



Greetings Family,

The following pages include a wealth of information about the past, present and future of NSBE and Region 6. This study guide was compiled to help you study for the NSBE Certification Exam that will be administered at RLC. All NSBE leaders who pass the certification exam will have the distinction of becoming a “Certified NSBE Leader”.

In addition to this document, you should be very familiar with the NSBE code of conduct, the National Constitution and the National and Regional By-Laws. This document highlights which sections of these documents you should be most familiar with, as they are long documents. However you should read the documents at least once in their entirety in order to get a full understanding of the documents that govern the organization.

The purpose of these documents and the Certification Exam is not to punish you or create more work for you. The purpose is to ensure that every leader of the organization has a full understanding of the organization, how it operates and their role in the organization in order to have a more successful term in office. Pay attention to key areas asterisked in the document...things you might WANT TO KNOW!

SIXcerely,  
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# NSBE facts you should know.....

\*\*\*\*\*The mission of NSBE is to increase the number of culturally responsible Black Engineers who excel academically, succeed professional and positively impact the community.

The National Society of Black Engineers, with approximately 23,000 members, is the largest student-managed organization in the country.

\*\*\*\*\*NSBE was founded at Purdue University in 1975 by six people: (the late) John Logan, Edward Coleman, George Smith, Stan Kirtley, Brian Harris, and Anthony Harris. Their nickname is “The Chicago Six.”

\*\*\*\*\*The NSBE Torch symbolizes our everlasting burning desire to achieve success as engineers in our present society. The lightning bolts represent the striking impact that will be felt upon society and industry as a result of the contributions and achievements made by the National Society of Black Engineers.

The current National Chairperson is Darryl Athos Dickerson.

NSBE Headquarters is located at 205 Dangerfield Rd, Alexandria VA. The Executive Director is Carl Mack.

NSBE is comprised of more than 350 chapters on college and university campuses, 75 Alumni Extension chapters nationwide and 75 Pre-College chapters. These chapters are geographically divided into six regions.

\*\*\*\*\*In 1975, the first National Conference was held at Purdue University. 48 students from 32 schools attended the conference. Five important things happened at this conference:

- The National Symbol was chosen
- A rough draft of the National Constitution was written
- The organization was divided into six geographic regions
- The first National Chairperson was elected, John Cason
- The name for the group was selected, “The National Society of Black Engineers”

In 1976, NSBE was incorporated as a nonprofit organization in the State of Texas. NSBE also became recognized as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.

From 1979-1980, NSBE held a voting position in the United Nations.

In 1986, the Reverend Jesse Jackson spoke at the National Conference in Boston, MA.

\*\*\*\*\*1988 was a very important year in NSBE. In 1988 the Alumni Extension, the Pre-College Initiative and the Board of Corporate Affiliates were all created. The following year in 1989, the NSBE budget exceeded \$1 million.

The first regional conference was held in Region 1 in 1977. The first national leadership conference was held in Houston TX in 1989. The first International conference was held in Ghana in 1999.



The first NSBE scholarship was awarded in 1983.

Virginia Booth was the first Chairperson to serve two terms. Dr. Gary May is the only National Chairperson to receive a Ph.D.

The current chair of the National Advisory Board is Anthony Harris, one of NSBE's founders and a lifetime member from Region 6.

In May 2004, NSBE was awarded a 2003 PAESMEM award, which stands for the Presidential Award for Excellence in Science, Mathematics and Engineering Mentoring. This award is administered by the National Science Foundation (NSF) on behalf of the White House and provides grants of \$10,000 to each of its recipients.

The NSBE 50 Survey is a survey where the membership lists the top companies that they would like to work for. IBM has held the #1 position in the NSBE 50 for the past 10 years straight.

At the 2005 National Convention in Boston, a constitutional amendment was passed to place the NSBE mission statement into the Constitution.

The National Directives are set each year by the National Chairperson.

There are seven key business areas in NSBE:

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

\*\*\*\*\*There are seven standing committees in NSBE:

1. Academic Excellence
2. Communications
3. Pre-College Initiative
4. Finance
5. Publications
6. Public Relations
7. Charter Membership



## Some Region Six Facts

\*\*\*\*\*Region VI consists of the following 13 states: California, Oregon, Washington, Arizona, Nevada, New Mexico, Idaho, Montana, Utah, Colorado, Wyoming, Alaska & Hawaii.

Region VI had some of the earliest black engineering organizations in the nation (pre-dating NSBE) i.e. BESSA @ UC Berkeley, BASE @ San Jose State, and BEA @ UC Davis

\*\*\*\*\*NSBE's first pre-college program, the camping conference, originated in Region VI. The 1<sup>st</sup> camping conference was in 1971, and the first official NSBE camping conference was held in 1975

Region VI was the first region to start doing NSBE chants

\*\*\*\*\*Region VI put the "B" in NSBE -- *community action*

Region VI is known as the "hugging Region"

Region VI is known for its legacy (and future) of great leadership

Region VI has hosted or will host the following National Conventions:

- 2<sup>nd</sup> Convention – Los Angeles, CA (1976)
- 6<sup>th</sup> Convention – Palo Alto, CA (1980)
- 11<sup>th</sup> Convention – San Francisco, CA (1985)
- 17<sup>th</sup> Convention – Los Angeles, CA (1991)
- 24<sup>th</sup> Convention – Anaheim, CA (1998)
- 29<sup>th</sup> Convention – Anaheim, CA (2003)
- 35<sup>th</sup> Convention – Las Vegas, NV (2009)



**\*\*\*\*\*2007-2008 National Directives**

**Directive: Cultivate Leadership**

Leadership is key to meeting our mission. We must provide each member with the skills to lead and serve, to give a distinct competitive advantage in the work force and the ability to benefit those whom NSBE has pledged to “positively impact”. As an organization, we will approach this effort in two ways:

- Provide each member the opportunity to develop skills and traits characteristic of an effective leader throughout the year
- More effectively channel resources and supports to chapters and chapter leaders for membership services and development.

**Directive: Excel Academically**

At the heart of the NSBE mission are the words “to excel academically.” We will work intently to eliminate racial disparity in the academic achievement, matriculation, and attainment of degrees in technical fields, through comprehensive programs targeting these areas. In addition, we will recognize those members who truly live this part of our mission statement.

**Directive: Expand the Pipeline**

To truly meet our mission, we must address issues affecting the growth and development of the black community, paying particular attention to the engineering pipeline. We will establish a standard community presence and demonstrate our organization’s relevance through our work in placing many more students into engineering pipeline to address the nation’s need to produce more technical talent.

**Directive: Mobilize the Membership**

NSBE members respect all that is positive in the black community. Our organization will display its broader relevance through community action. Additionally, we will continue to be the primary platform for displaying the vast array of black technical talent to the world.



## 2007-2008 Regional Executive Board (REB)

Position	Name
Chairperson	Michael E. Johnson, Jr.
Northern Vice Chairperson	Tunji Akilo
Southern Vice Chairperson	Nimaako Brown
Secretary	Justin Rucker
Treasurer	Corey Baker
Programs Chairperson	Beatrice Fankem
Alumni Extension Chairperson	Ed Kimbrough
Parliamentarian/Chairperson Emeritus	Kim Cross
Advisory Board Chairperson	Ira Dearing
Publications/PR Chairperson	Shari Lassiter
Telecommunications Chairperson	Omari Christian
Assistant Treasurer	Estevan Whitfield
Finance Chairperson	Gabrielle Goodman
Fall Regional Conference Chairperson	Lula Samuel
Regional Leadership Chairperson	Steven Stevenson
Pre-College Initiative Chairperson	Elizabeth Gomez
Assistant Pre-College Initiative Chairperson	Michael McThrow
Academic Excellence Chairperson	Jeremiah Givens
Charter Membership Chairperson	Teran Chase
International Committee Chairperson	Reginald Archer

## 2007-2008 Regional Alumni Executive Board (RAEB)

Position	Name
Chairperson	Ed Kimbrough
Chairperson-Elect	Darrell Porcher
Treasurer	Amilcar Aaron
Secretary	Wazim Reid
Programs Chairperson	Aisha Pitts
Conference Manager	Open
Telecommunications Chairperson	Kumi Rauf
Collegiate Initiative Chairperson	Kederra McDaniel
Pre-Collegiate Initiative Chairperson	Rechard Wagner
TORCH Chairperson	Jessica Miller
Chairperson Emeritus	Stacie Suggs



## NSBE Acronyms

**\*You should know all of these very well \***

- AE** – Alumni Extension
- AEB** – Alumni Executive Board
- AEC** – Academic Excellence Committee
- AEO** – Alumni Executive Officers
- AOG** – Alumni Operating Guidelines
- APC** – Administrative and Personnel Committee
- ATB** – Academic Technical Bowl
- BCA** – Board of Corporate Affiliates
- BD** – Business Diversity
- CCI** – Community College Initiative
- CDP** – Chapter Development Program
- CEB** – Chapter Executive Board
- CPC** – Conference Planning Committee
- CRM** – Chapter Reference Manual
- DRC** – Document Review 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
- NLC** – National Leadership Conference
- NLI** – National Leadership Institute
- PCI** – Pre-College Initiative
- PDC** – Professional Development Conference
- RAB** – Regional Advisory Board
- RAEB** – Regional Alumni Extension 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
- TMAL** – Try-Math-A-Lon Competition
- USTR** – Undergraduate Studies in Technical Research



## Summary of NSBE Code of Conduct

\*\*\*\*\*The code of conduct applies to the conduct of NSBE members at Society sponsored events. The conduct of members at non-Society events is considered their personal business.

The code is in effect for all chapter, regional and national Society events.

Categories of personal misconduct include but are not limited to:

- Personal Misconduct
- Disruption
- Abuse of Controlled Substances

The Society has the right to identify other behaviors not listed in the code as determined by the National Executive Board.

Violations to the code shall be reported by any member of the organization no later than 10 days after the incident. Violations shall be reported in writing and submitted to the Standards and Ethics Committee (SEC).

\*\*\*\*\*Forms of disciplinary action include:

1. Warning: Kept on record at WHQ for 1 year
2. Probation: Kept on record at WHQ for 2 years
3. Restitution: Constitutes reimbursement for damage to or misappropriation of property
4. Suspension: Exclusion from all Society events for 1 year. Kept on record at WHQ for 5 years
5. Expulsion: Termination of member status for indefinite amount of time. Kept on record at WHQ for 10 years. Terms for possible readmission are set at this time and readmission is granted at the discretion of the NEB following a recommendation of the SEC.

Any member who has violated the code once and is found to violate the code again will be subject to the more severe disciplinary actions.



## Summary of National Constitution

### Article I – Name & Type

### Article II – Objectives & Mission Statement

### Article III – Membership

\*\*\*\*\*There are 6 types of members of NSBE:

- Member
- Affiliate Member
- NSBE Jr. Member
- Alumni Member
- Lifetime Member
- Honorary Member

Members must be an undergraduate enrolled in an accredited educational institution that offers a degree in the field of engineering and is a candidate for a degree in engineering, engineering technology or applied/physical science or a graduate student who has received a degree in one of these fields.

Affiliate members are those that are not enrolled in one of the degree programs listed above. Affiliate members do not have voting power and therefore can not hold national or regional office or be a delegate.

NSBE Jr members are junior high and high school students who have paid appropriate membership fees and are eligible for a registered membership card.

Alumni members are defined as those who have received a degree in engineering, engineering technology or applied/physical science or are a candidate for an advanced degree in one of these fields.

Lifetime members are members who satisfy the requirements for any of the above membership categories, has completed the lifetime membership application and paid the lifetime membership fee in full.

Honorary members are those that do not fit into one of the above membership categories but has contributed greatly to the organization. Honorary members can be granted one year or lifetime membership at the discretion of the NEB. Honorary members do not have voting power.

Graduate students may designate themselves as a member or alumni member, but not both.

Alumni members shall vote on alumni matters in alumni meetings. NSBE Jr members shall vote only on NSBE Jr matters at NSBE Jr meetings.

### Article IV – Organization

Chapters shall consist of 10 members with voting power. Chapters with fewer than 10 members may petition for charter status.

### Article V – Voting

Each chapter in good standing shall receive 2 votes in an regional and national meetings.

### Article VI – Dues

Lifetime membership dues shall be \$1200.



**Article VII – Administration**

The National Executive Board shall consist of the following officers:

- National Chair
- National Vice Chair
- National Secretary
- National Treasurer
- National Programs Chair
- Six (6) Regional Chairperson
- Standing Committee Chairpersons
- Alumni Chairperson (non-voting member)

**Article IX – Regions**

**Article X – Alumni Extension**

**Article XI – Chapters**

**Article XII – Offices**

All of the officers listed in article vii are elected officers of the NEB. The National Executive Officers (NEO) will consist of the National Chair, National Vice Chair, National Secretary, National Treasurer and National Programs Chair.

Any student member is eligible for elected office that has a minimum classification of junior undergrad status, is registered as a full-time student the semester prior to the beginning of their term and will remain a full-time student throughout the term. Graduate students must remain full-time status throughout the elected term.

The NEB elect shall take office on May 1<sup>st</sup>. The outgoing National Treasurer will serve as National Treasurer Emeritus for a one year term.

The previous National Chair shall serve as National Chair-Emeritus. They shall serve as an advisor and shall not have a vote. There shall be a National Parliamentarian who shall serve as an advisor, shall not vote, and shall serve as a resource on parliamentary procedure.

**Article XIII – Duties of Elected Offices**

**Article XIV – Meetings**

An annual convention shall occur yearly in the spring in a location determined by the NEB. A Convention Planning Committee shall be formed to plan this annual meeting. The chair of this committee will be appointed by the host region and confirmed by the NEB. There shall be two regional meetings prior to the National Convention.

**Article XV – By-Laws**

\*\*\*\*\*The By-Laws can be amended by 2/3 vote of delegates at a Society meeting or 2/3 vote of the NEB.

**Article XVI – Amendments**

\*\*\*\*\*Amendments to the constitution can be proposed by 2/3 of the NEB, 1/3 of the voting members of the society or 2/3 of the delegates at a regional meeting.

Amendments to the constitution require 3/4 affirmative vote of the delegates present at a national meeting.



## Summary of National By-Laws

### **Article I – Name**

### **Article II – Objective**

### **Article III – Membership**

Standing committees shall consist of the NEB Representative (who shall serve as the Chairperson of the Committee), the Alumni Extension Representative, the Six Regional Committee Representatives and additional positions as defined in the NSBE Bylaws, and any additional members recommended by the committee Chairperson and approved by the NEB. Each standing committee shall have a National Advisor and World Headquarters staff member assigned to assist the committee carry out its duties.

### **Article IV – Chapters**

Chapters shall consist of no less than 10 members eligible to vote on ballots of the National Society. They must also elect a President, Vice President, Secretary and Treasurer each year and must submit a written report of their activities each year before February 1<sup>st</sup>.

### **Article V – Regions**

Each region must elect a Chairperson, Vice Chairperson, Secretary and Treasurer on an annual basis.

### **Article VI – National Executive Board**

All elected positions will be held by members as defined in the Constitution.

The NEB is divided into the Administrative, Communications, Finance, Programs and Membership zones.

### **Article VII – Termination of Board Members**

### **Article VIII – Meetings**

\*\*\*\*\*Quorum for the transaction of business at a meeting of the Society shall consist of no less than:

- 3 National Officers
- 5 Regional Chairpersons
- 2 members in good standing from any one region

Quorum for the transaction of business at an NEB meeting shall consist of no less than:

- 2 National Executive Officers (NEO)
- 2 Standing Committee Chairs
- 3 Regional Chairpersons

The Convention rotation is as follows: Region I, V, II, IV, III, and VI. The location of the Convention shall be chosen no less than 2 years prior to the Convention.

The duties of the CPC Taskforce and the Convention Planning Committee are outlined.

The NEB shall have no less than 2 meetings during their term. Quorum consists of no less than 10 NEB members.



The National Leadership Conference and International Conference are defined as well as the planning committees for these events and their duties. Regional Conferences and the timeline for site selection are defined as well.

**Article IX – Finances**

**Article X – Ad-hoc Committees**

In the section the ad-hoc committees of the Society are defined. The members of these committees and their duties are outlined. The committees defined in this section are:

1. Administrative & Personnel Committee (APC)
2. Standards & Ethics Committee (SEC)
3. Business Diversity Committee (BDC)
4. Awards Committee
5. Academic Excellence Committee (AEC)
6. Community College Initiative Committee (CCIC)
7. Telecommunications Committee
8. Document Review Committee (DRC)

**Article XI – Elections**

No member shall run for more than one position on the NEB in any given election.

Candidate qualifications are outlined in this section. Campaign regulations are also outlined. Rules for the elections handbook and voting are detailed.

The Elections Committee, its members and duties are detailed in this section.

**Article XII – Parliamentary Authority**

**Article XIII – Publications Committee**

The members and duties of the publications committee are outlined

**Article XIV – Pre-College Initiative Committee**

The members and duties of the PCI committee are outlined

**Article XV – NSBE Senate**

The National Parliamentarian shall coordinate the NSBE Senate with the help of the 6 regional parliamentarians.

Chapter delegates shall be known as senators and should be chosen by their respective chapter. Senators must be members in good standing.

Chapters shall submit senator names prior to the Regional Leadership Conference.

An outline of the content of senate meetings at regional conferences and the National Convention is provided.

Senators shall receive discounted registration at regional conferences and the National Convention.



## Summary of Alumni Operating Guidelines

**Article I** – Name of the Alumni Extension

**Article II** – Purpose of the Alumni Extension

**Article III** – Membership in the Alumni Extension

Lifetime and Honorary members may designate themselves as alumni members

**Article IV** – Dues

**Article V** – Organization

**Article VI** – Administration

The National Alumni Executive Board (AEB) shall consist of the following officers:

- Alumni Chairperson
- Alumni Chairperson-Elect
- Alumni Secretary
- Alumni Treasurer
- Alumni Programs Chair
- Six (6) Alumni Regional Chairpersons
- Alumni Standing Committee Chairpersons

The AEB shall be divided into five (5) zones: the Administrative, Communications, Finance, Programs and Membership zones.

The Alumni Extension shall conduct solicitation in a manner approved by the National Treasurer.

A Technical Professional Conference Chair shall be appointed by the alumni regional chairperson of the hosting region. The TPC Chair is a member of the CPC, not the AEB, but shall attend AEB meetings whenever fiscally possible.

**Article VII** – Offices

The Alumni Executive Officers (AEO) shall consist of the Alumni Chairperson, Alumni Chairperson-Elect, Alumni Secretary, Alumni Treasurer and Alumni Programs Chairperson.

\*\*\*\*\*Any member wishing to be elected to an AEO position must have been a member of the Alumni Extension for two years prior to the term of service. Any member wishing to be elected to other positions on the AEB must have been a member for one year prior to the term of service.

All members of the AEB will serve one year terms except for the following positions:

- The Alumni Chairperson shall serve a one year term and then take office as the National Alumni Chairperson-Emeritus
- The Alumni Chairperson-Elect shall serve a one year term and then take office as the National Alumni Chairperson

AEB members may not concurrently serve as members of the National Advisory Board

Alumni regional and chapter offices shall be defined in their corresponding working rules.



An Alumni Parliamentarian shall be appointed by the National Alumni Chairperson and confirmed by majority vote of the AEB.

**Article VIII – Duties of Elected Offices**

**Article IX – Committees**

There are 8 standing committees of the NSBE Alumni:

1. Charter/Membership
2. Finance
3. Publications
4. Technical Excellence
5. Professional Development
6. Public Relations
7. Pre-College/College Initiative
8. Entrepreneurship

**Article X – Voting**

Each alumni chapter will elect two delegates to vote on behalf of the chapter. Each delegate shall have one vote, unless there is only one delegate to represent the chapter. In this case that delegate will have two votes.

The only member of the AEB that does not have a vote at AEB meetings is the Alumni Parliamentarian

**Article XI – Meetings**

Quorum for general meetings of the alumni extension shall consist of a simple majority of the members present at the meeting and majority of elected officers

Quorum for transaction of Alumni business at national meetings of the Society shall consist of no less than 2 members of the AEO, 4 regional alumni chairpersons, and no less than 2 alumni members from any one region of the Society

Quorum at AEB meetings shall consist of no less than 2 members of the AEO, 2 standing committee Chairpersons and 3 Alumni Regional Chairpersons.

**Article XII – Regions**

Each region shall have a Chairperson and officers and operating guidelines approved by the AEB

**Article XIII – Chapters**

Chapters shall serve as the primary vehicle for programs, have a constitution on file at WHQ and be registered yearly with the National Society.

**Article XIV – Parliamentary Authority**

**Article XV – Termination of Officers**

This article outlines the procedure for termination of elected officers, appointed officers and regional alumni chairpersons.

**Article XVI – Amendments**

Amendments to this document can be made by a 2/3 vote of the AEB or 2/3 vote of delegates at a national meeting of the Alumni Extension. Amendments must be sent as a written proposal to the AEB. Upon changes to the AOG, a copy must be sent to the National Parliamentarian for review by the NEB and placement in the national archives.



## Summary of Regional By-Laws

### Article I – Name

### Article II – Objective

### Article III – Officers

The elected officers of the REB are:

- Chairperson
- Northern Vice Chairperson
- Southern Vice Chairperson
- Secretary
- Treasurer
- Programs Chair
- Finance Chair
- PCI Chair
- Academic Excellence Chair
- Charter Membership Chair
- Alumni Extension Chair

The following positions shall be appointed by the Chairperson-Elect with the approval of the elected officers:

- Chairperson Emeritus/Parliamentarian
- Publications Chair
- Telecommunications Chair
- Assistant Treasurer

The REO consists of the Chairperson, Northern Vice Chairperson, Southern Vice Chairperson, Secretary, Treasurer, Programs Chair and Chair Emeritus.

The four standing committees of Region VI are Finance, PCI, Academic Excellence and Charter Membership.

### Article IV – Regional Board Zone Structure

The operating zones of the REB shall be the Administrative, Membership, Communications, Finance and Programs Zones. The members of each zone are detailed as well as who leads each zone and the duties of each zone leader.

### Article V – Regional Geography

The region shall be divided into the Northern and Southern sector as follows:

- Northern Sector: California (north of and including Fresno and San Luis Obispo), Oregon, Washington, Idaho, Montana, Wyoming, Colorado, and Alaska.
- Southern Sector: California, Arizona, New Mexico, Utah, Nevada, and Hawaii.

### Article VI – Duties of Officers

Duties of the elected and appointed officers of the REB are outlined in this section.

### Article VII – Termination of Board Members

Procedures for the removal of regional officers and their replacement are outlined.



**Article VIII – Ad-Hoc Committees**

Zone Improvement Committee (ZIC) shall consist of the Charter Membership Chair, both regional Vice Chairs and the Assistant Treasurer.

**Article IX – Meetings**

Quorum for REB meetings shall be no less than 2/3 of the voting members of the REB. Quorum for regional meetings shall be no less than 1/3 of the voting chapters of the region.

**Article X – Elections**

Qualifications & procedures for candidacy for elected positions are discussed. Voting and results procedures are identified. The regional elections committee is also defined.

**Article XI – Regional Advisory Board**

The selection process & qualifications for and duties of the Regional Advisory Board are reviewed. Ex-officio members of the RAB, their selection and duties are discussed.

The regional Chairperson-Emeritus shall serve a one year term on the RAB mainly as an advisor to the Regional Chairperson and facilitate relations between the REB & RAB. The regional Alumni Chairperson-Emeritus shall serve a one year term on the RAB as an advisor to the Alumni Regional Chairperson.

Terms of office for members of the RAB are discussed.

Registration for RAB members shall be waived for all regional conferences.

**Article XII – Regional Conferences**

There shall be one regional leadership conference and two regional conferences prior to the close of the National Convention. The National Convention may count as a regional conference.

The FRC & SRC shall rotate between the northern and southern sectors unless otherwise approved by 2/3 of the chapter delegates at a regional meeting.

One freshman per chapter shall be exempt from the regional conference fee.

**Article XIII – Amendment Process**

A change to the by-laws can only be made by a 2/3 vote of chapter delegates in good standing and in attendance at a regional meeting.



## 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 way in which the chairperson calls a meeting to order. The chairperson says, “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 seconded i.e. expressed support for discussion of the motion must be acknowledged. The speaker says, “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.



## Parliamentary Procedure Facts...

### You wish to...

Introduce new business  
Change or perfect the motion  
\*Stop debate  
\*Take care of emergency matters  
  
Provide for intermission  
\*End meeting  
  
Enforce the rules  
\*Suspend the rules temporarily  
\*Request information  
Provide information  
Postpone a topic temporarily  
Take up a matter previously tabled

### Then do this...

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

\*Anyone on the board can OBJECT when a question is called by simply saying, "Objection!" You must say this immediately and once the chairperson says "seeing no objections..." you can no longer object and the board will proceed to a vote.

\*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, that just puts it up for discussion.

If you are ready to vote on a motion at any time during the debate, you can "Call to 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 to 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.