..."

Should a person have a question during the debating period, the speaker says "Point of information..."

If a person wishes to add information to someone else's point, the speaker says, "Point of question..."

- 4 The motion is then voted on (usually by a show of hands) with either a yes, no or abstention (undecided).

Adjournment...

The speaker says, "I move that we adjourn." The meeting ends by a majority vote or by general consent.

*Note: When a meeting is called to order and adjourned, the time is noted for documentation purposes.

PARLIAMENTARY PROCEDURE FACTS...

You wish to...

Introduce new business
Change or perfect the motion
Stop debate
Take care of emergency matters

Provide for intermission Recess,
End meeting

Enforce the rules
Request information
Provide information

Then do this...

Main motion, "I move that..."
Amend, "I move to amend the motion by..."
Previous question, "Call the question"
Question of privilege,
"Point of privilege to..."
"I move that we recess"
Adjourn, "I move that we adjourn"
(A majority vote is needed to adjourn a meeting)
"Point of order"
"Point of information..."
"Point of question..."

- » Anyone on the board can OBJECT when a question is called by simply saying "Objection!"
- » NSBE invented the "Friendly Amendment" which is a quicker way to amend a motion without going through the formal voting process. The maker and seconder of motion have to agree to accept the "Friendly Amendment" to the motion.
- » Just because you second a motion does not mean you are in favor of it, just puts it up for discussion.
- » If you are ready to vote on a motion at any time during the debate, you can "Call the Question." It does not have to be recognized by the Chair. However, if an objection is made then the debate continues. If there is no objection, the motion may be voted on.
- » During a debate, a number of people may want to speak. To maintain order a "Speaker's List" is generated by the Parliamentarian. This is a list of people in the meeting that wish to voice their opinion on the motion. You must be recognized by the Parliamentarian to be on the list.
- » Once on the Speaker's list a person can "Move the Question" which is the formal way to introduce a vote. If the "Move the Question" is seconded then a vote to vote is taken. If all are in favor of voting then it passes and a vote on the motion is taken. If the vote to vote fails then the motion goes back up for debate.
- » To close a debate two-thirds vote is required. To impeach an REB member two-thirds vote is needed by the membership.

NSBE ACRONYMS

AE - Alumni Extension
AEX – Academic Excellence
AEB - Alumni Executive Board
AEC - Academic Excellence Committee
AEO - Alumni Executive Officers
APC - Administrative and Personnel Committee
BCA - Board of Corporate Affiliates
BD - Business Diversity
CCI - Community College Initiative
CDP - Chapter Development Program
CEB - Chapter Executive Board
CMC - Charter/Membership Committee/Chairperson
CPC - Conference Planning Committee
FRC - Fall Regional Conference
GTA - Golden Torch Awards
IC - International Committee
LRP - Long Range Plan
NAB - National Advisory Board
NEB - National Executive Board
NEO - National Executive Officers
NEW - National Engineers Week
NLI - National Leadership Institute
NAOG –National Alumni Operating Guidelines
PCI - Pre-College Initiative
PDC- Professional Development Conference
RAB - Regional Advisory Board
RAOG – Regional Alumni Operating Guidelines
REB - Regional Executive Board
REO - Regional Executive Officers
RLC - Regional Leadership Conference
SEC – Standards and Ethics Committee
SRC - Spring Regional Conference
TPC – Technical Professional Conference
USTR – Undergraduate Studies in Technical Research
WHQ – World Headquarters
ZEB – Zone Executive Board
ZEO – Zone Executive Officer