

NBEA's North Central Regional Cabinet Policies and Procedures

Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, Wisconsin

1. North Central Regional Cabinet Administration

1.1. Mission and Focus of North Central Regional Cabinets

1.1.1. The Mission of North Central Regional Cabinets

The mission of North Central Regional Cabinets shall be that of the National Business Education Association (NBEA). In addition, the North Central Regional Cabinets shall monitor and assist North Central region states or other jurisdictional business education associations in achieving the national mission throughout the North Central region.

1.1.2. Responsibilities of North Central Regional Cabinets

- a.) Serve the North Central region state business education associations.
- b.) Strengthen the relationships between North Central region state business education associations and NBEA.
- c.) Report news and essential information about business education happening in the North Central region states back to NBEA. The North Central Regional cabinet will assist North Central region state associations in leveraging NBEA and aligning along the shared mission.
- d.) Provide professional development and networking opportunities relevant to the jurisdictions.
- e.) Monitor and report on advocacy initiatives in member jurisdictions.
- f.) The North Central Regional Cabinet will review, revise, and approve this document with a simple majority vote of those Cabinet members in attendance. Proposed changes will be submitted to the NBEA Board for final approval.

1.2. Cabinet Consistency and Requirements

1.2.1. Cabinet Structure

The North Central Regional Cabinet shall consist of five to nine members who have been members of NBEA for at least one full year. Members of the cabinet shall be from jurisdictions diversified across the North Central Regional states to the extent possible. All jurisdictions in the region are not required to be represented on the Cabinet. Requirements regarding the length of NBEA membership may be waived by the NBEA Executive Board upon request of the cabinet.

1.2.2. Election of North Central Regional Cabinet

Members of the North Central region will elect all North Central Regional Cabinet positions with the exception of the NBEA Region Executive Board Member. The NBEA Region Executive Board Member will be selected by the North Central Regional Cabinet and presented to the NBEA Board for final approval.

1.2.3. North Central Regional Cabinet Leadership Positions

The North Central Regional Cabinet shall maintain the following leadership positions.

- a) The **Regional President** will lead the Regional Cabinet and will work with the NBEA Regional Executive Board member. This person has served as Regional President-Elect in the year prior to assuming the Regional President role.
- b) The **Regional President-Elect**, who in the absence or disability of the President, shall perform all duties of the President. The Regional President-Elect will replace the President upon term expiration or vacancy. The Regional President-Elect must have been a member of NBEA for at least two years.
- c) The **NBEA Region Executive Board Member** will represent the North Central region on the NBEA Executive Board. The Executive Board Member must have been an NBEA member for at least the three years previous to nomination. The NBEA Region Executive Board Member will be selected by the North Central Regional Cabinet and presented to the NBEA Board for final approval.

1.2.4. North Central Regional Cabinet At-Large Positions and Committees

The North Central Regional Cabinet shall maintain the following At-Large positions and committees.

- a) Three to six At-Large cabinet positions: These positions will assist and engage in Cabinet member duties.
- b) Awards Committee: The President-Elect shall serve as the chair of the Awards Committee and appoint at least two other cabinet members to serve.

1.2.5. Tasks Forces, Committees, and Other Initiatives

The North Central Regional Cabinet may create and organize additional task forces and committees as needed. All task forces and committees will report to the North Central Regional President.

1.2.6. Regional Cabinet Elections

- a) Those desiring a position as a North Central Regional Cabinet member should share their intentions and qualifications with the President before March 1 of each year. The President will compile a list of those interested in the cabinet positions and their qualifications. All cabinet positions have a one-year term, with the exception of the NBEA Region Executive Board Member, who has a three-year term.
- b) The names and qualifications of candidates for the Regional Cabinet will be sent along with an electronic ballot to Regional members no later than April 1. Electronic ballot will close on April 30. The election results will be made available May 15.
- c) Those candidates with the most votes are placed on the North Central Regional Cabinet effective July 1 of the same year.

1.2.7. Removal of a Regional Cabinet Member

Any Regional Cabinet Member determined to have engaged in unethical conduct or conduct which brings discredit or tends to bring discredit upon the Regional Cabinet, the NBEA, or the education profession, shall be removed by a two-thirds vote of the participating Regional Cabinet.

When a board member misses two consecutive cabinet meetings, the Regional President has the authority to remove that member and appoint a successor to complete the term.

1.3. Regional Cabinet Funding

1.3.1. Regional Association Funds Transferred to an NBEA Regional Cabinet

Principal funds that are transferred to NBEA from the North Central regional association to the North Central regional cabinet shall be restricted for any lawful use decided by a vote of the North Central regional cabinet. The Past-Presidents' Fund, in the amount of \$2,395.59 as of 07/01/2024, shall be reserved for use by NCBEA Past Presidents.

1.3.2. Reporting of Funds

NBEA will provide an account statement to the North Central Regional Cabinet annually or upon request.

1.3.3. Funding Regional Meetings

NBEA will fund regional meetings at NBEA's risk and discretion within limits of the budget and expected attendance.

1.3.4. Fundraising at Annual Regional Meetings

North Central Regional Cabinet may hold its annual fundraising event at the Annual Meeting hosted by NBEA. Funds generated will be placed in the designated North Central account.

1.3.5. Other Regional Funding Requests

Any Regional Cabinet with a special funding request should make the request to the NBEA Executive Director, who shall determine if the request can be funded within the current budget. Requests that cannot be funded under the current budget will require NBEA Executive Board approval. Such requests should be made to the Executive Board by the regional cabinet's Executive Board representative.

1.4. Regional Cabinet Meetings

1.4.1 Purpose of Regional Cabinet Meetings

The purpose of the Regional Cabinet Meetings shall be to discuss business relevant to the ongoing activities and initiatives of the region. Frequency, dates, and times of meetings shall be determined by the Regional President after consulting with the other Regional Cabinet members. Regional Cabinet Meetings are open to the North Central Regional Cabinet.

1.4.2. Cabinet/Business Meeting Governing Rules

Robert's Rules of Order, Newly Revised, shall govern the conduct of all business meetings held at Regional Meetings. A quorum for conducting business shall be defined as the majority of members present at the meeting, either in person or through virtual attendance, provided that all members have been given reasonable notice of the meeting.

1.5. Regional Meetings

1.5.1. Purpose of Regional Meetings

The purpose of the Regional Meetings shall be to discuss the regional membership on business education trends and related news in the region and/or provide professional development opportunities for members.

Regional Meetings shall be open to any region member, and participation is subject to governing rules.

1.5.2. NBEA Responsibilities for Regional Meetings

- Provide a staff meeting planner to oversee the general organization of the event.
- Arrange regional meetings and all associated service contracts (hotel, food, beverage, etc.).

- Collaborate with the designated regional cabinet meeting coordinator and/or regional president to choose the location and services.
- Facilitate promotion and registration for the meeting.
- NBEA reserves the right to organize events based on expected attendance and budget constraints.
- Assist in providing unique content programming for the event.

1.5.3. Cabinet Responsibilities for Regional Meetings

The following responsibilities will be assigned to designated regional cabinet members.

- Collaborate with NBEA staff in organizing the event.
- Prearrange and administer any regional cabinet awards.
- Assist in identifying relevant content needs for the region and collaborate to arrange event programming.
- Arrange for any needed meeting volunteer groups such as session attendants, door greeters, etc.
- Advise and assist with meeting location and site selection.
- Communicate with any special honorees or award recipients in advance of the event or as needed by NBEA staff.
- Facilitate the election and installation of new cabinet leaders.
- Provide a list of cabinet positions to NBEA.
- Arrange a cabinet meeting in conjunction with the annual meeting.
- Conduct a general business meeting.
- Arrange and conduct the annual drawing with all proceeds from this event going to the awards account.

1.5.4. Cabinet/Business Meeting Governing Rules

Robert's Rules of Order, Newly Revised, shall govern the conduct of all business meetings held at Regional Meetings. A quorum for conducting business shall be defined as the majority of members present at the meeting, either in person or through virtual attendance, provided that all members have been given reasonable notice of the meeting.

1.6. Regional Caucuses

1.6.1. Purpose of Caucuses

The purpose of the Regional Meetings shall be to discuss relevant trends, organize regional initiatives, facilitate focus groups for communicating member needs in the region, install regional leadership, and conduct other business as required.

Regional caucuses shall be open to any region member, and participation is subject to governing rules.

Regional caucuses can be held virtually or in-person, including at the NBEA annual convention.

1.6.2. Caucus Governing Rules

Robert's Rules of Order, Newly Revised, shall govern the conduct of all regional caucuses. A quorum for conducting business shall be defined as the majority of members present at the meeting, either in person or through virtual attendance, provided that all members have been given reasonable notice of the meeting.

Position Responsibilities

NBEA Region Executive Board Member

- Serve as liaison between the North Central region and NBEA Executive Board
- Communicate NBEA updates with the Regional President
- Communicate the duties of this position to the new incoming Cabinet member in this position

North Central Regional President

- Organize and preside over cabinet meetings
- Provide draft agenda
- Welcome new cabinet members and provide them with their duties
- Keep close contact with the regional annual meeting coordinator and NBEA staff on their progress for the annual meeting
- Oversee elections
- Collect a list of potential candidates for the Regional Cabinet

- Work with the nominations committee to solicit candidates for cabinet positions
- Create and distribute electronic ballot
- Review the financial statements for North Central provided by NBEA
- Communicate the duties of this position to the new incoming Cabinet member in this position

North Central Regional President-Elect

- Keep minutes of all regional meetings
- Perform all duties of the Regional President in the absence or disability of that officer
- Coordinate and present the North Central Educator Awards. Notify NBEA to order awards. The cost of these plaques will come from the North Central region account balance
- Communicate the duties of this position to the new incoming Cabinet member in this position

North Central Cabinet Member At Large

- Attend meetings
- Assist and engage in cabinet members' duties
- Serve on committees and task forces as requested by the Cabinet President
- Communicate the duties of this position to the new incoming Cabinet member in this position