



## **MIDWEST REGION OF THE NATIONAL BLACK LAW STUDENTS ASSOCIATION**

**MWBLSA Convention Elections Rules, Application, & Procedures Packet**

*Per Article III, Section 7 of the National Constitution, NBLSA election procedures are designed to help secure the opportunity for as many members of the Association as possible to participate in governance of the Association.*

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## ELECTIONS RULES AND PROCEDURES

### *I. ELECTIONS COMMITTEE INFORMATION*

The Regional Executive Board will appoint a Regional Elections Committee to compile and disseminate documents and procedures to members seeking office. The Elections Committee is charged with coordinating the election at the Regional Convention. (See MWBLSA Const. Art. V § 8). Under Art. VII § 1(B) of the MWBLSA Bylaws, the Elections Committee will consist of no less than three members appointed at the first Regular Regional Executive Board meeting, subject to the approval of the Regional Executive Board.

The Committee has the responsibility of: formulating and distributing qualifications, guidelines, and procedures governing candidate eligibility and campaign activities; determining the eligibility of each candidate; determining if any candidate has violated any election rules; determining the appropriate penalties for candidates who have performed acts which are grounds for disqualification, subject to the review of the Regional Executive Board; determining the voting result structure that will be used in elections, subject to the approval of the Regional Executive Board; determine an election timeline specifying completion dates for all aspects of the election process and present it to the Regional Executive Board no later than the last Regional Executive Board meeting prior to the first Regional Plenary Session of the year; recommend changes as needed to improve the election process; and perform other tasks assigned by the Chair and the Regional Executive Board.

Candidates currently seeking election to a Midwest Regional office of National BLSA are barred from membership on the Elections Committee. As such, each person on this year's Elections Committee will not be seeking office.

The 2022-2023 MWBLSA Regional Elections Committee members are:

- **Committee Chair:** Aleathea Williams, 2022-2023 MWBLSA Regional Director of Advocacy and External Affairs, Chicago-Kent College of Law, [mwblsa.advocacy@nblsa.org](mailto:mwblsa.advocacy@nblsa.org)
- **Committee Member:** Delali Nenonene, 2022-2023 MWBLSA Regional Director of Social Action, The Ohio State University Mortiz College of Law, [mwblsa.socaction@nblsa.org](mailto:mwblsa.socaction@nblsa.org)
- **Committee Member:** Preston Thomas III, 2022 -2023 MWBLSA Sub-Regional Director Two, Creighton University School of Law, [mwblsa.subregion2@nblsa.org](mailto:mwblsa.subregion2@nblsa.org)

## ***II. POSITIONS AVAILABLE FOR ELECTION***

Any member of a 2022-2023 active\* MWBLSA chapter may run for office. Officers serving on the 2023-2024 MWBLSA Regional Board must still be eligible for and active BLSA members during the 2022-2023 academic term.

\* An active chapter is a chapter who has paid NBLSA membership dues and has uploaded a membership roster to the NBLSA Membership database. In order to be considered a member of a chapter, your name must be included in the chapter's membership roster. \*

The following MWBLSA positions are eligible for election:

- Regional Chair
- Regional Vice Chair
- Regional Treasurer
- Regional Secretary
- Regional Attorney General
- Regional Director of Community Service
- Regional Director of Programming
- Sub-Regional Director 1 (Montana, Wyoming, North Dakota, and South Dakota)
- Sub-Regional Director 2 (Nebraska, Kansas, and Missouri)
- Sub-Regional Director 3 (Iowa, Minnesota, Wisconsin, and Illinois)
- Sub-Regional Director 4 (Michigan, Indiana, Ohio and Kentucky)
- Regional Director of the Thurgood Marshall Mock Trial Competition
- Regional Director of the Frederick Douglass Moot Court Competition

**\*The following MWBLSA positions are appointed by the newly elected Regional Chair:\***

- The Regional Chief of Staff
- The Regional Historian
- The Regional Parliamentarian
- The Regional Financial Secretary
- The Regional Convention Coordinator
- The Regional Director of Communications
- The Regional Director of Corporate Relations
- The Regional Director of Career and Professional Development
- The Regional Director of Membership
- The Regional Director of Alumni Affairs
- The Regional Director of the Pre-Law Division
- The Regional Director of Social Action
- The Regional Director of Advocacy and External Affairs

### **III. CANDIDATE QUALIFICATIONS**

#### **Pre-Certified Candidates:**

Any member of an active chapter\* who completes and returns the entire Officer Application prior to the stated deadline will be qualified as a Candidate for MWBLSA office.

All application materials must be submitted to the MWBLSA Elections Committee Chair at [mwblsa.advocacy@nblsa.org](mailto:mwblsa.advocacy@nblsa.org) by **11:59pm CST Friday, February 17, 2023.**

#### **Nominations from the Floor:**

Members who do not submit the required materials by the deadline may still run for election. Nominations from the floor are subject to the following rules:

1. Any registered delegate may nominate an active member at the Regional Convention for an elected Regional officer position only **if there is no more than one Candidate running for that position at the opening of the Regional Convention.**
2. The officer presiding over plenary will determine the exact time when such nominations would be appropriate.
3. To make the nomination, the Chapter's Delegate need only rise and state "I nominate (NAME) for the position of (POSITION)." No second is required. Chapters are only permitted to nominate one person for each officer position.
4. In the event that a candidate is nominated from the floor, the candidate must accept the nomination and complete the Officer Application **within 24 hours of accepting the nomination.** This application must also be turned into the MWBLSA Elections Committee Chair at [mwblsa.advocacy@nblsa.org](mailto:mwblsa.advocacy@nblsa.org).

#### **Final Certification Requirements:**

All candidates must meet the following for elected and nominated positions:

**All candidates for office are required to attend the mandatory candidates' meeting** to be held at the 2023 Regional Convention.

Candidates nominated from the floor are required to attend a **mandatory floor candidates' meeting**, to be held at the 2023 Regional Convention.

#### **Post-Election Meeting:**

Any candidate who wins election to the MWBLSA Regional Executive Board is **REQUIRED** to attend the Transitional Meeting on **Sunday, February 26, 2023 from 10:30 am-11:30am.** This meeting is mandatory; please make your travel arrangements accordingly.

**Other Important Considerations When Running for Office:**

1. Serving on the MWBLSA Regional Executive Board is a commitment that requires traveling to at least 3 designated meetings during one's term and considerable extracurricular work. Please take this into consideration when determining whether you will run for office.
2. Travel expenses are not reimbursed or paid for by MWBLSA and therefore, you should consider your financial resources before running for a position.
3. Members of the MWBLSA Regional Executive Board are not allowed to compete in the competitions at the Regional Convention. Please take this into consideration when determining whether to run for, and hold, an office.

#### *IV. CAMPAIGNING*

##### **Demeanor Prior to Commencement of Convention Candidates' Meeting:**

1. After a Candidate has received notification from the 2022-2023 MWBLSA Elections Committee that his or her application has been accepted, he or she may use Facebook, YouTube, Twitter, blogs, websites, or any other *electronic* method to advertise his or her candidacy.
2. Candidates **ARE** permitted to verbally announce their intent to run for office prior to the candidates' meeting with **any** NBLSA member in **any** region.
3. Only the Candidate may endorse himself or herself prior to the candidates' meeting.
4. There shall be no chapter endorsements prior to the Regional Convention.
5. Candidates may not post pictures of themselves with any members of the Regional Executive

Board or the National Executive Board unless the candidate previously served on the Regional or National Board.

##### **Campaign Material Approval**

1. All candidates for Regional Office must submit copies of all campaign materials and correspondence to the MWBLSA Elections Committee for approval before putting them into circulation.
2. If the Candidate is in doubt as to whether the communication is in violation of these rules, he/she may request pre-approval by the Committee before incurring an expense for printing the communication.
3. Candidates may not use any Regional or National Listserv and may not post any campaign material to the NBLSA Facebook Page, MWBLSA Regional Facebook Page, or local chapter Facebook groups or pages.
4. Local chapters **may not** publicly endorse a candidate **prior to the Regional Convention**. Local chapters may endorse candidates after the commencement of the Regional Convention.
5. Current National and Regional Board members as well as Regional-Elect Board members are **prohibited** from endorsing any candidate for Regional office. Past MWBLSA Board members are also prohibited from endorsing any candidate for Regional office.

##### **Demeanor after Commencement of Official Campaigning**

1. Candidates are permitted to wear and distribute campaign materials (flyers, buttons, etc.) to attendees at the Convention.

2. No campaigning may occur inside of plenary. As such, no delegate is allowed to wear or prominently display any campaign materials within 30 feet of or inside of the room where plenary sessions will be held.
3. No candidate shall engage in an unfair campaign practice, including but not limited to infraction or contempt of any campaign rule, libeling or slandering another candidate and/or maliciously disrupting another campaign.
4. Each candidate is responsible for activity that another undertakes on his or her behalf, as if the candidate is undertaking the activity himself or herself, unless the candidate sincerely and affirmatively discourages such activity.

### **Termination of Campaigning**

All campaign materials and solicitation of votes **must be taken down and cease ONE HOUR** prior to the beginning of the **Candidate's Speeches on Saturday, February 25, 2023**.



## ***V. ENFORCEMENT OF ELECTIONS RULES AND PROCEDURES***

Any person registered for the convention may file a complaint with any Election Committee member for violation of elections rules and procedures.

These rules will be enforced and the Election Committee will investigate violations. If any violation is found to have merit, then the offending candidate will be **disqualified immediately**. The rules will be enforced in an effort to achieve adherence to the goals and principles of MWBLSA and NBLSA.

The Election Committee reserves the right to amend or add to the election procedures at any time before the Regional Convention not withstanding those specific procedures set out in the National Constitution and Bylaws.

## ***VI. ELECTION SPEECHES***

All candidates for office are required to give a speech and stand for questions during the Plenary Elections session. Officers running for Regional Chair or Regional Vice Chair must debate against opposing candidates running for the same position.

### **Order and Time Limits of Candidates' Speeches:**

Candidate speeches will take place during the Plenary Session 2 and Plenary Session 3.

- Sub-Regional Director position candidates will have **5** minutes for their speech.
- Competition Director position candidates will have **6** minutes for their speech.
- Candidates running for the Regional Director of Programming, Regional Attorney, or the Regional Director of Community Service, and the Regional Secretary will have **7** minutes for their speech.
- Candidates running for Regional Treasurer will have **8** minutes for their speech.
- Candidates running for Vice Chair will have **10** minutes for their speech followed by debate.
- Candidates running for Chair will have **12** minutes for their speech followed by debate.

During debate for the Regional Vice Chair position and Regional Chair, delegates will have the opportunity to pose questions to the candidates. Each candidate will receive **1.5** minutes to answer the question. Delegates must state their questions clearly and not ask compound questions. After delegates have been given ample time to pose questions to the candidates, chair's privilege will be extended for further questioning purposes not asked already by delegates. Chair's privilege will be extended to ensure that quality questions are asked of each candidate to ensure adequate preparedness and understanding of the Regional Officer Roles sought. Chair's Privilege will be extended to the National Chair, Regional Chairs from other regions, past National Chairs, and past Midwest Regional Chairs. The 2022-2023 Midwest Regional Chair reserves the right to revoke chair's privilege to any of the aforementioned individuals if used outside the scope of these purposes or if abused by any such members.

Speeches will be conducted in the following order:

1. Sub-Regional Director 4
2. Sub-Regional Director 3
3. Sub-Regional Director 2
4. Sub-Regional Director 1

5. Regional Director of the Thurgood Marshall Mock Trial Competition
6. Regional Director of the Frederick Douglass Moot Court Competition
7. Regional Director of Programming
8. Regional Attorney General
9. Regional Director of Community Service
10. Regional Secretary
11. Regional Treasurer
12. Regional Vice Chair
13. Regional Chair

The Elections Committee reserves the right to amend this order to best accommodate the needs of all candidates.

## ***VII. DELEGATE VOTING PROCEDURES***

Any active chapter with a registered delegate for the Regional Convention who attends seventy-five percent (75%) of the plenary sessions during the 2023 Regional Convention is entitled to participate in the election of 2023-2024 MWBLSA Regional Officers.

All delegates will receive their chapter ballot and all relevant proxy ballots prior to the commencement of candidates' speeches.

## ***VIII. BALLOT COUNT***

The election of officers will utilize a secret ballot voting method. The candidate that receives the largest percentage of votes for the position will be declared the winner of the position.

**If a candidate is unopposed, he or she must receive a majority of the votes in order to be declared the winner of the position.**

## ***IX. ANNOUNCEMENT OF 2023-2024 MWBLSA ELECTED OFFICIALS***

All candidates who have won offices sought will be announced at the end of the Annual MWBLSA Awards Gala & Reception, to be held on February 25, 2023, from 6:00pm-9:00pm. Officers will be sworn in immediately after.

## ***X. INSPECTION OF BALLOTS***

A Candidate has a right to inspect all of the physical ballots submitted for the position to which he was a candidate, after announcement of the new Regional Executive Board but before the close of the Regional Convention.

***XI. ELECTION PROCEDURES CALENDAR***

**Elections Procedures Calendar:**

Deadline for candidates to submit Officer Application	Wednesday, February 17, 2023, at 11:59pm CST
Deadline for floor-nominated candidates to submit Officer Application	Friday, February 24, 2023 at 11:59pm CST
Candidates Speeches & Chairs' Debate	Saturday, February 25, 2023 CST
Voting	Saturday, February 25, 2023, immediately after the end of all speeches and business
MWBLSA Transition Meeting/Appointed Positions Information Meeting	Sunday, February 26, 2023, at 10:30am-11:30 am CST

\*\*The Elections Committee reserves the right to extend or alter the dates and times above if deemed necessary.

## REGIONAL OFFICER CANDIDATE CHECKLIST

1	2023-2024 Officer Completed Application	
2	Initialed Copy of Job Description for Interested Positions	
3	Letter of Good Standing	
4	Signed Acknowledgement of the Required Duties	
5	<p>Typed Statement of intent (no more than 1,000 words):</p> <ul style="list-style-type: none"> <li>• Including specific, measurable, attainable, and timely goals</li> <li>• Your intended methodology and timeline for achievement of those goals</li> <li>• Respond to the following questions: <ul style="list-style-type: none"> <li>○ Why are you running for this position?</li> <li>○ What do you hope to accomplish during your tenure in this position?</li> <li>○ What practical steps will you take to accomplish these goals?</li> <li>○ How do you envision taking MWBLSA to the next level?</li> <li>○ How will you hold other board members accountable?</li> </ul> </li> <li>• You may include any experience that may be related to the position that you deem necessary.</li> </ul>	
6	Résumé (class rank or GPA not required).	
7	Signature from Local Chapter	
8	Professional head shot in business attire (snap shots will not be accepted)	

Please refer to the 2023-2024 Midwest Regional Convention Election Rules and Procedures Packet for all relevant deadline and procedural information.



**Midwest Black Law Students Association  
2023-2024 Officer Application**

Please return this application to [mwblsa.advocacy@nblsa.org](mailto:mwblsa.advocacy@nblsa.org) NO LATER than Friday, February 17, 2023 at 11:59 pm EST.

**Name (Please Write Your Name As It Will Appear on the Ballot):**

\_\_\_\_\_

**Office(s) Sought:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone number:** ( \_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**Alternate Number:** ( \_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**Law School:** \_\_\_\_\_

**Law School Registrar's Name & Number:** \_\_\_\_\_

**Chapter President's Name:** \_\_\_\_\_

**Law School Classification (1L, 2L, LLM, etc.):** \_\_\_\_\_

**Graduation Year from Law School:** \_\_\_\_\_

\*\*\*\*\*

**List NBLSA Office(s) held on a local, regional, or national level:**

\_\_\_\_\_  
\_\_\_\_\_

**List membership(s) in and office(s) held with other organizations:**

\_\_\_\_\_

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**I have read and agree to comply with the Election Rules and Procedures. I understand that I must attend the final plenary session and participate fully in the Candidates Speeches. I acknowledge that my failure to comply with any of the aforementioned obligations or the rules as outlined in the Elections Rules and Procedures Packet will result in my disqualification.**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Midwest Region Black Law Students Association  
2023-2024 Officer Candidacy Affirmations**

Return this candidacy affirmation to the MWBLSA Elections Committee Chair **no later** than the end of the Mandatory Candidates Meeting.

**Name:** \_\_\_\_\_

**Office(s) Sought:** \_\_\_\_\_

**Part I: Statement of Fiduciary Duty of MWBLSA Regional Executive Board Members**

Regional Executive Board (REB) Members agree to be governed by the Constitution and Bylaws of the Midwest Black Law Students Association (MWBLSA). Each REB Member shall act in the best interest of MWBLSA at all times and disclose any information that may be harmful to MWBLSA.

I hereby acknowledge that I have read and understood the duties and obligations of an elected official of the National Black Law Students Association (NBLSA) as set forth in the NBLSA Constitution and Bylaws.

\_\_\_\_\_ **Please initial.**

*I have read and agree to comply with the Statement of Fiduciary Duty of MWBLSA Regional Executive Board Members.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part II: Statement of Commitment to MWBLSA Regional Executive Board Position**

**I.**

I pledge that if elected/appointed I will undertake any further preparation necessary to serve competently as a member of the MWBLSA Executive Board.

\_\_\_\_\_ **Please initial.**



**II.**

I pledge that if I am elected/appointed I will serve diligently and to the best of my ability at all times.

\_\_\_\_\_ **Please initial.**

I acknowledge that the requirements of this position may conflict with my academic or personal schedules from time to time. I agree to prioritize and de-conflict my schedule in order to ensure that none of the duties prescribed to my position, assigned by the Regional Chair, or assigned by the National Director of my position are neglected.

\_\_\_\_\_ **Please initial.**

*I have read and agree to comply with the following statement of commitment.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part III: Financial and Other Duties of a MWBLSA Regional Executive Board Officer**

I understand that as a Regional Executive Board Member, I will be responsible for attending all meetings either on my own or through financial assistance from my law school. I understand that my position may require significant financial resources and have adequately prepared for this situation. I also understand that if I am elected to the offices of Regional Chair or Vice Chair, I will have obligations to attend certain meetings of the Midwest Black Law Students Association Executive Board and/or its committees. Finally, I understand that I may be asked to perform duties other than those of my position in order to further the mission and goals of MWBLSA.

*I have read and agree to comply with the Duties of a MWBLSA Regional Executive Board Officer.* Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

**Part IV: Election Policy**

I understand that I must attend the final plenary session and participate fully in Candidate Speeches. I acknowledge that my failure to comply with any of the aforementioned obligations may result in my disqualification.

*I have read and agree to comply with the Elections Policy.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please email [mwblsa.advocacy@nblsa.org](mailto:mwblsa.advocacy@nblsa.org) if you have any questions.**

## **Initialed Copy of Job Descriptions for Interested Positions**

The following descriptions describe the duties of the Midwest Regional Executive Board positions under the 2022-2023 MWBLSA Constitution & Bylaws. **For each position where you are applying for office, please initial next to the positions' description.** Your initials acknowledge that you have read and understand the duties of the particular office.

For questions about any positions, please email [mwblsa.advocacy@nblsa.org](mailto:mwblsa.advocacy@nblsa.org).

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**SEE NEXT PAGES AND INITIAL  
WHERE APPROPRIATE.**

**THE REGIONAL BYLAWS  
OF THE  
MIDWEST REGION  
THE NATIONAL BLACK LAW STUDENTS ASSOCIATION**

**ARTICLE I. ELECTED AND APPOINTED REGIONAL OFFICER DUTIES, POWERS,  
AND RESPONSIBILITIES**

*Section A. The Regional Chair*

1. The general executive power of the Region shall be vested in its Regional Chair, who shall be elected by the Regional Assembly in a manner consistent with the Regional Governing Articles and Bylaws.
2. The Regional Chair shall be the chief executive officer of the Region, charged with the overall execution and enforcement of the policies, principles, programs, initiatives, and strategic direction of the Region. The Chair shall exercise general executive authority over the business of the Region, pursuant to Article I, Section 2, Subsection J of the NBLSA Bylaws
3. The Regional Chair shall serve as the official representative and spokesperson of the Region, promoting and addressing advocacy efforts on any relevant academic, systemic, and community issues to that end.
4. The Regional Chair shall have power to propose administrative policies for the proper operation of the functions and affairs of the Regional Board and the Region, generally. These policies shall be made public and may be reviewed by the Regional Assembly, at its discretion.
5. The Regional Chair shall be empowered to nominate eligible students for all vacancies on the Regional Board, with the advice and consent of the Regional Board. The Chair may directly appoint the members of any regional committee, except where otherwise stated in the Bylaws.
6. The Regional Chair shall be the presiding officer of the Regional Assembly and the Regional Board, as well as an ex-officio member of all Regional Committees. The Regional Chair shall be empowered to create ad-hoc committees with the concurrence of the Regional Board.
7. The Regional Chair shall have power to authorize and sign for the expenses and expenditures of the Region, in accordance with NBLSA's financial policies, and may review financial transactions in addition to the Regional Treasurer. The National Treasurer shall be informed, as applicable and prescribed by NBLSA policies.
8. The Regional Chair may delegate any express or implied authority to other Regional officers, committees, or groups. Such delegation does not absolve the Regional Chair of ultimate responsibility for the tasks, duties, and assignment given to their charge.
9. The Regional Chair may exercise any and all authority, responsibilities and privileges inherent or delegated to the office by the policies of NBLSA.
10. The Regional Chair shall exercise any duties, obligations, or missions that NBLSA, the Regional Assembly, or the Regional Board may assign.

*Section B. The Regional Vice-Chair*

1. There shall be a Regional Vice-Chair, who shall be elected by the Regional Assembly in a manner consistent with the Regional Governing Articles and Bylaws.
2. The Regional Vice-Chair shall be a senior executive officer of the organization, charged with assisting the Regional Chair with the overall operational management, direction, and advocacy efforts of the Region, as directed by the Regional Chair.
3. The Regional Vice-Chair shall serve as the chairperson of the Regional Grievance Committee, as well as manage the internal operations of the Regional Board, subject to the direction of the Regional Chair.
4. In the temporary absence or incapacitation of the Regional Chair, either realized or directly communicated, the Regional Vice-Chair shall be empowered to carry out the duties and powers of the Regional Chair until the absence or incapacitation is resolved.
5. In the case of a vacancy in the office of Regional Vice-Chair, the Regional Chair shall nominate a replacement, who shall require confirmation by the Regional Board.
6. The Regional Vice-Chair may exercise any authority, responsibilities and privileges inherent or delegated to the office by the policies of NBLSA or the Region.
7. The powers, authority, and responsibilities of the Regional Vice-Chair, not otherwise contained within the Bylaws, shall be stipulated in duly passed legislation from the Regional Assembly.
8. The Regional Vice-Chair shall exercise any duties, obligations, or missions that NBLSA, the Region, the Regional Chair, or the Regional Board may assign.

*Section C. The Regional Treasurer*

1. The Regional Treasurer shall be the chief financial officer, empowered to manage the expenditures and monitor the financial health of the Region. They shall be elected by the Regional Assembly in a manner consistent with the Regional Governing Articles and Bylaws.
2. The Regional Treasurer, along with the Regional Chair, shall be the primary officer in control of Regional assets and materials, and shall appropriately enforce Regional policies on their use.
3. They shall, in coordination with the Regional Chair, administer NBLSA financial policies, procedures, and controls pertaining to regional funds.
4. The Regional Treasurer shall be a signatory to all expenditures, along with the Regional Chair, in accordance with NBLSA financial policies and procedures.
5. The Regional Treasurer shall prepare such financial reports, layouts, and projections as may be required by NBLSA, the National Treasurer, the Regional Chair, and the Regional Board.
6. The Regional Treasurer shall, with the Regional Board, determine and allocate budgeted Regional funds for the purposes of executing the duties and responsibilities of the Region.
7. The Regional Treasurer shall be responsible for the creation of the Regional Budget, and shall submit it to the Regional Chair for review and approval, prior to National Board consideration.

8. The Regional Treasurer shall report on the organization's financial status to the Regional Board at each of its meetings, and shall present a final financial report to the Regional Assembly at its annual meeting.
9. The Regional Treasurer shall be the ex-officio chair of the Regional Finance Committee, and shall serve on the NBLSA Finance Committee.
10. They shall perform any other duties as assigned by the Regional Assembly, the Regional Board, or the Regional Chair.

*Section D. The Regional Secretary*

1. The Regional Secretary shall be the chief correspondence and records officer of the Region, and shall be elected by the Regional Assembly in a manner consistent with the Regional Governing Articles and Bylaws.
2. The Regional Secretary, or their designee, shall be responsible for taking minutes of the meetings of the Regional Board and recording the plenary sessions of the Regional Assembly.
3. The Regional Secretary shall maintain and administer the communications tools of the Region, including the email system, mass distribution lists, stationary, and other items.
4. They shall sign and necessary documentation, in consultation with the Regional Chair.
5. The Regional Secretary shall, in coordination with the Regional Vice-Chair and Director of Programming, maintain the Regional Programming Calendar and make it publicly available to the Regional Board and chapters of the Region.
6. The Regional Secretary shall compile, format, and maintain the reports of the Regional Board, and shall maintain a central repository of current and past reports.
7. The Regional Secretary shall, in consultation with the Regional Chair and Regional Vice-Chair, format and construct the agenda for the meetings of the Regional Board, as well as take part in the logistical planning of said meetings.
8. They shall perform any other duties as assigned by the Regional Assembly, the Regional Board, or the Regional Chair.

*Section E. The Regional Attorney General*

1. The Regional Attorney General shall be the chief external affairs officer of the organization, having purview over the social, political, and civic, engagement agenda of the Region. They shall be elected by the membership in a manner consistent with the Regional Governing Articles and Bylaws.
2. The Regional Attorney General works with the NBLSA Attorney General in executing NBLSA programming, initiatives, and objectives taking place in the Region and elsewhere. The Regional Attorney General, or their designee, shall take part in any NBLSA committees or working groups within the purview of their responsibilities.
3. The Regional Attorney General shall coordinate with local, state, and national political and civic leaders on addressing issues of concern within the Region. The Region's activities in this regard shall adhere to Regional and National policies on appropriate engagement with political, civic, and legal entities,

and shall not lobby for or against any particular policy, legislative act, or item of business before a political body.

4. The Regional Attorney General shall, in consultation with the Regional Chair, Regional Vice-Chair, and Regional Secretary, be empowered to prepare statements, memoranda, press releases, and “calls to action” on issues of concern.
5. The Regional Attorney General shall be the Chair of the Election Committee. Per conflict of interest the Regional Attorney General shall step down from this position.
6. They shall perform any other duties as assigned by the Regional Assembly, the Regional Board, or the Regional Chair.

*Section F. Regional Director of Thurgood Marshall Moot Court Competition*

1. The Regional Director of the Thurgood Marshall Moot Court Competition shall be the Regional officer in full charge of the execution, management, and administration of the competition as set forth by NBLSA policies.
2. They shall attend and participate in all NBLSA committees, meetings, and working sessions relevant to their administration of the competition.
3. They shall be in close and frequent contact with their counterpart on the NBLSA Executive Board.
4. They shall be empowered to appoint two (2) non-voting specialists to support their operations during their term. Such appointments must be made with the concurrence of the Regional Chair and shall be subject to the final approval of the Regional Board.
5. They shall work with the Regional Board to secure all necessary logistics, venues, and personnel to administer the competition, including bailiffs, judges, and other necessary persons.
6. They shall perform any other duties as assigned by the Regional Assembly the Regional Chair, or the Regional Board.

*Section G. Regional Director of the Constance Baker Motley Mock Trial Competition*

1. The Regional Director of the Constance Baker Motley Mock Trial Competition shall be the Regional officer in full charge of the execution, management, and administration of the competition as set forth by NBLSA policies.
2. They shall attend and participate in all NBLSA committees, meetings, and working sessions relevant to their administration of the competition.
3. They shall be in close and frequent contact with their counterpart on the NBLSA Executive Board.
4. They shall be empowered to appoint two (2) non-voting specialists to support their operations during their term. Such appointments must be made with the concurrence of the Regional Chair and shall be subject to the final approval of the Regional Board.
5. They shall work with the Regional Board to secure all necessary logistics, venues, and personnel to administer the competition, including bailiffs, judges, and other necessary persons.
6. They shall perform any other duties as assigned by the Regional Assembly, the Regional Chair, or the Regional Board.

*Section H. Regional Director of Community Service*

1. The Regional Director of Community Service Initiatives shall be responsible for planning and executing a strategy for the Region's community service outreach and programming.
2. The Director shall be empowered to advise the Regional Board of short-term and long-term organizational partnerships with non-profit and community organizations.
3. They shall be empowered to assist the Regional Attorney General, Regional Director of Advocacy and External Affairs, and the Regional Director of Programming in providing opportunities for social awareness programming and initiatives pertaining to relevant current events.
4. The Director of Community Service Initiatives shall be empowered to work with chapter counterparts to develop and execute Regional strategies, as well as develop chapter community service programs.
5. They shall perform any other duties as assigned by the Regional Assembly, the Regional Chair, or the Regional Board.

*Section I. Regional Director of Programming*

1. The Director of Programming shall be the chief programming officer of the Region, working with the Regional Board to implement the annual programming strategy of the Region and NBLSA, and to provide logistical support to substantive Regional officers carrying out programs under Regional initiatives.
2. The Director of Programming shall work with the Regional Convention Director to layout the substantive program of the Regional Convention.
3. They shall perform any other duties as assigned by the Regional Assembly, the Regional Chair, or the Regional Board.

*Section J. Sub-Regional Directors*

1. Sub-Regional Directors shall be liaisons from each sub-region to the Regional Board.
2. They shall work with the Regional Board to create programming opportunities for chapters and individual members within their respective sub-regions.
3. They shall work with the Regional Chair to promote active participation among the leadership and membership of local chapters in Regional events.
4. Sub-Regional Directors shall be empowered to advise the chapters under their jurisdiction on Regional and National policies.
5. They shall be empowered to work with other sub-regional directors to promote Regional unity through events and programming.
6. They shall perform any other duties as assigned

*Section K. Regional Chief of Staff*

1. The Chief of Staff will work with the Regional Board on various strategic initiatives and special projects for the Region.

2. The Regional Chief of Staff shall work with the Regional Chair, Regional Vice-Chair, and Regional Secretary on the logistics and planning of Regional Board meetings.
3. They shall support the Regional Director of Programming on planning and executing major Regional events, banquets, and meetings.
4. They shall work with the Regional Chair on organizational strategy formulation across the academic year and on the creation of organizational objectives and plans.
5. Under the direction of the Regional Vice-Chair, they shall follow up on logistical and operational aspects of Regional programs and initiatives, providing support to the appropriate officer or program lead.
6. The Chief of Staff shall work with the Regional Chair and Regional Board to maintain and cultivate important strategic relationships with corporate, political, and civic contacts and entities.
7. They shall perform any other duties as assigned by the Regional Assembly, the Regional Chair, or the Regional Board.

*Section L. Regional Historian*

1. The Regional Historian shall be the primary officer in charge of the archives and other documents of the Region. They shall be empowered to record and collect various pieces of Regional business, programs, and initiatives for posterity.
2. They shall work with the Regional Board to create a central repository of older Regional documents, Regional pictures and media, as well as more antiquated business records.
3. They shall work with the Regional Chair, Regional Vice-Chair and the Regional Board to provide a narrative account of the history of MWBLSA and may utilize the resources of the Region to develop such history in a manner that may be shared on the local, regional, and national levels.
4. They may work with the Regional Secretary and the Regional Director of Communications to maintain the social media presence of the Region.
5. They shall perform any other duties as assigned by the Regional Assembly, the Regional Chair, or the Regional Board.

*Section M. Regional Parliamentarian*

1. The Regional Parliamentarian shall be the primary resource to the Regional Assembly, the Regional Board, and the Regional Chair on parliamentary procedure and the interpretation of Regional and National policies.
2. They shall chair the Regional Governing Articles and Bylaws Committee.
3. They shall serve as an ex-officio member of all Regional Committees.
4. The Parliamentarian shall advise the presiding officer and the Regional Assembly of the rules of the Convention and Regional policy, where necessary and appropriate.
5. They shall perform any other duties as assigned by the Regional Assembly, the Regional Chair, or the Regional Board.

*Section N. Regional Financial Secretary*



1. The Regional Financial Secretary shall work under the direction of the Regional Treasurer to monitor and manage the Region's financial operations and administer Regional and National financial procedures.
2. They shall be responsible for the receipt of Regional revenue, a thorough accounting of received funds, and its prompt deposit into the Region's chosen financial institution(s).
3. They shall administer the Regional Board's banking relationship database, working with the Regional Treasurer to maintain the Region's relationships to its financial institution(s).
4. The Regional Financial Secretary shall, upon request, prepare with the Regional Treasurer a set of financial projections for Regional convention expenses, competition expenses, and other projections as the Regional Chair or the Regional Board may require.
5. They shall perform any other duties as assigned by the Regional Assembly, the Regional Chair, or the Regional Board.

*Section O. Regional Convention Director*

1. The Regional Convention Director shall lead and primarily execute the development of the annual Regional Convention.
2. They shall serve as chair of the Regional Convention Steering Committee, and shall coordinate its work in furtherance of conference development.
3. They shall work with the Regional Director of Corporate Relations, the Regional Treasurer, and the Regional Chair to develop a budget and sponsorship strategy for the Convention and associated events.
4. The Regional Convention Director shall be empowered, under the direction of the Regional Chair and Regional Board, to review and select sites for future regional conventions, develop the programming agenda, and devise a marketing strategy.
5. They shall perform any other duties as assigned by the Regional Assembly, the Regional Chair, or the Regional Board.

*Section P. Regional Director of Communications*

1. The Regional Director of Communications shall be the chief marketing and publicity officer of the Region, working with the Regional Secretary to manage the internal and external communication for the Region.
2. They shall be responsible for working with the Regional Board and appropriate officers, thereof, in providing a marketing strategy for Regional events, initiatives, and programs.
3. The Regional Director of Communications shall manage the public facing communication interfaces of the organization, including social media outlets, the Regional website and blog pages, and like instruments.
4. The Regional Director of Communications shall maintain, in consultation with the Regional Director of Membership.
5. The Regional Director of Communications shall work with the Regional Chair, Regional Vice-Chair and Regional Chief of Staff to further certain initiatives.
6. The Regional Director of Communications shall sit on the Convention Committee, and Academic and Leadership Retreat Committee.

7. They shall perform any other duties as assigned by the Regional Board or by the Regional Chair.

*Section Q. Regional Director of Corporate Relations*

1. The Director of Corporate Relations shall develop and execute the Region's business development efforts and its corporate sponsorship strategy for Regional programs, events, and initiatives.
2. With the Regional Board, the Director shall develop a robust sponsorship program with sufficient benefits, recognition, and access to attract and maintain corporate sponsorship relationships.
3. They shall maintain a robust network of past, present, and targeted corporate sponsors, as well as past documentation of sponsorship correspondence.
4. They shall develop sponsorship materials and marketing for use with potential sponsors, and shall serve as the Regional point of contact for corporate sponsors and their affiliates.
5. They shall maintain a close relationship with the National Director of Corporate Relations, as well as work with Regional chapters on developing sponsors for local events.
6. They shall be empowered to appoint one (1) corporate relations specialist for each sub-region to assist in the execution of the Region's corporate relations strategy. Such appointments must be made with the concurrence of the Regional Chair and shall be subject to the final approval of the Regional Board.
7. They shall perform any other duties as assigned by the Regional Assembly, the Regional Chair, or the Regional Board.

*Section R. Regional Director of Career and Professional Development*

1. The Regional Director of Career and Professional Development shall be responsible for the development of the Region's annual job fair event, and shall be empowered to work with individual chapters on the development of similar programs, initiatives, and strategies for BLSA members
2. They shall direct, plan, and coordinate the exhibit hall floor events related career development at the site of the annual Regional Convention.
3. They shall be responsible for maintaining and cultivating contacts with private sector firms, public sector agencies and firms, and other avenues of employment for the purposes of future events, collaboration, and other joint initiatives of merit for Regional participation.
4. They shall be responsible for the development and/or maintenance of a Regional Professional Resource Bank which shall include, but not limited to, information on successful networking, professional skills, interviewing tips, and any open employment/internship/externship opportunities that may arise.
5. They shall perform any other duties as assigned by the Regional Assembly, the Regional Chair, or the Regional Board.

*Section S. Regional Director of Membership*

1. The Director of Membership shall administer the membership operations of the Region.

2. They shall maintain the Region's membership databases and administer the chapter voting strength certification process for the Regional Assembly at the Regional Convention.
3. They shall work with the Regional Chair and relevant officers to identify inactive chapters or chapters with low membership and develop strategies for reactivation or further membership development.
4. They shall advise the Regional Board and Region's chapters on the status of NBLSA membership policies, including dues levels.
5. They shall serve as the chair of the Regional Membership Committee.
6. They shall perform any other duties as assigned by the Regional Assembly, the Regional Chair, or the Regional Board.

*Section T. Regional Director of Alumni Affairs*

1. The Director of Alumni Affairs shall work with the Regional Chair to cultivate strong partnerships and maintain an active Regional alumni network.
2. They shall work with the Regional Board to create programming opportunities for chapters and individual members to interact and network with Regional alumni.
3. They shall work with the Regional Chair and relevant officers to involve alumni in relevant events, initiatives, and programming. The Director shall work with the Regional Secretary and Regional Director of Communications to maintain robust communication outlets which reach these groups.
4. They shall perform any other duties as assigned by the Regional Assembly, the Regional Chair, or the Regional Board.

*Section V. Regional Director of Social Action*

1. The Director of Social Action shall work with the Director of Advocacy and External Affairs to promote awareness of Social Issues in the Black Community.
2. They shall provide further recommendations to the Regional Chair and Regional Vice-Chair on social action initiatives that further diversity, and may work with the Regional Board and individual chapters to achieve those ends.
3. They shall serve as the Chair of the Advocacy and Social Action Committee.
4. They shall perform any other duties as assigned by the Regional Assembly, the Regional Chair, or the Regional Board.

*Section W. Regional Director of Advocacy and External Affairs*

1. The Director of Advocacy and External Affairs shall work with the Regional Attorney General to promote the social advocacy efforts of the Region.
2. They shall be empowered to create programming and highlight initiatives to bring awareness to issues pertaining to diversity, civil rights, and other relevant issues in the broader community, and may work with the Regional Board and individual chapters to achieve those ends.
3. They shall serve as a resource liaison to the Advocacy and Social Action Committee.
4. They shall perform any other duties as assigned by the Regional



Dear Election Committee of the Midwest Region of the National Black Law Students Association and the Regional Executive Board,

This letter is to certify that \_\_\_\_\_ is a financial and active member, in good standing, with the \_\_\_\_\_ Chapter of the Black Law Students Association at \_\_\_\_\_ College of Law.

During the 2021-2022 academic year, \_\_\_\_\_ served as the \_\_\_\_\_ (local board position) and had an active role in serving as a liaison for members of their class. \_\_\_\_\_ went above and beyond their assigned roles and duties in the \_\_\_\_\_ Chapter Constitution and Bylaws to support the local chapters initiatives, goals, and events.

During this current academic year (2022-2023), \_\_\_\_\_ serves as the \_\_\_\_\_ of the local chapter. Since \_\_\_\_\_ was elected, they have been one of the most active participants on the executive board and have helped plan, coordinate, and facilitate activities and events throughout the fall semester.

\_\_\_\_\_ would be a great addition to the MWBLSA Regional Board based on their hard work and dedication to the \_\_\_\_\_ BLSA Chapter.

If I may be of any further assistance or provide any further information about \_\_\_\_\_, please contact me (email address) or (phone number). Thank you for your time.

Best,

President of Local Chapter Name

President, \_\_\_\_\_ Chapter of the Black Law Students Association at (insert University or College name)