

# National Society of Black Engineers



Region I  
NSBE Knowledge Handbook  
2007-2008

# **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 to use as National Headquarters. Currently, headquarters is located at 1454 Duke Street, Alexandria and there are over 15,000 members in NSBE.

# 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

## **2007-2008 National Directives**

1. Cultivate Leadership
2. Excel Academically
3. Expand the Pipeline
4. Mobilize the Membership

# **2007-2008 Programmatic Focus**

## **Signature Programs**

A Walk for Education (AWFE)

Achievers Plus

National Leadership Institute

Special Interest Groups (SIGs)

## **Standing Committees**

Charter/Membership

Communications

Finance

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 1<sup>st</sup> National Convention held at Purdue University (IV)

1976: The 2<sup>nd</sup> National Convention: Los Angeles, California (VI)

1977: The 3<sup>rd</sup> National Convention: Atlanta, Georgia (III)

1978: The 4<sup>th</sup> National Convention: Columbus, Ohio (IV)

1979: The 5<sup>th</sup> National Convention: Philadelphia, Pennsylvania (II)

1980: The 6<sup>th</sup> National Convention: Palo Alto, California (VI)

1981: The 7<sup>th</sup> National Convention: Boston, Massachusetts (I)  
1982: The 8<sup>th</sup> National Convention: Detroit, Michigan (IV)  
1983: The 9<sup>th</sup> National Convention: Atlanta, Georgia (III)  
1984: The 10<sup>th</sup> National Convention: Washington, D.C. (II)  
1985: The 11<sup>th</sup> National Convention: San Francisco, California (VI)  
1986: The 12<sup>th</sup> National Convention: Boston, Massachusetts (I)  
1987: The 13<sup>th</sup> National Convention: Dallas, Texas (V)  
1988: The 14<sup>th</sup> National Convention: Washington, D.C. (II)  
1989: The 15<sup>th</sup> National Convention: Cincinnati, Ohio (IV)  
1990: The 16<sup>th</sup> National Convention: Orlando, Florida (III)  
1991: The 17<sup>th</sup> National Convention: Los Angeles, California (VI)  
1992: The 18<sup>th</sup> National Convention: New York, New York (I)  
1993: The 19<sup>th</sup> National Convention: Houston, Texas (V)  
1994: The 20<sup>th</sup> National Convention: Pittsburgh, Pennsylvania (II)  
1995: The 21<sup>st</sup> National Convention: Detroit, Michigan (IV)  
1996: The 22<sup>nd</sup> National Convention: Nashville, Tennessee (III)  
1997: The 23<sup>rd</sup> National Convention: Boston, Massachusetts (I)  
1998: The 24<sup>th</sup> National Convention: Anaheim, California (VI)  
1999: The 25<sup>th</sup> National Convention: Kansas City, Missouri (V)  
2000: The 26<sup>th</sup> National Convention: Charlotte, North Carolina (II)  
2001: The 27<sup>th</sup> National Convention: Indianapolis, Indiana (IV)  
2002: The 28<sup>th</sup> National Convention: Orlando, Florida (III)  
2003: The 29<sup>th</sup> National Convention: Anaheim, California (VI)  
2004: The 30<sup>th</sup> National Convention: Dallas, Texas (V)  
2005: The 31<sup>st</sup> National Convention: Boston, Massachusetts (I)  
2006: The 32<sup>nd</sup> National Convention: Pittsburgh, Pennsylvania (II)  
2007: The 33<sup>rd</sup> National Convention: Columbus, Ohio (IV)  
2008: The 34<sup>th</sup> National Convention: will be in Orlando, Florida (III)

## National Chairperson History

1975-76: John Carson (1<sup>st</sup> 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.  
2007-08: Darryl A. Dickerson

*\*Virginia Booth was the 1<sup>st</sup> Chairperson to serve two terms, as well as, the 1<sup>st</sup> female National Chairperson*

*\*\*Dr. Gary S. May was the 1<sup>st</sup> 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...** “Ssssss I X”
  - 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

*Can you count all of the NSBE firsts that were initiated in Region One?*

- 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 70's was chaptered 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 e-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.  
 2007-08: Kwame Baptise  
*\*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	Kwame Baptise
Vice-Chairperson	Geoffrey Gabbedon
Treasurer	Billy Andre
Secretary	Sade Ruffin
Programs Chairperson	Sajda Nuriddin
New England Zone Chairperson	Luidgi Felix
New Jersey Zone Chairperson	Kentebe Ogbolu
NY Metro/LI Zone Chairperson	DeVaughn Lane
NY Upstate Zone Chairperson	Leedum Nordee
Canadian Zone Chairperson	Xavier Gordon

These are the appointed positions, currently held by:

Academic Excellence Chairperson	Marie-Joan Dutreuil
Assistant Treasurer	Denisha McPherson
Business Diversity Chairperson	Kentebe Ogbolu
Charter Membership Chairperson	Xavier Gordon
Fall Regional Conference Planning Chairperson	Philip Fitzpatrick
Finance Chairperson	Melissa Reeves
International Committee Chairperson	Leedum Nordee
Parliamentarian	Jeff Lamothe
Pre-College Initiative Chairperson	Tia Mone't Johnson
Pre-College Conference Planning Chairperson	Jacques Princivil
Public Relations Chairperson	Luidgi Felix
Publications Chairperson	DeVaughn Lane
Regional Leadership Conference Planning Chairperson	Melissa Jacques
Telecommunications Chairperson	Elijah Johnson

## **Alumni Extension Breakdown**

Alumni Extension Chairperson	Faye Cummings
Alumni Extension Chairperson – Elect	TBD
Alumni Extension Programs Chairperson	Joel Lomnick
Alumni Extension Secretary	Naphysah Duncan
Alumni Extension Treasurer	Mark Morehouse
Alumni Extension Telecommunications	Richard Rodney
Alumni Extension Conference Manager	Princess Cooper-Brown
Alumni Extension TMAL Coordinator	Kamona Ayres
Alumni Extension Chairperson Emeritus	Thzaira Charles

# Zone Breakdown

## **Canada Zone**

Carleton University	McGill University
Concordia University	Ryerson University
Ecole Polytechnique de Montreal	University of Toronto
McMaster University	University of Ottawa

## **International Zone**

The Kwame Nkrumah University of Science & Technology (KNUST) - 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 (RSUST)  
Unilorin- West Africa

## **New England Zone**

Boston College	University of Hartford
Boston University	University of Massachusetts – Amherst
Brown University	University of Massachusetts – Lowell
Dartmouth University	University of Massachusetts – Dartmouth
Johnson & Wales University	University of New Haven
MIT	University of Rhode Island
Northeastern University	Wellesley College
Olin College	Wentworth Institute of Technology
Smith College	Worcester Polytechnic Institute
Yale University	Trinity College
University of Connecticut (UCONN)	Tufts University

## **New Jersey Zone**

College of New Jersey	Princeton University
Farleigh Dickinson University	Rutgers University
New Jersey Institute of Technology	Stevens Institute of Technology
Drew University	Middlesex County College
Devry University	Kean University

## **NY Long Island – Metropolitan Zone**

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

### **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

- *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: Xavier Gordon [r1canadazonechairperson@board.nsbe.org](mailto:r1canadazonechairperson@board.nsbe.org)

Vice-Chairperson: Deji Fajebe [r1canadazonevice@board.nsbe.org](mailto:r1canadazonevice@board.nsbe.org)

### **New England Zone**

Chairperson: Luidgi Felix [r1nezchairperson@board.nsbe.org](mailto:r1nezchairperson@board.nsbe.org)

Vice-Chairperson: Charles Cameron [nezvicechair@yahoo.com](mailto:nezvicechair@yahoo.com)

### **New Jersey Zone**

Chairperson: Kentebe Ogbolu [r1njzchair@board.nsbe.org](mailto:r1njzchair@board.nsbe.org)

Vice Chairperson: TBA

## NY Long Island – Metropolitan Zone

Chairperson: DeVaughn Lane R1metrozonechair@board.nsbe.org

Vice-Chairperson: Hagar ElBishlawi metroli\_vicechair@yahoo.com

## NY Upstate Zone

Chairperson: Leedum Nordee r1upstatezonechair@board.nsbe.org

Vice-Chairperson: Sherika Wynter wyntes@rpi.edu

## **Alumni Extension (AE) History**

The formation of the National Society of Black Engineers – Alumni Extension (NSBE-AE) dates back to 1988, 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 14<sup>th</sup> 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 Ragnal

2002-03: Selvon Smith

2003-04: LaShaun Skillings

2004-06: Rae-Anne Alves

2006-07 Thzaria Charles

2007-08 Faye Cummings

*\*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 Morrestown  
Montreal  
Buffalo  
Capital Region Association of Technical Professionals  
NSBE Accra Alumni Extension Chapter  
TEMA Alumni Extension  
Nigeria Alumni Extension

## **The 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.

## **2007 - 2008 Region One Advisory Board**

Chairperson	Desmond St. Rose
Secretary	TBD
Communications Advisor	Justin Lewis
Programs Zone Advisors	Desmond St. Rose
Chapter Zone Advisor	Raphael Charles
Finance Zone Advisor	Joseph Banda
Canada Zone Advisor	TBD

New England Zone Advisor  
Upstate Zone Advisor  
Metro/LI Zone Advisor  
New Jersey Zone Advisor

Desmond St. Rose  
Justin Lewis  
Raphael Charles  
Joseph Banda

## **Region One Initiative**



## **Pre-College**

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

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

S.T.E.P. / PURCHASE COLLEGE	PURCHASE, NY
GREECE OLYMPIA HIGH SCHOOL	ROCHESTER, NY
G. W. FOWLER HIGH SCHOOL	SYRACUSE, NY
TROY HIGH SCHOOL	TROY, NY
AQUINAS SECONDARY SCHOOL	WEST AFRICA
ST. LOUIS SECONDARY SCHOOL	WEST AFRICA
GEORGE HARVEY COLLEGIATE	TORONTO, CANADA
ST. JOAN OF ARC CATHOLIC SCHOOL	MAPLE, CANADA
CORNELL – ITHACA NSBE JR.	ITHACA, NY
CITY ON A HILL CHARTER HIGH SCHOOL	BOSTON, MA
GARRETT MORGAN ACADEMY	PATTERSON, NJ
BISHOP LOUGHLIN HIGH SCHOOL	BROOKLYN, NY
EAST HIGH SCHOOL	EAST ROCHESTER, NY
CENTRAL MAGNET HIGH SCHOOL	BRIDGEPORT, CT
EAST HARTFORD HIGH SCHOOL	HARTFORD, CT
MEDGAR EVERS COLLEGE NSBE JR.	BROOKLYN, NY
BEACON HIGH SCHOOL	COLLEGE POINT, NY
SNOWDEN INTERNATIONAL	BOSTON, MA
COMPEL YOUTH ACADEMY	WYANDACH, NY
MORRIS HIGH SCHOOL	BRONX, NY
WORCESTER POLYTECHNIC Jr.	WORCHESTER, MA
BADEN H.S	ROCHESTER, NY
BERKELEY CARROLL	BROOKLYN, NY
ALBANY YMCA	ALBANY, NY
WILLINGBORR HIGH SCHOOL	WILLINGBOROUGH, NY
SIMMONS COLLEGE UPWARD BOUND	BOSTON, MA
LINCOLN HIGH SCHOOL COLLEGE CLUB	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  
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..."  
Recess, "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  
**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  
**ZEB** – Zone Executive Board  
**ZEO** – Zone Executive Officer