

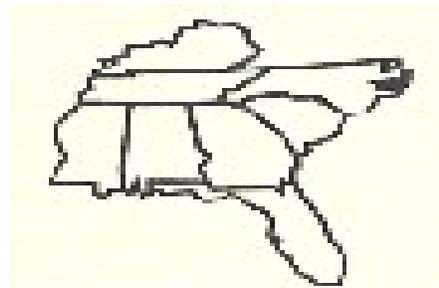
Region IV
Blacks In Government, Inc.



Alabama

Florida

Georgia



Kentucky

Mississippi

North Carolina

South Carolina

Tennessee

Policies and Procedures Manual

October 2014

Summary of Changes

Revision 001. Format Change of Manual

Revision 002. Section VIII. Honorary Awards Program (approved April 2014)

1. New—**Eligibility Requirement**, page 25
2. New—**Documentation**, page 25
3. New—**Nominations**, page 25
4. Revised **item #7** to include “electronic mail”, page 26

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SECTION I. DATES TO REMEMBER

Winter	Executive Committee Meeting
March 31	Region IV Assessments
	Articles for Region IV Newsletter in hand of Chair, Communications and Public Relations Committee
Spring	Executive Committee Meeting
	Region IV Training Conference, except when hosting National Training Conference
	Region IV Council Meeting Election of Nominating Committee
Summer	Executive Committee Meeting
August	BIG National Training Institute
September	Articles for Region IV Newsletter in hand of Chair, Communications and Public Relations Committee
Fall	Executive Committee Meeting
	Region IV Council Meeting
	Region IV Elections

SECTION II. EXECUTIVE COMMITTEE POLICIES

PREAMBLE: RESCINDING OF PREVIOUS POLICIES. Effective August 8, 1992, all previously established Executive Committee policies are hereby rescinded.

POLICY

- 1 **TRAVEL.** The policy for travel of the Region IV Executive Committee member is as follows:

Scope. This policy shall apply to members of the Regional Executive Committee and those persons traveling on official business for Region IV.

Responsibilities. Responsibility for implementing reimbursements for travel shall be in accordance with the Regional Bylaws, Article XIII, Sections 1 and 2 (Expenses and Reimbursements).

Entitlement. Each traveler shall be authorized individual lodging accommodations in accordance with provisions set forth in Article 13, Sections 1 and 2 (Expenses and Reimbursements) or the Regional bylaws.

- 2 **PETTY CASH FUND.** It shall be the policy of the Region IV Executive Committee that the Secretary and Assistant Secretary shall have a continuing petty fund of \$100 and \$50, respectively. This fund will be replenished upon proper documentation.
- 3 **TREASURER'S REPORT.** It shall be the policy of the Region IV Executive Committee that the Treasurer shall send to the Assistant Treasurer copies of all bank statements within 10 days of receipt.

SECTION III. REGION IV COUNCIL POLICIES

POLICY

- 3:01** **Region/Host Chapter Fund Split.** Any funds raised in conjunction with the Council and Host Chapter shall be split 50 percent and 50 percent, respectively. (*Council Meeting Minutes dated 26-27 May 1984; 12 April 1997; and revised and approved per minutes of the Region IV Council, 13 June 2009, in Birmingham, Alabama (page 9, paragraph 19c).*)
- 3:02** **Region.** It shall be the policy of the Region IV Executive Committee that the Secretary and Assistant Secretary shall have a continuing petty fund of \$100 and \$50, respectively. This fund will be replenished upon proper documentation.
- 3:03** **Fall Council Meeting Location.** At the 2005 Fall Council Meeting in Huntsville, Alabama, the Council voted to have all Fall Council Meetings in Atlanta, Georgia, hosted by the Region IV Executive Committee (*Council Meeting minutes dated Fall 2005*).
- 3:04** **Community Service Project Policy.** Region IV will perform a community service project during each meeting of the Region IV Council as follows:
1. The Program and Planning Committee will determine the project.
 2. Support by Council members is strictly voluntary, but will be a commitment on the part of the Program and Planning Committee members.
 3. If expenses are incurred (such as prizes, socks, lotion, towels, puzzle books, etc.) to nursing home patients in Bingo games or toys for children, the items will be donations from those participating in the projects or sponsorships sought by the committee members.
 4. Projects will be geared toward human resources rather than financial resources.
 5. Suggested Projects:
 - a. Women and children's shelters
 - b. Nursing homes (i.e., read to patients, write letters for patients, sing to patients, play Bingo with patients).
 - c. Children in hospitals
 - d. Voter registration and information.
 - e. Go to school and read to preschoolers.
 - f. Donate canned goods to a food pantry.
 - g. Donate pet food to a humane shelter.

6. Suggested partners:
 - a. National Association for the Advancement of Colored People (NAACP).
 - b. HIV/AIDS agencies.
 - c. Council of Negro Women.
 - d. Sickle Cell Anemia Organizations.
 - e. Blood mobiles.

(Revised and approved minutes of the Region IV Council, 31 October 2009, in Atlanta, Georgia, page 12, paragraph 39).

3:05 **Credit Card Policy and Procedures.** It is the policy of the Regional Council to permit the use of a credit card issued on behalf of the Regional Council to procure only those items and services, which are required to perform the Regional Council's mission.

Purpose. This policy provides the guidelines for Region IV Regional Council (Regional Council) to obtain, use, maintain and terminate a credit card account for use by Regional Council officers for purchasing supplies or services needed for program activities. The scope of this policy includes authorization for obtaining a credit card, issuance of a card to officers, allocation of expenditures to proper accounting categories, payment of card invoices, record keeping and policy revisions. It is the intent of this policy and the associated procedures to create and maintain consistency with existing internal financial controls for issuing checks and other accounting and budgeting requirements.

History. In January 2010, the Regional Council Executive Committee approved an action to obtain credit cards for use by the Regional Council Treasurer and President who will be the primary and first level of authorized users. Alternate, secondary authorized users, will be the Regional Council Assistant Treasurer and Executive Vice President.

Procedures. The Regional Council Executive Committee designated the Regional Council Treasurer as the responsible party for issuance, accounting, monitoring, retrieval, and general oversight for compliance with this Credit Card Policy.

The Regional Council Treasurer shall collect and attach the original receipts to the credit card statement on which the charges appear within 10 days of receipt of the master statement.

The Regional Council Treasurer shall pay the credit card bill in full each month, prior to the due date, to ensure that the Regional Council incurs no interest charges.

Only those officers authorized and who have signed Region IV Form 4, Credit Card User Agreement, may use the Regional Council credit card.

The authorized officers shall use the credit card only to purchase goods and services for the official business of the Regional Council. This policy strictly

prohibits personal use of the card. When the Regional Council Treasurer discovers personal use of the card, the Treasurer will remove the card user from the account and the Regional Council will assess to the user cost of personal items, including tax, and interest. The cardholder will repay the Regional Council any unauthorized charges on the credit card within thirty (30) days of the date of notification.

All purchases must be in accordance with the approved Regional Council budget.

All authorized users of the Regional Council credit card shall submit documentation detailing the goods or services purchased; the cost of the goods or services purchased; the date of the purchase and the official business reason for the purchase to the treasurer immediately or no less than five (5) days of purchase.

All authorized persons issued a credit card are responsible for its protection and custody and shall immediately notify the credit card company and the Regional Council Treasurer, if the credit card is lost or stolen. The Regional Council Treasurer will verify and ensure notification of the lost or stolen card.

NOTE: PERSONAL USE OF THE REGIONAL COUNCIL CREDIT/DEBIT CARD IS STRICTLY PROHIBITED.

Officer Transition. Any Regional Council Officers issued a credit card shall return the card within thirty (30) days of the date of the election where he/she either did not, for whatever reason, continue in the position authorized to use the Regional Council credit card.

When the Regional Council elects a new treasurer, the outgoing treasurer will ensure that the newly elected treasurer receive an orientation on the credit card policy and procedures within thirty days after the election. In addition, the outgoing treasurer will complete all necessary banking information to ensure a name change on the credit card by December 31 of the election year.

To ensure an orderly and thorough transition, the Regional Council Treasurer will transfer all files or statements regarding the credit card to the newly elected treasurer by December 31 of the election year. This will include a list of any outstanding items that still need completion.

Revision. The Regional Council shall review this policy at least every two (2) years. If the Regional Council revises the policy in a way that affects card users, the treasurer shall provide the user with a formal orientation on the new provisions immediately after the approval or within five (5) days.

(Approved on May 15, 2010, in Jackson, Mississippi.)

3:06 Hosting the Regional Hospitality Suite During the National Training Institute Policy and Procedures. It is the policy of the Regional Council to permit a member of the region to occupy the Regional Hospitality Suite on behalf of the region during the national training institute.

Purpose. This policy provides the guidelines for Region IV Regional Council

(Regional Council) to solicit, select, use, and maintain the Region's hospitality suite during the National Training Conference (NTC). The scope of this policy includes authorization for selecting a member to host the hospitality suite, use of the hospitality suite, and allocation of expenditures to equip the hospitality suite.

History. In November 2009, the Regional Council approved the creation of a policy to select a member of the Region to serve as host of the Region IV Hospitality Suite during the NTC. The national organization and the Region will co-fund the hospitality suite.

Procedures. Any member desiring to host the Regional Hospitality Suite during the NTC must be a member in good financial standing with the national organization and with a chapter in Region IV. The chapter must be in good financial standing with the Regional Council.

The member must submit his or her name to the Regional Council President and Secretary at least four (4) months prior to the starting dates of the NTC.

The Regional Council Executive Committee will verify the financial status of the member and notify the selected member at least three (3) months prior to the starting date of the NTC.

The Executive Committee will select no member to host the hospitality suite in consecutive years unless he/she is the only member requesting to host the suite.

The Executive Committee will give priority to a member who has never hosted the hospitality suite over a member who served as host before.

The selected member must be willing to:

- Keep the hospitality suite open between the hours of 7:00 PM and 1:00 AM for the convenience of the Region.
- Equip the hospitality suite with condiments required and paid for by the Region.
- Accept responsibility for any incidental charges above room and taxes to the room.

The Regional Council will not be responsible for providing financial support to the selected member to attend the NTC to discharge his/her duties regarding the hospitality suite.

The Regional Council will allow the selected member to reside in the suite for the full time the Regional Council has occupancy of the suite. If the suite is a two-bedroom suite, the selected member will determine if he/she will accommodate additional members and allow them to have access to the suite. The additional member must be a Region IV BIG member in good financial standing with the national organization.

(Approved on May 15, 2010, in Jackson, Mississippi.)

3:07 **Council Representative Seating Policy and Procedures.**

Purpose. Region IV Regional Council (Council) recognizes that each chapter in the region can have representation on the Council in the form of three (3) chapter members elected by the chapter membership. The chapters may also elect three alternates. (Article III, Section 2). Therefore, the Council is establishing the following policy on seating chapter representatives on the Council. This policy outlines the requirements of the chapter and member to hold representation on the Council.

Chapter Requirements.

1. Before a chapter can have representation on the Council, it must be in good financial standing with the Council (Article III, Section 3). (Good financial standing with the Council is payment of all regional dues or assessments owed to the Council.) The Council shall base each chapter's annual dues on the number of chapter members on the national membership roster as of December 31 for the ensuing year. Dues are payable by March 31 of each year (Article XIV, Section 1). *(The National Board of Directors and the National Delegates Assembly opined that as long as a chapter has a charter, regardless of the number of members it has, it can remain a member of the Council if it meets all the other requirements of the Council.)*
2. The chapter must elect their representatives and alternates to the Council (Article III, section 2).
3. The Chapter President or Secretary (with a copy to the president) should submit the names of the persons representing the chapter to the regional Council Assistant Treasurer for certification thirty days before the start of the council meeting.

Member Requirements.

1. Before a chapter member can sit on the Council, he or she must be a "Regular" member in good financial standing with the national organization and the chapter (Article III, Section 4). Good financial standing is having a current financial membership in the national organization and the chapter.)
2. The chapter member's name must appear on the national membership roster at least thirty days before the start of the council meeting unless the chapter is less than thirty days old.
3. The Assistant Treasurer will use the most current national roster for verification of national membership payment.
4. If the member does not appear on the national membership rolls as current at the start of the Council meeting, the member must show proof of payment to the national office of his or her membership.
5. When presenting a check as proof of payment, the member must show that the national office deposited the check. (The member can do this by showing both sides of the cancelled check.)

6. If the member does not have the returned check, he or she can show the letter transmitted to the national office with the member's name, a copy of the check transmitted with the letter for payment, and a copy of the return receipt from the postal service as proof of mailing payment to the national office.

Certification of Primary Representative/Alternate Council Members.

1. The assistant treasurer shall prepare two (2) certification rosters, one for primary representatives and one for alternate representatives.
2. The assistant treasurer shall prepare color-coded badges to represent primary and alternate representatives (the color will be at the assistant treasurer's discretion).
3. The council members shall present themselves at the certification table to be certified with his/her picture ID for verification.
4. The member shall verify the correct spelling of his/her name, their membership status, (lifetime, gold plus or regular membership).
5. The assistant treasurer and/or his/her assistant will determine the correct roster for signature.
6. Once all data has been verified and the appropriate roster has been signed, the representative will be presented with his/her badge and meeting material.
7. To ensure that each chapter has no more than three (3) primary representatives seated on the council floor at any given time, the following steps have been implemented:
 - (a) If a primary representative is unable or unwilling to remain on the council floor, the chapter president or their designated representative may identify an alternate representative to replace the primary representative.
 - (b) The alternate representative along with the president or designated representative will return to the certification table so that the replacement representative can sign in on the primary roster and the president or designated representative can effect their initial on the sign in.

3:08 Transition of Officers Policy and Procedures.

Overview. The Region IV Council (Council) selects new officers annually. This policy is enacted to encourage and assist outgoing officers to leave their position gracefully. How does the Council ensure that the new officers are ready to continue to provide the organization with strong leadership? Through an effective transition, the incoming officers will be able to learn from the experience of the previous officers and offer continuity and continued growth for the organization. A smooth officer transition will not only improve the abilities of newly elected officers, it will decrease the amount of time each officer spends "learning" the new position

Purpose. A well-defined leadership transition plan is:

- The responsibility of both the outgoing and incoming officers.
- A transfer of significant organizational knowledge.
- A way to help the Executive Committee avoid starting over or starting from scratch every two years.
- A way to minimize the confusion of leadership changeover.
- A way to increase the knowledge and confidence of the new leadership.
- A way to give outgoing leaders a sense of closure.

This policy provides guidelines for use by Council officers for changeover of elected and appointed officers and committee chairpersons of the Council. The scope of this policy includes all appointed elected and appointed positions of the Council. The intent is to create and maintain consistency with transitioning officers and committee chairpersons of the Council.

Policy. Outgoing officers who fail to adhere to the policy may be subjected to disciplinary action by the Council, depending on the circumstances. It is the policy of the Council to use Region IV Form 5, Transition Checklist, for the changeover of Council officers and committee chairpersons to perform the Council's mission.

Procedures.

Officer Transition Checklist—The following is a list of specific transition information that new officers should acquire prior to taking office. This is not an exhaustive list; please add office specific information resources tailored to your particular needs to the Region IV Form 5.

Officer Specific Materials:

- ✓ A copy of the constitution, bylaws, Council policies, and procedures.
- ✓ Officer Job Description – as outlined in the Council bylaws and revised by outgoing officer.
- ✓ Goals and objectives from the last year.
- ✓ Status report for ongoing projects.
- ✓ Previous meeting minutes and officer reports.
- ✓ Financial Records/Budget relating to officer position.

Financial Transition—When the Council elects new financial officers (president, executive vice president, treasurer, or assistant treasurer), the current or outgoing Treasurer shall complete all necessary banking information to ensure that the newly elected officers' names appear on the bank account by December 31 of the election year.

To ensure an orderly and thorough transition, the Council Treasurer shall transfer all files or statements regarding the checking account to the newly

elected Treasurer by December 31 of the election year. This will include a list of any outstanding items that still need completion.

Officer Transition Meeting—At the conclusion of the Fall Council meeting, the Executive Committee shall orient the incoming officers with all of the outgoing officers. This process provides the new leaders with an opportunity to understand roles and to start building the new leadership team. During this meeting, the outgoing officers should pass to the incoming officers all necessary information and materials for an effective transition. If the information or material is not available at this meeting, then the outgoing officer shall make it available to the incoming officer by December 31 of the election year. The exchange of information and materials will be fully documented on Region IV Form 5. Failure to transition as described herein may result in exclusion of outgoing officer from holding office in the future.

3:09 Travel Expenditure and Reimbursement Policy.

Purpose.

1. The purpose of this policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, (c) to provide a uniform and consistent approach for the timely advancement of funds, and (d) the timely reimbursement of authorized expenses. The Region IV Regional Council recognizes that the Executive Committee, members of the Council, and others may be required to travel and incur expenses to conduct Council business in the furtherance of the mission of the region. All expenses and reimbursements will be in accordance with Article XIII, Sections 1 and 2 of the Region IV Bylaws. Therefore, this policy on travel, expenditures and reimbursement was established.
2. When incurring expenses, the Council expects officers, members and others to:
 - a. Exercise discretion and good judgment with respect to those expenses.
 - b. Be cost conscious, and spend the Council's money as carefully and judiciously as possible.
 - c. Report expenses on Region IV Form 6, Request for Payment/Reimbursement of Non-Travel Related Expenses, or Region IV Form 7, Request for Payment/Reimbursement of Travel-Related Expenses, supported by required documentation.

Travel.

1. **Privately Owned Vehicle (POV).** Reimbursement for privately owned vehicles is limited to round trip mileage at the approved rate of \$0.40 per mile. If more than one member is traveling in the POV, only the owner is entitled to reimbursement. Maintenance and repairs of POV's

are not reimbursable and are the responsibility of the owner.

2. **Rental Car.** Travelers should make advance car rental reservations and utilize discounts and promotions if available to receive the lowest possible rates. Reimbursement will only be for the car rental fee and actual gasoline purchased from the beginning date to the ending date of the trip accompanied by receipts or mileage. If more than one authorized member is traveling in the rental, only the member whose name appears on the rental agreement is entitled to reimbursement.
3. **Commercial Travel** (airline, train or bus). Travelers should make their reservations as soon as possible to ensure the lowest possible economy rate. The traveler is entitled to reimbursement for the commercial transportation ticket, round trip mileage at the approved rate from their residence to and from the commercial transportation departure location, or round trip local transportation to and from the commercial transportation departure location, and parking at that location if utilized. All expenses incurred must be accompanied by receipts with the exception of mileage.

Lodging. Lodging is made by a negotiated contract with a specific hotel. Reservations are normally made via a rooming list, and paid by the region from the Master Account. Those desiring to stay at a hotel not selected by the Region will only be reimbursed the negotiated room rate of the hotel selected by the region. Members are responsible for canceling hotel reservations with the hotel by the deadline, and notifying the Regional Council President or the Executive Vice President of the cancellation. If the member is unable to attend, and fails to cancel the room by the deadline the member is responsible for all cost charged to the region. If hotel reservations are made, and a member does not check-in or utilize the room, that member is responsible for charges to the region. The member must reimburse the region within 10 days of notification

Parking and Tolls. Parking and tolls, including charges for hotel and airport parking are reimbursable. Receipts for all parking are required, and receipts for tolls over \$5.00. The cost of parking tickets, fines, car washes and valet service, etc., are the responsibility of the member, and are not reimbursable.

Other Reimbursable Expenditures. The following is a list of other reimbursable expenses. The list is not all inclusive:

- Certificates & Plaques.
- Professional Services.
- Postage & Shipping.
- Expense for approved invited guest.
- Printing & copying.

Non-reimbursable Expenditures. The following is a list of non-reimbursable

expenses. This list is not all inclusive:

- Travel insurance.
- First-class tickets or upgrades.
- Reimbursement for local transportation between the primary meeting and lodging site to an alternate lodging site.
- The cost of limousine travel.
- Movies, liquor, or bar costs.
- Spa or exercise charges.

Travel Expense Voucher.

1. Travel expenses will not be reimbursed without a completed, itemized, signed Region IV Form 6 or 7 with all associated receipts. Itemized credit card bills and cancelled checks with clearly identifiable matching charges and/or purchases are acceptable if receipts are not available. Tolls up to \$5 are reimbursable without a receipt.
2. All completed vouchers must be submitted within 30 days. Expenses incurred during the month of December should be submitted by December 31st if at all possible to ensure that those costs are included in the calendar year that the expense was incurred.

Advances.

1. Members may request in writing that the Regional Treasurer/Assistant Treasurer purchase their commercial transportation ticket. If the request for an advance ticket is purchased by the Region (100%) and the ticket is not used, the member is responsible for the actual cost of the ticket to be refunded to the Region within 60 days.
2. Upon written request and with proper documentation of projected expenses, members may be advanced up to 80% of expected out-of-pocket expense for travel and 100% for purchases and approved orders with appropriate receipts and/or invoices. Advances should be sent as soon as possible but not later than 10 days of the request.

Reimbursement.

1. Members will be reimbursed by the Regional Treasurer or another authorized member of the Executive Committee upon submission of their completed expense voucher unless:
 - a. The account has less than \$500,
 - b. The traveler is indebted to the Region, in which case the amount owed the Region is deducted, or
 - c. If there is a legitimate reason for the traveler not to be reimbursed at the time the claim is submitted.

If the voucher is not paid upon submission, the Treasurer/Assistant Treasurer must notify the member in writing within ten (10) calendar days as to the reason the voucher has not, or will not be paid.

2. Completed and signed expense voucher(s) and with receipts/invoices may be sent via U.S. mail, fax or via email (with a scanned in signature) to the Regional Treasurer who must submit reimbursement within 10 calendar days according to the Bylaws.
3. If it was determined that the voucher will not be paid, the member has a right to appeal this decision, in writing, to the Executive Committee within 15 calendar days of receipt of the notification for disposition.
4. The Treasurer/Assistant Treasurer will timely follow-up in writing with a copy to the Executive Committee on all disputed claims and provide such documentation upon request. The Treasurer will immediately notify the Executive Committee in writing when the account is less than \$1,500.00 and request that no travel or meetings are scheduled that would require funding by the Region until the account can support such expenses.

NOTE: *Exceptions may be made for travel and lodging if justifiable, unforeseen family and work emergencies exist which cause the member to be unable to meet his/her responsibilities.*

(Approved on April 14, 2007, Regional Council Meeting, Louisville, Kentucky.)

SECTION IV. STANDING RULES OF REGION IV COUNCIL MEETINGS

- Rule 1 The general authority controlling this Regional Council meeting shall be the National Constitution, National Policies and Procedures, Region IV Council Bylaws, Region IV Policies and Procedures, these Standing Rules, and Roberts Rules of Order, newly revised.
- Rule 2 The Regional Council President shall appoint a Sergeant-At-Arms whose responsibility is to assist the Regional Council in maintaining order and decorum at all times to assure that the business of the Council is transacted fairly and judiciously.
- Rule 3 The Parliamentarian shall give parliamentary opinions upon request by the chair or by members of the Regional Council. Shall assist members in presenting motion to the body, if requested, to assure that the business of the Council is transacted fairly and judiciously.
- Rule 4 Only Representatives (3), or alternates (3), or a combination thereof of Chapters in good financial standing with the Region and National Office shall be seated on the Council. The Regional Treasurer and Assistant Treasurer shall be responsible for the verification of eligibility of Council Representatives and alternates to be seated on the Council. Alternates assume the full right of their chapter representatives when substituting. No chapter shall have more than three (3) representatives—elected, alternates, or a combination.
- Rule 5 The quorum of the Regional Council is defined in the Regional Bylaws. If at any time after the Council has been called to order and is in session with less than a quorum, the Parliamentarian shall notify the Regional Council President that the body fails to have a quorum and any and all action of the body taken after notification is unofficial and nonbinding on the Council.
- Rule 6 All business shall be brought before the Council by a motion of a member or by the presentation of a communication to the Council.
- Rule 7 Members must be recognized by the Chair of the Council before addressing the body. Members addressing the Council after being recognized by the Chair shall first state his/her name and chapter.
- Rule 8 Before any subject is open to debate, it shall be put in the form of a motion, properly seconded and stated by the Chair. Debate shall be restricted to voting members of the Council; however, nonvoting members may address any subject if there is no objection from members of the Council.
- Rule 9 After a question has been stated by the Chair, it becomes the property of the body; the maker shall not be allowed to withdraw or modify it, except by obtaining permission from the body. The maker of the motion has the right to speak to the motion before any other member of the Regional Council.

- Rule 10 Discussion shall be limited to 2 minutes for each speaker and no speaker shall speak more than twice on any one issue. No speaker shall speak a second time before each member has had the opportunity to speak.
- Rule 11 These rules shall require a simple majority vote by the Council members for adoption. These rules may also be suspended by a two-thirds (2/3) majority vote of Council members.



SECTION V. CHAPTER REPORT FORMAT

CHAPTER NAME

ADDRESS, CITY, STATE, ZIP CODE

DATE

OFFICERS

President	Johnny Smith
First Vice President	Wanda Bonham
Second Vice President	C. Jacquie Beatty
Third Vice President	Willie Thomas
Secretary	Katie Course
Assistant Secretary	Gwendolyn Sanderlin
Treasurer	Jeffery Wilson
Assistant Treasurer	Willie Tillman
Historian	James Cain
Parliamentarian	Anthony Rhodes
Membership Chair	Jenelle Archie

COUNCIL REPRESENTATIVES

Paula LaCount
 Dr. Tony Webster
 Peggy Wilson

ALTERNATE COUNCIL REPRESENTATIVES

Queen Daniel
 Alphonse Taylor
 Daniel Thomas

MEMBERSHIP

On roll as of 31 December 2010 85
 On roll as of 31 March 2011 100

CURRENT INITIATIVES

Historically Black Colleges and Universities (HBCU) initiative with US Army Engineer Research and Development Center, Jackson State University, and Alcorn State University. BIG is the liaison to encourage the Command to hire students and graduates of the HBCU.

REGION IV PARTICIPATION

Bobbie Bingham Morrow
 Policies and Procedures Manual Coordinator

NATIONAL PARTICIPATION

Dr. Doris Sartor, Chair,
 Program and Planning Committee

CHAPTER ACTIVITIES

- 17 Jan 11 Rev. Dr. Martin Luther King, Jr., Birthday Memorial Celebration.
- 20 Feb 11 Black History Month Program.
- 20 Apr 11 Hosted reception for COL Robert Crear, African American Commander, Vicksburg District

UPCOMING CHAPTER ACTIVITIES

- 19 May 11 Annual Scholarship Awards.
- 11 Jun 11 Fourth Juneteenth Celebration
- 11 Oct 11 Meet the Candidates Forum sponsored jointly by BIG, Vicksburg Branch NAACP, Delta Sigma Theta Sorority, Inc., and Omega Psi Phi Fraternity, Inc.
- 19 Oct 11 Breast Cancer Awareness Forum

**If Chapters choose to use the reverse of the page to list officers, members, etc., place SEE REVERSE at the bottom center of this page.*

*SEE REVERSE

SECTION VI. CHAPTER ASSISTANCE PROGRAM

(Approved in Birmingham, Alabama, June 13, 2009.)

These guidelines establish procedures for the implementation of the Region IV Council Chapter Assistance Program. Region IV Council provides monetary assistance to chapters to support attendance at Council meetings, activities toward increasing chapter membership, and conducting chapter programs that are in line with the goals and objectives of BIG. Implementation of this program will assist Region IV Chapters to become more effective in accomplishing their goals and objectives.

Funding Guidelines.

1. Requests may be made for nonrefundable assistance for suggested activities programs below:
 - a. Monetary assistance for membership activities/projects (i.e., membership drives, recruitment programs, membership receptions, etc.) may be awarded up to \$200 per chapter.
 - b. Monetary assistance chapter programs (i.e., Appreciation Programs, Awards Programs, Training Programs, etc.) may be awarded up to \$200 per chapter.
 - c. Monetary assistance for chapter representative(s) at Spring or Fall Regional Council Meeting may be awarded up to \$200 for hotel lodging and transportation.
 - 1) Recipient must serve as a Representative of the Chapter in good financial standing with Region IV and National.
 - 2) Recipient must be a member of a chapter that has not attended a Regional Council Meeting within the last 1-2 years or a newly formed chapter within Region IV.
 - 3) Recipient must be willing to share a room with another Representative (same sex) of Region IV Council.
 - 4) Recipient must submit a letter in writing to the Regional Executive Committee
2. Region IV Chapter Assistance funds cannot be applied to expenses associated with any preexisting regional or national programs (i.e., the Annual Blacks In Government National Training and/or Regional Conferences, Information Superhighway Student Competition, and Training In Communications Program).
3. The Regional Program and Planning Committee will review requests for funding chapter membership activities or programs and recommend approval or disapproval to the Region IV Executive Committee. The Region IV Executive Committee is the approving authority for all requests.
4. The Regional Membership Committee will review requests for funding *chapter representation* at council meetings and recommend approval or disapproval to the Region IV Executive Committee. The Region IV Executive Committee is the approving authority for all requests.

5. Chapters may only apply in one category *assistance for chapter programs, assistance for chapter membership activities, or chapter representative assistance* within a three year period.
6. Chapters will be made aware of the status or action taken on their request within 30 days of submission.
7. Final approval for monetary assistance for chapters will be determined on an as-needed basis after a review of the Region's financial status.
8. Requests not approved for lack of funding can be reconsidered for the next year without chapter resubmission.

Submission of Requests for Funding.

1. Region IV Form 8, Chapter Assistance Application, or 9, Chapter Representative Assistance Application must be *postmarked* at least 60 days prior to the date in which funds are needed. Applications postmarked after the deadline will not be reviewed. All applications must be submitted to *one* of the following:

Region IV Form 9

Chapter Representative Assistance
Assistant Treasurer/Region IV
Membership
Chair

Region IV Form 8

Chapter Program/Membership Assistance
Chair, Program and Planning Committee

2. Region IV Form 8 must be completed thoroughly. Incomplete applications will not be reviewed.
3. Requests for Membership and Chapter Program Assistance require signatures of at least two chapter officers (President and Secretary). Requests for Chapter Representation Assistance require only the signature of the Chapter President.
4. All requests for assistance except Chapter Representation must include a budget for the project or activity.
5. After the official conclusion of the project or activity, chapters must complete the following items within 30 days and mail to the appropriate Committee Chair (Program and Planning Committee or Membership Committee). Chapter recipients must
 - a. Complete Region IV Form 10, Chapter Assistance Program Evaluation.
 - b. Provide an expense report of how all funds were actually spent.
 - c. Return to the Region any unused chapter assistance funds after the conclusion of the project, activity, or program.

Completed Evaluation Forms, final expense reports, and reporting of unused funds must be maintained by the Region IV Secretary. Failure to complete requirements may prevent future assistance to the chapter.

SECTION VII. REGION IV COUNCIL EQUAL EMPLOYMENT OPPORTUNITY ASSISTANCE PROGRAM

Individuals are often unprepared to respond to acts of discrimination in the workplace. Allegations of employment discrimination, once raised, require the attention of someone who is well versed in this area in order to help the employee to present a good case. The burden of proof always shifts to the employee to prove that discrimination has occurred. Therefore, individuals filing a complaint must receive timely, accurate, and effective advice on how to respond.

The Region IV EEO Assistance Program provides complaint advisory services to BIG members who need help in preparing and presenting their complaints of discrimination or any adverse employment action based on race, color, sex, age, national origin, handicap, or reprisal.

Policy.

Objective. To provide assistance to BIG chapters and members of Region IV to assist with conducting EEO training or providing support to assist members with presenting complaints on employment matters of unlawful discrimination.

1. Provide EEO Training to Chapters—Utilize EEO Practitioners or subject matter experts to conduct EEO Training at the chapter level.
2. A list of EEO Practitioners and subject matter experts will be developed and maintained by the Region IV Executive Committee.

Requirements

1. Chapters must be financial at the region and national levels.
2. Members must be a financial member of a BIG chapter within Region IV.
3. Members must provide evidence that they have raised an employment matter of unlawful discrimination. Evidence of raising the matter of unlawful discrimination may include emails/memorandum for record requesting to file a complaint with appropriate officials; letters showing individual was provided their rights under EEO laws; or copy of charge of discrimination filed with the appropriate agency.
4. Complaints of discrimination must be under the jurisdiction of the following agencies/organizations (includes, but not limited to:
 - Equal Employment Opportunity Commission.
 - Department of Labor.
 - Military Equal Opportunity.
 - Fair Employment Practices Agencies within the states.
 - Civil Services Boards.
 - Office of Special Counsel.
 - Merit System Protection Boards.

Implementation

1. All requests must be made via Region IV Form 11, EEO Assistance Program Application. Applications must be thoroughly completed and signed by the chapter president or the chapter member if an individual request for assistance is made.
2. Request for funding assistance must be submitted to the Region IV Executive Vice President with a copy to the Regional Council President. Once received by the Executive Vice President, a copy of the request for assistance from an individual member will be provided to the Chapter President. Chapter Presidents will verify that the member is in good standing.
3. The Executive Vice President and the Region IV Council President will review the application and supporting documentation to ensure it contains documentation of evidence that the member has raised an employment matter of unlawful discrimination. They will make a recommendation to the Region IV Executive Committee within five calendar days.
4. Once the determination has been made, the Region IV Executive Committee will provide a response to the member within five calendar days. When providing training to chapters, a list of trainers will be provided to each chapter for their selection. The individual trainers will be entitled to reimbursement in accordance with the Regional bylaws because they are working in an official capacity for the Region.
5. No more than one award of assistance may be made to a chapter or member within a one-year period. The exception would be if a chapter has multiple employment matters of unlawful discrimination with class action implications.
6. Amount of assistance will be determined by the Region IV Executive Committee and based on availability of funds. Monetary assistance will not exceed \$200 per individual BIG member.
7. Please be advised that Region IV does not guarantee that all applicants will be awarded assistance. Also, BIG does not personally represent its members because the organization's objectives do not include managing the affairs of another (personal representative) or practicing law (legal representation). BIG is established to be an advocate of equal opportunity and accomplishes this role in an advocacy support status.

SECTION VIII. HONORARY AWARDS PROGRAM

(Revised - Approved by the Regional Council on 7 October 1993 in Raleigh, N.C.;

Rewritten - Approved by the Regional Council on 21 October 2005 in Atlanta, GA.

Revised – Regional Council Approved on April 24, 2014, Atlanta, GA)

Introduction. The purpose of the Honorary Awards Program is to give proper and noteworthy recognition to those members of Blacks In Government in Region IV whose contributions in furtherance of the goals and objectives of the organization have been so significant that they are deserving of special honor and praise, and/or to recognize an individual or organization outside of BIG whose contributions and efforts have advanced African-American progress.

Sponsor. The Executive Committee is the official sponsoring authority for establishing and administering the Honorary Awards Program. The committee is comprised of a chairperson appointed by the Regional Council President with the approval of the Executive Committee and Regional Council. This is done in the Spring of each year. The number on the committee shall be at least five (5) members, representing five (5) different financial chapters and three additional members to serve as alternates. All members shall be members of the Regional Council verified by the Treasurer/Assistant Treasurer.

Nomination Procedures.

1. Nominations must be accompanied by Region IV BIG Form 12, Award Nomination Form and no more than a two-page typewritten justification. The justification must address specific accomplishments and/or involvement that match the award category from June to June of the preceding year.
2. All financial chapters within the Region are eligible to submit nominations for awards bearing the Chapter President's signature. Award nominations dated after the deadline will not be considered and returned as untimely. Award nominations may be sent via:
 - a. U.S. mail postmarked by the established deadline,
 - b. Email bearing a scanned in signature of the Chapter President transmitted by the established deadline, or
 - c. Fax bearing the Chapter President's signature by the established deadline.

Eligibility Requirement. Nominees shall not receive an award in consecutive years.

Documentation. All nominees must provide documentation with dates that supports/validates the nomination, such as flyers, articles, pictures, newsletters, announcements, certificates, and so forth.

Nominations. In the event no nominations are received or the nominations received are deemed inappropriate (receives less than half of the total score) under the criteria established, no award will be presented.

Responsibilities.

Awards Committee Chair's Responsibilities

1. Select a committee while at the Spring Regional Council meeting and obtain their names, addresses, telephone numbers (home and work), email addresses (home and work), fax number and chapter name.

2. Immediately notify the Region IV Council President of any problems that could delay or hinder the awards process, and if he/she is unable to perform or fulfill the duties as the Chair.
3. Select five (5) members to serve on the committee from five different financial chapters and three (3) additional members to serve as alternates. Alternates will be used to eliminate any form or suggestion of impropriety when a member is
 - a. Unavailable or unable to serve on the committee,
 - b. A nominee, or
 - c. From a chapter that has submitted a nomination
4. Provide each committee member with the latest Region IV Policies and Procedures Manual, or the section in the manual covering the Honorary Awards Program.
5. Request the committee provide any recommendations to the Honorary Awards section of the Policies and Procedures Manual.
6. Obtain a current regional roster from the Regional Council Secretary.
7. Prepare and mail a cover letter explaining the award types, award categories, nomination procedures, methods of submitting nominations, and the deadline for nominations. Region IV Form 12 must be included with the cover letter. This package must be sent via electronic mail to all Chapter Presidents by 1 July with a return nomination submission deadline of 1 September.
8. Review all nominations to determine if (a) the deadline was met, (b) the nomination form is complete, and (c) the nominee meets the established criteria.
9. Immediately notify Chapter President(s), in writing, with a copy to committee members if any of the listed factors were not met.
10. Provide each committee member with a cover letter explaining their responsibility to review, score, and rank the nominees by 1 October with a return deadline of 1 November. A copy of the nomination form for each nominee and Region IV Form 13, Awards Committee Score Sheet, for each nomination in each category must be included with the letter.
11. Upon receipt of the committees score sheets, verify the scores, tally using Region IV Form 14, Awards Committee Tally Sheet, and rank all scores by category using Region IV Form 15, Awards Committee Rank Order Sheet, to determine the top-scoring nominee in each category.
12. Score the nominees in case of a tie, unless one of the nominations is from his/her chapter. In that case, immediately provide one of the alternates with the nomination package to break the tie.
13. Upon completion of all scoring, prepare Region IV Form 16, Awards Committee Recommended Recipients for June 20- June 20 , as a written interim report to the Executive Committee for the January Executive Committee meeting. In that report, identify the top nominees in each category and any recommendations for improvement to the Awards Program. All documents must be included with the report, including all nomination forms, score and ranking sheets, and so forth.
14. Provide the Awards Committee Report with all supporting documents (nominee information forms, nomination ballots and nominating committee member score sheets) to the **Regional Council Secretary** at least two weeks prior to the January Executive Committee meeting. The report shall include the committee's

recommended choices for the awards in rank order, the estimated cost for the awards and recommendations for improvement.

15. The Regional Council Secretary will make copies and present the report to the Executive Committee for review and approval or disapproval. The Regional Council President will provide a written response to the Chair of the Executive Committee's decision within thirty (30) days after the Executive Committee's meeting. The response will indicate what was or was not approved, and any selections and/or additional awards approved by the Executive Committee.
16. Upon receipt of the approval/disapproval letter, contact committee members and/or members of the Executive Committee to assist in obtaining the most reasonably priced awards not to exceed the approved amount in the budget.
17. Order or ensure that the awards are ordered. This includes any additional awards approved by the Executive Committee.
18. Request in writing, advance funds before placing an order for the awards if needed.
19. Submit and present a final written report during the Spring Executive Committee and Regional Council meeting.
20. Assist in the presentation of all awards, except the Distinguished Service Award, the President's Award, Executive Award, and Special Awards during the Council Meeting or wherever the awards ceremony will be held.
21. Present all receipts, invoices and/or bills of all expenses incurred by the committee for reimbursement to the Regional Treasurer with a completed expense voucher for reimbursement. This includes receipts and bills for postage, plaques, phone calls etc. If payment is less than funds advanced, the difference must be immediately returned to the Treasurer.
22. Submit an annual budget to include the estimated cost of all awards and other associated costs to the Finance Chair when requested, to be included in the overall budget presented during the Fall Council meeting.

Awards Committee. This committee is responsible for carrying out the Region's Awards program. The committee is comprised of a chairperson appointed by the Regional Council President with the approval of the Executive Committee and Regional Council. The committee shall consist of at least five (5) members representing five (5) different financial chapters and three (3) alternates. The alternates are to be used if a member is unavailable or unable to serve on the committee, a nominee, or from a chapter that has submitted a nomination.

Awards Committee Responsibilities

1. Immediately notify the Chair if there are any problems, or if unable to serve on the Awards Committee.
2. Become familiar with the Honorary Awards Program outlined in the Region IV Policies and Procedures Manual.
3. Recommend any changes to the Honorary Awards Program as outlined in the Region IV Policies and Procedures Manual to the Chair.
4. Score the nominations based on the established criteria with the information provided on the Region IV Form 12 for each nominee in each category.
5. Rank each nomination in each category based on the highest score using Region IV Form 16.

6. Return all score sheets, ballots, and nomination forms to the Chair by 1 November. *As an alternate, requested to break a tie, the above documents must be returned to the Chair immediately.*

Award Types and Categories

There are three (3) types of awards in the Region IV Honorary Awards Program, *Member Awards, Non-member Awards and Member/Non-member Recognition*. Selection for these categories of awards will be based on demonstrated accomplishments and involvement during the past year, from June to June.

Member Awards

1. BIG Distinguished Service Award
2. BIG Meritorious Service Award
3. BIG Chapter of the Year Award
4. President's Award (optional)
5. Executive Award (optional)
6. Special Awards (optional)

Non-Member Award

BIG Community Leadership/Service Award

Member and Non-member Recognition

Certificates and Citations

BIG Distinguished Service Award. This is the highest individual honorary award. This award provides the opportunity to recognize a BIG member or officer in Region IV for exemplary contributions, support and/or leadership in furtherance of the goals and objectives of the organization at the chapter, regional and/or national level; exemplary or noteworthy participation and results in working with national, state, or local organizations which are in consonance with BIG goals and objectives; and dynamic and active advancement of African-American progress in employment, education, civil rights, and community service.

BIG Meritorious Service Award. This award is given to recognize a BIG member in Region IV for outstanding, support and/or leadership in the region; outstanding support and assistance to the local BIG chapter in meeting the chapter's goals and objectives, as well as being actively involved in helping to eliminate practices of racism against African-Americans in furtherance of BIG goals and objectives.

BIG Chapter of the Year Award. This honorary award provides the opportunity to recognize an outstanding financial chapter in Region IV. This award recognizes a chapter for exemplary contributions to community and civic progress in furtherance of BIG goals and objectives; promotion of national, regional, and chapter programs to include sponsoring workshops, conferences, and seminars to address critical issues of the day that impact on the workplace; and exemplary or noteworthy accomplishments in recruitment, renewals, fund-raisers, or other chapter programs that promote the goals and objectives of the organization.

President's Award. The President's Award is a membership type award to recognize an individual for his/her contribution to Region IV's efforts in furtherance of BIG goals

and objectives; selected by the regional president with approval by the Executive Committee; and presented by the regional president.

Executive Award. The Executive Award is a membership type award to recognize an executive officer for his/her exemplary leadership on the Executive Committee and Region IV; selected by his/her peers on the Executive Committee; and presented by the Regional Executive Vice, First, Second, or Third Vice President unless he/she is the recipient, then the Regional Council President will present the award.

Special Awards. These awards are given to recognize individuals who have demonstrated their commitment to the goals and objectives of BIG. Specific award criteria for the award are determined by the Region IV Council President and/or the Executive Committee. Special awards are given at the discretion of the regional president with Executive Committee approval or given by the Executive Committee. These awards should not be given on an annual basis or in large numbers--five (5) or more.

BIG Community Leadership/Service Award. This award is presented to an individual or an organization outside of BIG whose outstanding efforts and accomplishments have advanced African-American progress in such vital areas as employment, education, civil rights, and community service, and activities show commitment to the goals and objectives of BIG.

Certificates and Citations. These forms of recognition may be given to recognize individuals or organizations for outstanding leadership and/or support of a program or activity that promotes national, regional, or chapter goals. Certificates and citations may be given at the discretion of the Regional Council President, Executive Committee, or committee chairperson with prior approval from the Executive Committee.

Award Dimensions. *Revised and approved per minutes of the Region IV Council, on 6 May 2000 in Birmingham, Alabama (page 3, paragraph 7.*

- The BIG Distinguished Service Award shall be an 11 x 14 in. engraved plate mounted on a plaque.
- The BIG Meritorious Service Award shall be an 8 x 10 in. engraved plate mounted on a plaque.
- The BIG Chapter of the Year Award shall be an 8 x 10 in. engraved plate mounted on a plaque.
- The President's Award shall be an 8 x 10 in. engraved plate mounted on a plaque.
- The Executive Award shall be an 8 x 10 in. engraved plate mounted on a plaque.
- The Special Award shall be an 8 x 10 in. engraved plate mounted on a plaque.
- The BIG Community Leadership/Service Award shall be an 8 x 10 in. engraved plate mounted on a plaque.
- Certificates of Appreciation and recognition shall be presented in a frame no less than 8 ½ x 11 in.

Notice. No awards, certificates, or citations may be purchased or presented in the name of BIG without prior approval of the Executive Committee.

SECTION IX. REGION IV COUNCIL NOMINATION GUIDELINES

(Approved 9 October 1993 by the Regional Council in Raleigh, NC; revised 15 April 1995 by the Regional Council in Montgomery, AL; rewritten – Approved 21 October 2006 by the Regional Council in Atlanta, GA)

NOMINATING COMMITTEE REQUIREMENTS

In accordance with the Region IV Bylaws (Article X, Section 1) the Nominating Committee is elected during the Spring Regional Council Meeting. The committee (per Article X, Section 2) shall consist of seven (7) members and five (5) alternates. A member must meet the following requirements to be eligible to be elected to the Nominating Committee:

1. Minimum of two (2) years as a financial BIG member.
2. Active participation at the chapter level.
3. Attended at least two (2) Regional Council Meetings.
4. A financial chapter representative.
5. Must be present to be elected.

RESPONSIBILITIES

Nominating Committee

1. In accordance with Article X of the Region IV Bylaws, the Nominating Committee is responsible for presenting a slate of nominees (one per position) for offices to be vacated to the Regional Council from nominations received. The committee is empowered to prepare a slate of eligible candidates whether or not nominations are received from chapters. Nominations of eligible candidates for any or all vacant positions shall also be taken from the floor along with other nominations.
2. The committee must meet after being elected and select and identify its Chair.

Nominating Committee Chair

1. Obtain contact information for all committee members and alternates.
2. Immediately notify the Region IV Council President of any problems and if he/she is unable to perform the duties of the Chair.
3. Immediately replace a committee member with an alternate when needed.
4. Comply with the schedule of activities and establish deadlines for chapters and committee members to respond in carrying out their responsibilities.
5. Present written recommendations for revisions to the nominations process to the Executive Committee and Regional Council if needed.
6. Send a nomination package by U.S. mail to chapters requesting nominations from any financial member. An advance copy may also be sent via email. The nomination package must include the deadline for nominations, the nominee's criteria, Region IV Form 17, Nominee Information, and Region IV Form 18, Nomination Ballot.

7. Receive ballots and nominee information forms from any financial member of the region.
8. Ensure requested information is timely received and nominees meet the established criteria.
9. Provide committee members with eligible ballots and nominee information forms for review and scoring on Region IV Form 19, Nominating Committee Score Sheet.
10. Receive score and Region IV Form 20, Nominating Committee Rank Order Sheet, from committee members and tally the results using Region IV Form 21, Nominating Committee Tally Sheet.
11. Call a committee meeting prior to the Regional Council meeting to prepare a slate to present to the Council.
12. Present the slate of recommended officers on Region IV Form 22, Nominating Committee Recommended Slate for 20__ Officers for submittal to the Regional Council. Provide the Regional Secretary and the Election Committee Chair with a copy of the slate presented to the Council.
13. Provide all nomination data (ballots, nominee's information forms, score and ranking sheets) to the Regional Secretary for the official records.
14. Present all receipts, vouchers, and bills of all expenses incurred by the committee for reimbursement to the Regional Treasurer for reimbursement.

Nominating Committee

1. Immediately inform the Chair if he/she is unable to serve on the committee.
2. Review and familiarize themselves with the current guidelines and make recommendations for revision if needed.
3. Review all nominations data (chapter ballots and nominee information forms) received from the Chair.
4. Timely score and rank all nominees and return the results to the Chair.
5. Review, score, and rank nominees and return results to the chairperson.
6. Meet prior to the Regional Council meeting and prepare a slate of officers (one nominee per office).

SCHEDULE OF ACTIVITIES

Spring Council Meeting Nominating Committee elected.
Committee selects and identify the Chair.

June Committee reviews guidelines.
Committee submits recommendations to the guidelines to the Chair, if any.
Chair mails nomination packages to Chapters.

July	Chair submits recommendations to the guidelines to the Executive Committee, if any.
August	Members submit nominations to the Chair. Chair provides committee members with Region IV Forms 17, 18, 19, and 20 for each nominee for review, scoring and ranking.
September	Committee scores and ranks all nominees and returns all documents to the Chair. The Chair tallies the results and prepares to meet with the Committee prior to the Council Meeting to prepare the slate of officers.
Fall Council Meeting	Chair presents the Nominating Committee's slate to the Regional Council.

SECTION X. REGION IV COUNCIL PROTOCOL GUIDELINES

Purpose. This section provides BIG members with some basic protocol guidelines and information on how to conduct BIG activities in the most professional and considerate manner.

Scope

1. Protocol is the accumulation of customs and regulations that deal with ceremonies and etiquette. It reflects the observance of mutual respect and consideration among individuals. As a professional organization, BIG engages with numerous organizations in professional as well as social activities and events. Using proper protocol ensures we conduct ourselves in a manner most likely to achieve understanding and cooperation in the conduct of our affairs. Protocol guidelines should be part of the training provided to all officers or official representatives of the Regional IV Council.
2. These guidelines ensure that all officers or official representatives of the Region IV Council are aware of BIG (National) guidelines, common business practices, and military and government protocol.

Regional Authority. The Region has no authority over a chapter's protocol. However, it has the fiduciary responsibility to inform chapters/members what is expected if the activity is a BIG activity and that ALL officers are expected to participate.

Business Sensitive Items

1. **Council/Executive Committee Minutes.** Only minutes reviewed and approved by the respective body (**Council or Executive Committee**) are official and can be released to the members.
2. **Actions Items.** Chapter presidents/members are to be informed of all action items by the designated channel (i.e. president, secretary, or a committee chair) as determined by the respective body.
3. **Executive Sessions Items.** These items are only released as determined by the respective body. This may be part or none of the discussion on an issue(s) or concern(s) or only the action taken.
4. **Correspondence.** All Executive Committee officers must receive copies of official regional correspondence unless it has been pre-reviewed and/or an approved action by the Executive Committee.

Regional Officers' Attire Requirements

Meetings.

1. **Executive Committee Meeting.** Business casual for most meetings (business dress may be required in special cases).
2. **Council Meeting.** Business dress for all meetings (unless informed otherwise).

3. **Training Conference.** Business dress (unless seating dictates different).
4. **Special Meeting/Training.** Business dress for most cases, business casual in some cases.

Punctuality

Officers must exhibit punctuality at all meetings and/or conferences.

1. Each officer shall be on time.
2. Officers making reports or presentations shall arrive at least 15 (fifteen) minutes early.
3. Each officer is responsible for notifying (as soon as possible) the presiding officer or committee chair that he/she will arrive late.

Reports/Mail/Phone Calls/Follow-Up

Each officer shall be professional and responsible enough to comply with deadlines, promises, agreements, and respond to requests in a prompt manner.

1. Reports shall be on time with required copies. Distribution of reports shall be done prior to the meeting; i.e., via e-mail or regular mail, or placed in packet, or during breaks to minimize distraction.
2. All mail (letters or e-mails) shall be answered in a timely manner. Timely depends on circumstance or to whom. Official Region IV letterhead should be used.
3. Phone calls received regarding BIG official business shall be handled in the most courteous and professional manner. Return calls and be tactful and helpful.

Resolution of Concerns and Problems

1. Contact

- a. Concerns and problems shall be channeled through the appropriate line of responsibility.
- b. The President and/or Executive Committee shall determine the line of responsibility and the appropriate contact.
- c. This person may be the activity leader/facilitator (i. e. Committee Chair) or serving on the committee responsible for the activity.
- d. This shall be made known to all members by announcements and posting.

2. Procedure

- a. When addressing concerns or problems to the appropriate contact, diplomacy shall be used.
- b. This is only to address the concern or problem, it is the responsibility of the activity leader(s)/facilitator(s) to resolve the concerns or problems.
- c. The contact person shall inform the person if it is resolved, being resolved, or cannot be resolved.
- d. If not resolved, the member has the right to seek resolution from the next level of authority (Conference Chair, Regional President), but only after this resolution process has been followed.

Region IV Invitations

Requirement and Procedure

The request for any of the organizations, officers, businesses, or individuals listed below to attend a Region IV Training Conference or Council meeting in an official capacity must be approved by the Region IV Executive Committee. The request must be made in writing (by the petitioner) and signed by the Region IV Council President. This applies to both BIG and Non-BIG officials.

1. Blacks In Government Officials*

- a. National Organizations – Executive Committee, Board of Directors, Standing Committees, and Ad Hoc Committees.
- b. Officers, Committee Chairs/leaders, Official Representatives.
- c. Other Region/Chapter Committees and Officers.

2. Non-BIG Officials

- a. Other organizations' leaders/official representatives.
- b. Non-contractual or contractual businesses.
- c. Individuals that want to address the region for personal or political reasons.

3. ***Exceptions:** National President and National Board Chair or their designated representative. National Officers and Directors, committee members, or official representatives carrying out National programs or projects; also, when carrying out a Delegate Assembly directive. As a courtesy, notification to the Regional President by all listed should be expected.

Official Introduction/Greetings/Salutations

Region IV/Chapter Programs/Activities

1. National/Region IV/Chapter Officers – Those in attendance shall be recognized appropriately as determined by the programs/activities leader or facilitator. If the leader or facilitator is not aware of the presence of the officer or officers, he/she should be informed quietly (sending a note or telling an assistant). At no time shall the program or activity be disrupted. It shall be at the **discretion** of the leader or facilitator when the introduction is to be made.
2. Non-BIG Guests and Dignitaries – The same principle and procedure apply but the leader or facilitator shall take the appropriate action based on who the guest is or why the guest is present (i.e., invited by the Regional Council).

Seating Arrangements

1. Dais—Banquet

Seating arrangements shall be according to participation first, then by BIG organizational rank. At no time shall the highest-ranking BIG official present (regardless from which level) be placed in a position less than any guest at a BIG function.

2. Meetings (General seating)

- a. The highest-ranking BIG official present (regardless from which level) shall be placed with all other leaders present.

- b. The facilitator will determine where other BIG officers who are present will be seated.

3. Reserved Sections for Non-dais Guests and BIG Officers

Sections/Tables may be reserved for non-dais guests and BIG officers. The Banquet Committee shall decide the seating arrangements in conjunction with the Plenary Committee and the Executive Committee. Again, the presence of BIG officers shall be considered and handled properly. The seating decision may be based on space available, non-BIG guests, and rank of the BIG Officers.

4. Suggested Head Table (Dais) Seating Arrangements

Which arrangement to use may be determined by function, local protocol (i.e. on military base), or the local host. Types of head table arrangements are:

- Podium to the Center or Split Table (Figure 2).
- Podium to the Left (Figure 3).
- Podium to the Right (Figure 4).

The number of seats can be as many as needed or the number the facility will accommodate using the podium at the center or to the left. When possible or functional, place male guests on both ends of the head table for a center-oriented podium and on the right or left end of the table for a left or right-oriented podium.

5. Flags Display

Center Podium or Split table – Flags are to be displayed to the right of the table (Figure 2).

Left or Right Podium Table – Flags are to be displayed immediately behind the podium (Figures 3 and 4).

SECTION XI. FORMAL COMPLAINT PROCESS

Regional. Formal complaints against a regional officer or council member may be initiated by any three (3) regional council members. Upon receipt thereof, the Regional Council *President:

1. Shall forward a copy of the complaint by registered mail to the officer or member involved at the last address on file.
2. Said officer or member shall have fifteen (15) calendar days from date of receipt of charges to answer in writing.
3. The Regional Council President, or officer in charge, shall have thirty (30) calendar days from receipt of the formal response to conduct a hearing, and/or investigate the complaint.
4. Once the complaint has been heard and/or investigated, the officer in charge shall have ten (10) calendar days to make a determination on the charges and report in writing, along with recommendations, if any, to the Regional Council.
5. Should either the officer or member be dissatisfied with the results of the hearing, each reserve the right to elevate the complaint to the National Board of Directors.

NOTE: A complaint cannot be elevated to the National level until a good faith effort has been made to resolve it at the Regional level.

The Region IV Executive Committee reserves the right to hear and act upon the charges and the officer/member is entitled to a hearing before the Region IV Council if desired. The officer/member may elect to have the decision made ex-parte (from a one-sided or partisan point of view) on the basis of the complaint and answer. The Region IV Executive Committee may appoint a special committee to hear the matter.

Chapter. Formal complaints against a chapter officer or member may be initiated by any three (3) chapter members. Upon receipt thereof, the *Chapter President:

1. Shall forward of copy of the complaint by registered mail to the officer or member involved at the last address on file.
2. Said officer or member shall have fifteen (15) calendar days from date of receipt of charges to answer in writing.
3. The Chapter President, or officer in charge, shall have thirty (30) calendar days from receipt of the formal response to conduct a hearing, and/or investigate the complaint.
4. Once the complaint has been heard, or investigated, the hearing committee, and/or investigative team shall have ten (10) days to make a determination on the charges, and submit a written report, along with recommendations, if any, to the chapter.
5. Should either the chapter officer or member be dissatisfied with the results of the hearing/investigation, they reserve the right to elevate the complaint to the Regional level.

NOTE: A complaint cannot be elevated to the regional level until a good faith effort has been made to resolve it at the chapter level.

The Chapter's Executive Committee reserves the right to hear and act upon the charges and the officer/member is entitled to a hearing before the Chapter's Executive Committee if desired. The officer/member may elect to have the decision made ex-parte on the basis of the complaint and answer. The Executive Committee may appoint a special committee to hear the matter.

Hearing Procedures.

1. Schedule hearing within thirty (30) days following receipt of official response.
2. Notify everyone involved, including witnesses, of date, time and location.
3. Provide written procedures to all involved.
4. Enlist the services of a recorder and a sergeant-at-arms.
5. Although the individual who has been named in the alleged charges may have already submitted a written response to the charges, provide him/her the opportunity to answer verbally and show why the charges are not valid.
6. If the "Hearing Committee" requires time to discuss and review evidence as presented by the individual who has been named in the alleged charges, **excuse** him/her until the committee has had ample time to deliberate and is certain that all of their questions have been answered.
7. The complainants and witnesses (if any) should then be called to present evidence supporting the charges.
8. Again, if the Hearing Committee requires time to discuss and review evidence as presented by the claimants and witnesses, **excuse** them until the committee decides there are no additional questions to be asked, or evidence required.
9. All parties should be **dismissed** only when the committee has completed their deliberations, and are ready to determine if the charges are valid or unfounded.
10. If the charges are found to be valid, remedies, if any, expressed by the claimants should be taken into consideration in determining sanctions for the individual who has been named in the alleged charges.

Investigate Committee Procedures.

1. An impartial investigative committee (three members), at the appropriate level (chapter or regional), shall be elected or appointed to review the letter(s) of complaint, the formal response(s) to the complaint, as well as all evidence in support of the charges, or evidence to prove the charges are unfounded. Any person elected or appointed to serve on an investigative committee are bound by the Privacy Act. They cannot divulge any comments, evidence, or any other information associated with the complaint. They are also bound by the rules that govern executive session as determined by Robert Rules of Order, Newly Revised, 11th Edition.
2. If the issue has been ELEVATED to the regional level, the election or appointment of this committee can be determined by the Regional Council, Executive Committee or Council President based on the timeframe the complaint was presented (i.e., if the time frame of the Spring and Fall Council meeting will not take place until 30 days or more after the date the complaints were received, then the Region Executive Committee or Council President can elect or appoint this committee). At the regional level, meetings of the investigative committee will be conducted via teleconference.

3. Based on the documentation provided, collaborate to determine if charges are valid.
4. Provide a written report of the findings, along with recommendations for remedies, to the appropriate body.
5. This committee is a special ad-hoc committee.

APPENDIX A

CRITERIA FOR HOSTING COUNCIL AND EXECUTIVE COMMITTEE MEETINGS WITHOUT A REGIONAL TRAINING CONFERENCE

(Rewritten – This section has been rewritten and approved at 21 October 2006 Fall Council Meeting in Atlanta, GA.)

1. All financial chapters within the region are eligible to submit a bid for consideration to host Region IV Regional Council and Executive Committee Meetings. A completed Region IV Form 1, Bid Proposal, signed and dated by the chapter president and a representative of the hotel must be submitted to the Region IV Council President by the established deadline unless otherwise notified. Bids postmarked or received after the deadline will not be considered, and returned as untimely. Bids may be sent via:
 - a. U.S. mail postmarked by the established deadline,
 - b. Email bearing required scanned in signatures transmitted by the established deadline,
 - c. Fax bearing required signatures transmitted by the established deadline.
2. The bid must include the suitability of proposed meeting facility to include lodging rates, no cost amenities offered by proposed facility (i.e., meeting room(s), hospitality suite, etc.).
3. The identification of any projected costs to the region (i.e., meeting room(s), hospitality suite, podium, microphone, etc.).

(Revised and approved per minutes of the Region IV Council, on 7 October 2000 in Augusta, Georgia (page 2, paragraph 1).)

EXECUTIVE COMMITTEE

1. The Executive Committee is responsible for the overall Council Meeting.
2. The Executive Committee will provide guidance and assistance to the host chapter.
3. The Executive Committee is responsible for providing badges and all governing documents and reports via electronic means to chapter representatives through the chapter presidents (prior to Council Meetings). However, badges and governing documents may be provided by the host chapter.

(Revised and approved during Region IV Council meeting on April 14, 2012 in Louisville, KY.)

HOSPITALITY

1. Hosting chapters are responsible for maintaining and providing refreshments in the Hospitality Suite.
2. The cost of refreshments should not exceed the line item in the budget. Anything over the approved amount will be at the chapter's expense.
3. The Chapter President may request funds for the purchase of refreshments not earlier than thirty (30) days prior to the Council Meeting and not later than two weeks prior to the meeting.

LOGISTICS

1. Secure an adequate (safe, clean and handicap accessible) hotel convenient to major streets, highways and eating establishments within walking distance.
2. Hotel should have the following accommodations:
 - a. ___ Lodging facilities for up to 35 rooms for attendees.
 - b. ___ Meeting room to accommodate 80 to 90 people, set up in classroom style, with podium or head table.
 - c. ___ Meeting room for the Executive Committee (EC) to accommodate fourteen (14) EC members setup in conference or horseshoe style with additional seating for five (5) or more guest.
3. In negotiating a contract with the hotel, request and address the following:
 - a. Free suite to be used as a hospitality suite.
 - b. The lowest possible rate, or lowest group rate. Either rate should not exceed the current locality per diem rate.
 - c. Complimentary meeting rooms for the Executive and Regional Council Meetings. The layouts of the rooms should also be provided.
 - d. A reasonable cut-off date for reservations.
 - e. That the EC will make reservations via a rooming list and payment for those room nights are to be billed to the Master Account for the first night. Also, other attendees will make their own room reservations and be responsible for payment.
 - f. Obtain the cost of the commonly used podium and standing microphone, as well as the cost of a mixer if needed for two or more microphones. Check with the Region for any additional audiovisual, equipment, or supply needs for the Council Meeting.
 - g. Secure map for hotel's location.
 - h. Inquire as to the cost of continental breakfast or midday snacks.
 - i. Inquire about complimentary copy service. If complimentary copy service is not provided, inquire as to the cost of this service.
4. Become familiar with hotel layout and rules.
5. Prepare a sign-in roster for attendees with following information: Chapter representative or guest, name, chapter, and home and email addresses.

SPECIAL EVENTS

1. The host chapter may plan Special Events and/or Fundraiser(s). The proposed Special Events/Fundraisers must be included in the bid package and approved by the Executive Committee.
2. Approved Special Events/Fundraisers must be coordinated with the Regional Finance Committee.
3. Revenue from the Special Events/Fundraiser planned by the host chapter will be split 50% to the Chapter and 50% to the Region). *(Revised and approved per minutes of the Region IV Council, 13 June 2009, in Birmingham, Alabama (page 9, paragraph 19c).*

4. The Chapter President must present receipts for all items purchased, and reimburse the Region for any unused funds.
5. The Chapter President must coordinate all financial transactions with the Regional Treasurer and/or Assistant Treasurer.

SELECTION CRITERIA AND SCORING

The Executive Committee will use Region IV Form 2, Selection Criteria and Score Sheet, to score and select the site.

APPENDIX B

GUIDE FOR HOSTING REGIONAL COUNCIL MEETING IN CONJUNCTION WITH REGIONAL TRAINING CONFERENCE LOGISTICS

1. Secure a hotel convenient to major streets and highways.
2. Hotel should have the following accommodations:
 - _____a. SLEEPING ROOMS. Lodging for up to 60 (sixty) sleeping rooms, at conference or government rates, for participants. If possible, negotiate same rate for single or double occupancy.
 - _____b. COUNCIL MEETING/PLENARY SESSIONS/BANQUET.
 - _____ (1) Large meeting room to accommodate 40 to 60 people, classroom style, with podium and head table.
 - _____ (2) Large meeting room to accommodate 50 to 80 participants, theater style, with head table to seat at least 10, and podium. Depending upon the size of the hotel and number and sizes of meeting rooms, the room above may be used for the opening plenary session.
 - _____ (3) Banquet room to accommodate 100 to 150 people, with head table to seat at least 12, and podium. Usually, the closing plenary session is held in conjunction with a Banquet, although host chapters are not required to schedule them together.
 - _____ (4) Executive Board Room for Executive Committee meetings and speaker/guest staging area.
3. In negotiating the contract with the hotel, address the following:
 - a. Free suite to be used as a hospitality suite.
 - b. Visible location for participant registration.
 - c. Large, visible location for exhibits.
 - d. Free meeting rooms as addressed above.
 - e. Understanding that meeting participants will make, confirm, and, if necessary, cancel their own room reservations. Ensure that hotel understands that the Region is not responsible for individual room reservations, except those requested (in writing) by the Region.

APPENDIX C

REGION IV ANNUAL TRAINING CONFERENCE STANDING OPERATING PROCEDURE PURPOSE

1. To provide standing operating procedures to chapters on the annual training conference for Region IV.
2. To provide selection criteria and proposal format for chapters who desire to host the conference.
3. To provide guidance to host chapters for planning and implementing the training conference.
4. To establish guidelines for the Conference Planning Committee if the annual training conference is hosted by Region IV.

SCOPE

Region IV generates 90% of its budget through annual training conferences. The Region continues to grow with new chapters being added each year. Such growth requires operating funds for Executive Committee members to meet and conduct business, funds for communications with all members, funds to meet expenses at Regional and National meetings each year and to provide chapters with assistance as needed/requested.

Successful Regional Training Conferences will enable Region IV to be considered to host a national training conference in the future.

POLICY

The annual training conference will be held in the spring of each year with the exception of hosting the National Training Conference, and the Regional Council will approve the bids of the host chapter.

Requests for proposals to host the conference shall be sent out in two-year increments beginning in October 2009 to all chapters via U.S. mail by 1 November. *(Revised and approved per minutes of the Region IV Council, 13 June 2009, in Birmingham, Alabama, page 9, paragraph 19b).*

Chapters' proposals must be postmarked by 5 January the following year

CRITERIA FOR HOST SELECTION OF CONFERENCE

The following criteria will be used in awarding a bid to a chapter to host the Regional Training Conference. Region IV Form 3, Selection Score Sheet, will be used to rate criteria.

1. The proximity (within a 50-mile radius) of proposed training site to the work place of Black Federal, State, and local workers.
2. Suitability of proposed conference facility to include lodging rates for regular conference and government meetings, no cost amenities offered by proposed

facility, i.e., coffee, juice, caucus rooms, seminar rooms, audiovisual equipment, and exhibit space.

3. Availability of workshop presenters/speakers and honoraria, if any, for each presenter/speaker to include meals, travel, and lodging. Vicinity of their residence to proposed training site. Maximum number of points awarded for presenters/speakers obtained at no cost.
4. Number of dues-paying members in the chapter(s) as of the date proposed bid is submitted.
5. Describe major activities and/or functions sponsored or hosted by the chapter(s) in the last 12 (twelve) months.
6. Number of Regional Council meetings attended by proposed host chapter(s) within the last 2 (two) years and the number of representatives in attendance.
7. Number of Regional Training Conferences attended by chapter members, specifying the number of persons attending.
8. Number of chapter members who have participated in the last two years in implementing and planning a National Training Conference. Specify committees worked on.
9. The host chapter(s) must provide a projected budget for hosting the conference and projected revenue from the conference. See the sample budget at Figure 1.

Once bids are submitted prior to the Executive Committee meeting, chapters may be asked for clarification of information as deemed necessary by the Executive Committee.

PROPOSALS

As stated, a request for proposals to host the annual training conference will be sent via U.S. mail by the Conference Planning Committee Chair by November 1 each year.

Written proposals must be submitted by the chapter membership or its Executive Committee to the Regional Council President or his/her designee postmarked no later than January 5.

Proposals must address each item of information as stated in CRITERIA FOR HOST SELECTION OF CONFERENCE. Omission of any item of information may adversely affect the outcome of the weighted score in the selection process.

The name and address of at least three proposed facilities, to include a facility point of contact by name, title, and telephone number, must be included in the proposal.

RESPONSIBILITIES

The Regional Council President will:

1. Appoint the Chairperson of the Conference Planning Committee from within the Executive Committee body.
2. Make an on-site visit to the selected conference facility as necessary to ensure that conference guidelines are followed and that tasked target dates are being met.
3. Provide written confirmation to the host chapter selected within 10 days after approval by the Regional Council.

4. Select an oversight person for each of the action subcommittees from within the Executive Committee and provide the names, addresses, and telephone numbers of such to the conference On-site Chair.

The Executive Committee will:

1. Review and score proposals (Region IV Form 3) from competing host chapters each January and make its recommendation to the Regional Council during the Spring Council meeting.
2. Approve the selection of the Conference On-site Chair.
3. Will approve the site hotel contract.
4. Make an on-site visit to the selected conference facility if funds are available.
5. Approve proposed training module and training format with the right to alter training module and format as deemed appropriate in the best interest of the Region.

The Conference Planning Committee Chairperson will:

1. Exercise full control of all conference activities approved by the Executive Committee.
2. Report to the Regional Council President the status of conference activities on a frequent basis.
3. Make on-site visit to the selected conference facility.

The Conference Planning On-Site Chairperson will:

1. Select a chairperson for each of the action subcommittees from within the host chapter.
2. Ensure that each chairperson selects an adequate number of members to perform the duties of that subcommittee.
3. Provide the names, addresses, and telephone numbers of action subcommittee chairs to the Conference Planning Committee Chairperson.

The Host Chapter will:

1. Refer training conference issues/activities not previously approved by the Executive Committee to the Regional Conference Planning Committee Chairperson for disposition or for consultation with the Executive Committee.
2. Submit a proposed training module and training format (including a theme) to be approved by the Executive Committee within 90 days after notification of approval to host the training conference. Also, if known at the time, will submit a suggested list of proposed workshop presenters/speakers to include their professional accomplishments and field of expertise.
3. Submit a Planning Chair draft report on the RTC to the Regional Council within 60 days after the completion of the conference, with final draft no later than 120 days. Report should contain at a minimum the:
 - a. Number of conference attendees.
 - b. Outstanding financial obligations.
 - c. List of all bills and receipts.

- d. Projected profits.
 - e. Status of all vouchers.
 - f. Reports from all subcommittees to include recommendations for improvements.
 - g. Number of exhibits sponsored by members and non-members.
 - h. Number of people attending banquet/luncheon and indicate whether with registration, without registration, and honorary meal tickets.
4. Negotiate all contracts, in conjunction with the Conference Planning Committee Chair, Regional Treasurer, and the host hotel, with the understanding that final approval lies with the Executive Committee.
 5. Ensure that all financial commitment(s) are in writing and signed by the President and Regional Council Treasurer.

The Regional Council will:

1. Approve/disapprove the Executive Committee's recommendation for the host site.
2. Approve sites on a two-year basis each year, beginning in 1994. If no proposals are received the Region IV Executive Committee will host the conference.

CONFERENCE SUBCOMMITTEES

The following action subcommittees will be established to plan and implement conference activities:

1. Banquet/Luncheon
2. Evaluation
3. Exhibits
4. Finance
5. Hospitality
6. Logistics
7. Plenary
8. Public Relations
9. Registration
10. Special Events
11. Souvenir Program
12. Workshops

ACCOUNTING PROCEDURES FOR CONFERENCE SUBCOMMITTEES

Banquet/Luncheon

Prepare and present a budget as stated under Proposed Accounting Procedures for Conference Subcommittees, General Procedures.

If ads are solicited for a program book, use approved form(s) for accurate accounting of the advertiser, types of ads, and proceeds collected. All ads must be paid prior to inclusion in the program book.

Use receipt books to record all banquet proceeds, including but not limited to tickets sales, ads, donations, sponsorships, and so forth.

Immediately after the banquet, complete and submit to the Regional Finance Committee Chair a complete accounting of the banquet. This final report includes a complete accounting of all ad, ticket, and other monies received and spent on the banquet. A daily report will be completed.

Evaluation

Prepare and present a budget as stated under Proposed Accounting Procedures for Conference Subcommittees, General Procedures.

Comply with other applicable general procedures.

Exhibits

Prepare and present a budget as stated under Proposed Accounting Procedures for Conference Subcommittees, General Procedures.

Comply with other applicable general procedures.

Complete approved forms for listing exhibitors.

Use a duplicate cash receipt book to record monies received from exhibitors.

Complete a daily activity report and submit it to the Regional Finance Committee Chair via Finance Committee member.

Finance

Prepare and present a budget as stated under Proposed Accounting Procedures for Conference Subcommittees, General Procedures.

Comply with other applicable general procedures.

Assist the Regional Finance Committee Chair in completing an overall daily activity report for submittal to the Regional Executive Vice President and President.

Ensure that a Finance Committee member is assigned to each subcommittee, especially the ones receiving and disbursing funds.

Hospitality

Prepare and present a budget as stated under Proposed Accounting Procedures for Conference Subcommittees, General Procedures.

Comply with other applicable general procedures.

Logistics

Prepare and present a budget as stated under Proposed Accounting Procedures for Conference Subcommittees, General Procedures.

Comply with other applicable general procedures

Maintain an accurate accounting and receipts of expenditures for the Hospitality. All receipts must be turned over to the Finance Committee member assigned to this committee.

Plenary

Prepare and present a budget as stated under Proposed Accounting Procedures for Conference Subcommittees, General Procedures.

Comply with other applicable general procedures.

Public Relations

Prepare and present a budget as stated under Proposed Accounting Procedures for Conference Subcommittees, General Procedures.

Comply with other applicable general procedures.

Registration

Prepare and present a budget as stated under Proposed Accounting Procedures for Conference Subcommittees, General Procedures.

Maintain an accurate listing of all registrants. The listing may include, but not be limited to registrant's name, chapter, date of payment, and method of payment (i.e., Government check, DD Form 1556, personal check, money order, etc.).

Use a duplicate cash receipt book to record monies received. Write receipts for all registration regardless of source or method of payment.

Provide to the On-site Conference Planning Finance Subcommittee member a completed daily activity report.

Souvenir Program

Prepare and present a budget as stated under Proposed Accounting Procedures for Conference Subcommittees, General Procedures.

Comply with other applicable general procedures.

Special Events

Prepare and present a budget as stated under Proposed Accounting Procedures for Conference Subcommittees, General Procedures.

Comply with other applicable general procedures.

Workshops

Prepare and present a budget as stated under Proposed Accounting Procedures for Conference Subcommittees, General Procedures.

Comply with other applicable general procedures.

BANQUET/LUNCHEON COMMITTEE

REGION IV CONTACT: _____

CHAPTER CONTACT: _____

ACTIVITIES

DATES

- | | |
|---|-------|
| 1. Make food arrangements. | _____ |
| 2. Arrange for entertainment. | _____ |
| 3. Determine head table seating with Plenary Sessions and Logistics Committees. | _____ |
| 4. Have banquet tickets printed. | _____ |
| 5. Prepare in coordination with the Plenary Sessions Committee a banquet program and submit for printing. | _____ |
| 6. Provide report to Conference Chair. | _____ |

EVALUATION COMMITTEE

REGION IV CONTACT: _____

CHAPTER CONTACT: _____

ACTIVITIES

DATES

- 1. Design evaluation forms. _____
- 2. Submit evaluation forms for printing. _____
- 3. Distribute and collect evaluation forms. _____
- 4. Provide report to Conference Chair. _____

EXHIBITS COMMITTEE

REGION IV CONTACT: _____

CHAPTER CONTACT: _____

ACTIVITIES

DATES

- | | |
|---|-------|
| 1. Obtain exhibit services contract (for use when outside contractor provides exhibit service). | _____ |
| 2. Send letters of invitation/contracts to exhibitors. | _____ |
| 3. Set cutoff date for booth rentals. | _____ |
| 4. Provide final requirements to exhibit services or individual exhibitor. | _____ |
| 5. Provide onsite services to exhibitors. | _____ |
| 6. Send information to Conference Chair for thank you letters to exhibitors. | _____ |
| 7. Provide report to Conference Chair. | _____ |

FINANCE COMMITTEE

REGION IV CONTACT: _____

CHAPTER CONTACT: _____

ACTIVITIES

DATES

- 1. Develop with Registration and other committees financial/document flow. _____
- 2. Develop reporting procedures for all income-producing activities. _____
- 3. Provide on-site services. _____
- 4. Provide report to Conference Chair. _____

HOSPITALITY COMMITTEE

REGION IV CONTACT: _____

CHAPTER CONTACT: _____

ACTIVITIES

DATES

- | | |
|--|-------|
| 1. Send letter developed by Conference Chair requesting favors and door prizes. | _____ |
| 2. Obtain materials on tourist attractions. | _____ |
| 3. Coordinate with Workshops/Plenary Committees for meeting and greeting workshop leaders/VIPs | _____ |
| 4. Recruit and train hosts/hostesses (minimum 10). | _____ |
| 5. Stuff kits for conference participants. | _____ |
| 6. Provide monitoring/assistance at workshops. | _____ |
| 7. Provide information/services and staff the sales shop (optional). | _____ |
| 8. Assist Banquet Committee as needed. | _____ |
| 9. Send information to Conference Chair for thank you letters. | _____ |
| 10. Provide report to the Conference Chair. | _____ |

LOGISTICS COMMITTEE

REGION IV CONTACT: _____

CHAPTER CONTACT: _____

ACTIVITIES

DATES

1. Become familiar with hotel layout and rules. _____
2. Determine logistics of workshop rooms. _____
3. Coordinate workshops, rooms, and moderators with Workshops Committee. _____
4. Provide for room arrangements and any audio-visual equipment. _____
5. Provide logistics support during the training conference. _____
6. Provide report to Conference Chair. _____

PLENARY SESSIONS COMMITTEE

REGION IV CONTACT: _____

CHAPTER CONTACT: _____

ACTIVITIES

DATES

1. Locate and contact plenary speakers. _____
2. Send information to Conference Chair for letters of invitation to plenary speakers. _____
3. Coordinate plenary sessions needs/seating with Logistics Committee. _____
4. Submit material to Souvenir Program Committee. _____
5. Provide MCs with needed information and speakers with necessary materials. _____
6. Inform Banquet Committee of number of meal tickets needed. _____
7. Send information to Conference Chair for thank you letters to plenary speakers. _____
8. Provide report to Conference Chair. _____

PUBLIC RELATIONS COMMITTEE

REGION IV CONTACT: _____

CHAPTER CONTACT: _____

ACTIVITIES

DATES

- | | |
|--|-------|
| 1. Send information to Conference Chair for letters and/or conference material to National and State organizations, governor, mayor, and so forth. | _____ |
| 2. Provide information to media. | _____ |
| 3. Identify and establish speakers for public service announcements and television engagements. | _____ |
| 4. Prepare and distribute public relations for chapters to use. | _____ |
| 5. Make arrangements for photographer (3 months prior). | _____ |
| 6. Provide public relations services on-site and secure press coverage. | _____ |
| 7. Provide report to Conference Chair. | _____ |

REGISTRATION COMMITTEE

REGION IV CONTACT: _____

CHAPTER CONTACT: _____

ACTIVITIES

DATES

- | | |
|---|-------|
| 1. Mail registration packages. | _____ |
| 2. Design registration method. | _____ |
| 3. Provide information on number registered. | _____ |
| 4. Set Early registration cut-off (30 days prior to conference date)
(Postmarked by _____) | _____ |
| 5. Set cut-off date for mailing other registration (14 days prior to
conference start date). (Postmarked by _____) | _____ |
| 6. Arrange for on-site registration. | _____ |
| 7. Conduct on-site registration. | _____ |
| 8. Include training certificate in registration packets. | _____ |
| 9. Provide report to Conference Chair. | _____ |

SOUVENIR PROGRAM COMMITTEE

REGION IV CONTACT: _____

CHAPTER CONTACT: _____

ACTIVITIES

DATES

- | | |
|---|-------|
| 1. Establish a souvenir program format and solicit bids from three (3) printers. | _____ |
| 2. Prepare and submit printing and mailing budget to the Finance subcommittee. | _____ |
| 3. Prepare and mail advertising contract package to potential advertisers. | _____ |
| 4. Specifically target potential key advertisers in the local area to advertise in the souvenir booklet. | _____ |
| 5. Strongly encourage Regions, Chapters, and individual BIG members to purchase advertising. Strongly encourage them to enlist financial support from their Convention and Visitors Bureaus, Tourism Councils, and so forth, who budget advertising dollars for this purpose. | _____ |
| 6. Establish a cut-off date for advertisements. | _____ |
| 7. Design Souvenir Book cover to include the Conference theme. | _____ |
| 8. Obtain information from elected BIG Officers and Committee Chairs to include in the program. | _____ |
| 9. Obtain information from Workshops, Plenary, Exhibits, Special Events, Registration, and Program Planning Subcommittees. | _____ |
| 10. Obtain letter/proclamation from Governors of Region IV states and the local Mayor. | _____ |
| 11. Provide a camera-ready copy of the program book to printers. | _____ |
| 12. Prepare "Thank-You" letters for the Council President's signature. | _____ |
| 13. Prepare monthly progress reports. | _____ |
| 14. Prepare final report. | _____ |

SPECIAL EVENTS COMMITTEE

REGION IV CONTACT: _____

CHAPTER CONTACT: _____

ACTIVITIES

DATES

- 1. Obtain contract to set up Special Event. _____
- 2. Distribute flyers/publicize event. _____
- 3. Secure needed door prizes/favors. _____
- 4. Recruit volunteers to staff booths and/or tables. _____
- 5. Have Special Event tickets printed. _____
- 6. Sell tickets on-site and conduct event. _____
- 7. Send thank you letters to vendors/volunteers. _____
- 8. Provide report to Conference Chair. _____

WORKSHOPS COMMITTEE

REGION IV CONTACT: _____

CHAPTER CONTACT: _____

ACTIVITIES

DATES

- | | |
|---|-------|
| 1. Determine workshops to be given. | _____ |
| 2. Locate and contact workshop leaders. | _____ |
| 3. Send information for letters of invitation to workshop leaders and moderators to Conference Chair. | _____ |
| 4. Coordinate workshop times and places and moderators with Logistics and Hospitality Committees. | _____ |
| 5. Submit workshop descriptions, leaders, and biographical data, room locations, and so forth, to Souvenir Program Committee. | _____ |
| 6. Provide moderators with background material on workshop and leader. | _____ |
| 7. Provide workshop title information to print workshop signs. | _____ |
| 8. Inform Banquet Committee of the number of meal tickets needed. | _____ |
| 9. Send information to Conference Chair for thank you letters to all workshop leaders and/or agency heads. | _____ |
| 10. Provide critique of workshops/leaders, and so forth, to Conference Chair. | _____ |

FINANCIAL OPERATIONS

Expenses

Should special on-site visits be necessary to the host site by the Conference Planning Committee Chair and appropriate oversight Executive Committee member(s), the region will be responsible for costs calculated consistent with the provisions of Article XIII of Region IV Bylaws. All conference expenses incurred will be paid upon presentation of proper receipts.

Budget

The On-site Conference Planning Committee Chairperson will present an operating budget on the cost to sponsor the conference with projected revenues to the Executive Committee via the Conference Planning Chair for review and approval within 90 days of site selection.

Revenues

Profits from the conference will be shared with the host chapter(s). The region will receive 50% and the host chapter(s) 50% of all net profits after all advances from the region and expenses incurred by the training conference have been paid.

Bank Account

A checking account will be established by the host chapter in the name of Blacks In Government, Region IV, with the names of the Regional Council President, Regional Treasurer, Conference Planning Chair, and On-site Conference Planning Committee Chair. Copies of all checking account statements will be furnished to the Region IV Treasurer. All deposits must be made with an annotated deposit slip. The account must be at a banking institution that receives and returns deposit slips. These deposits must be made by the On-site Chair. A copy of all deposits will be sent to the Treasurer. This account will be closed at the end of the training Conference when all outstanding debts or transactions have been concluded. Funds can be withdrawn or transferred from this account as defined in the Regional Bylaws. *(Revised and approved per minutes of the Region IV Council, 28 April 2001, in Montgomery, Alabama (page 3, paragraph 3)).*

Recordkeeping

Accounting for the training conference must be ledger recorded with accompanying receipts.

Financial Responsibilities

Responsibility for handling finances generated as a result of the conference shall be as follows:

1. Regional Council Finance Committee (standing committee).
2. Conference Planning Committee (standing committee).
3. Regional Council Treasurer.
4. Conference Finance Committee (local host chapter).
5. On-site Conference Planning Committee Chair.
6. Regional Council President.

PROPOSED ACCOUNTING PROCEDURES FOR CONFERENCE SUBCOMMITTEES

General Procedures

All subcommittees must present a budget to the Regional Council Executive Committee for approval via the host chapter Finance Committee Chair or host chapter president. The subcommittees' budgets must be included and presented with the overall conference budget. The submitted budgets must consist of a detailed listing of projected income and expenses.

Each committee that receives money must use a duplicate receipt book to record funds received whether by cash, check, money order, and so forth.

Each subcommittee must have one finance committee member assigned to it. The finance committee member may be from the host chapter or region.

The duty of the finance committee member is to ensure that the approved accounting procedures for the assigned committee(s) are followed properly.

Each committee **must** complete at the end of each day a daily activity report. The daily activity report must be approved by the Regional Committee Chair. The finance committee member must be responsible for ensuring that the daily activity report is completed and submitted to the Regional Finance Committee Chair at the end of each day.

The Regional Finance Committee Chair must make a report of the financial operation of the conference to the representatives at the last business session, if feasible, or within 60 days after the conference ends.

CHAPTER
Region IV Training Conference
PROPOSED BUDGET

PROJECTED INCOME

Pre-registration (50 @ \$75)	<u>\$3,750.00</u>
Pre-registration non-member (10 @ \$75)	<u>\$750.00</u>
On-site registration (20 @ \$95)	\$1,900
Exhibits (5 @ \$100)	\$500
Awards Luncheon (60 @ \$30)	\$1,800
Souvenir Booklet Ads	\$1,100
Corporate Sponsorship	\$1,200
Fundraiser	\$3,000
Seed Money	\$300

ANTICIPATED INCOME **\$14,300.00**

Projected Expenses

Luncheon (60 @ \$30)	\$ 1,800.00
Audiovisual Equipment	\$ 500.00
Offices Supplies	\$ 200.00
Postage	\$ 500.00
Printing	\$ 500.00
Awards/Gift/Plaques	\$300.00
Conference Bags (60 @ \$10)	\$ 600.00
Souvenir Booklet	\$ 700.00
Seed money from Region IV	\$ 300.00

ANTICIPATED EXPENSES **\$ 5,400.00**

NET SURPLUS OR DEFICIT **\$8,900.00**

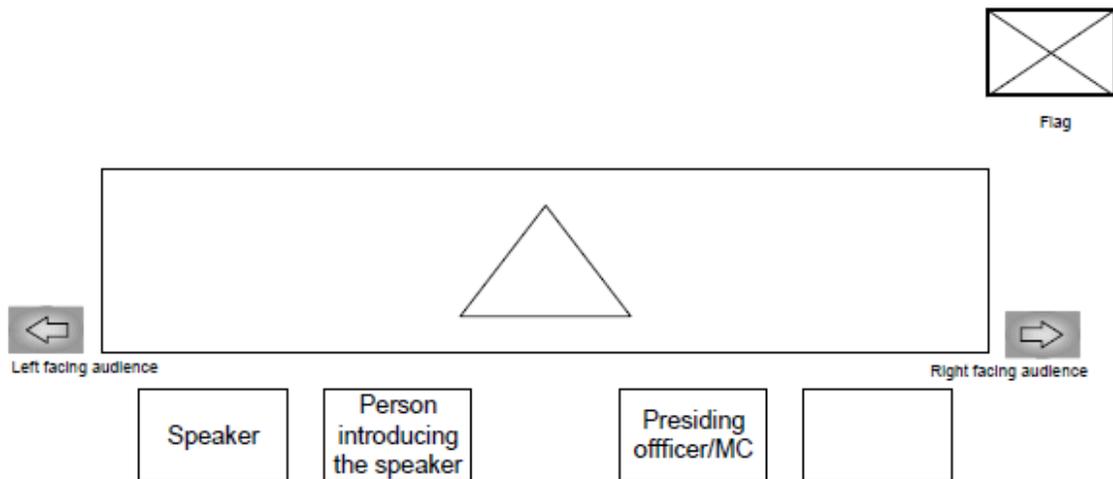


Figure 2. Podium to the center or split table arrangement.

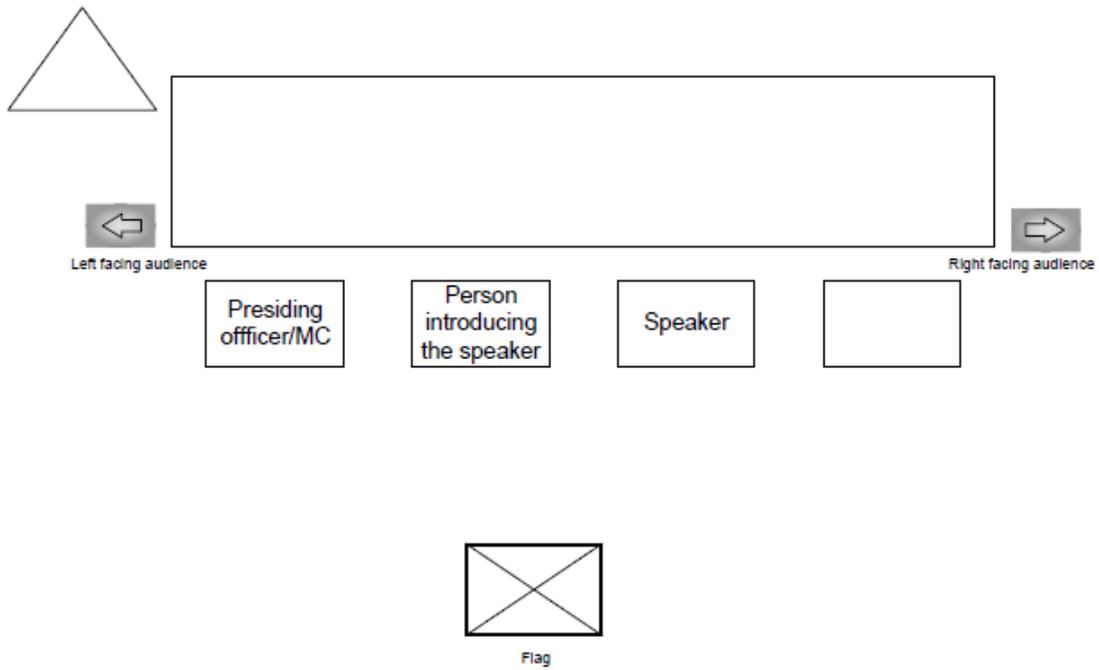


Figure 3. Left podium seating arrangement.

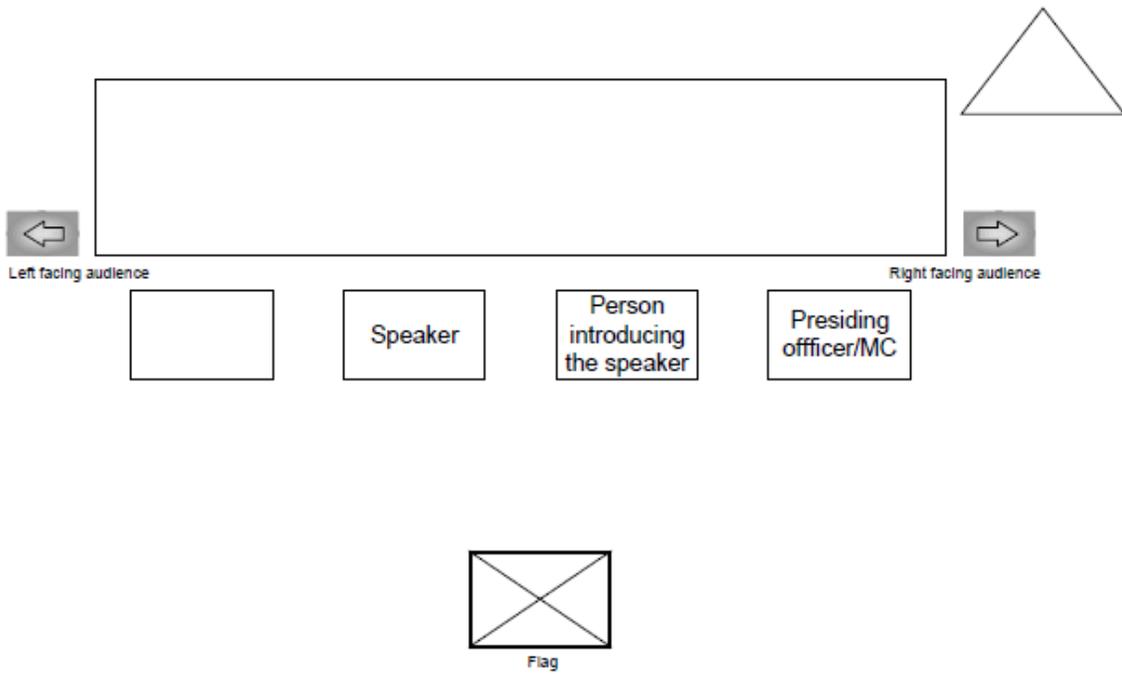


Figure 4. Right podium seating arrangement.



REGION IV BID PROPOSAL

1. CHAPTER NAME	2. CITY, STATE, AND ZIP CODE
3. HOTEL NAME	4. HOTEL CITY, STATE, AND ZIP CODE
5. PROPOSED DATES 1	6. PROPOSED DATES 2

SECTION I - ABOUT THE CHAPTER	YES	NO						
1. Has the Chapter ever hosted a Region IV Council meeting (RCM)?								
2. Has the Chapter hosted an RCM or Executive Committee (EC) meeting in the last three years?								
3. Would the chapter be interested in planning a special event or fundraiser during the RCM/EC meeting weekend? If yes, please provide:								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; padding: 5px;">a. Type of Proposed Special Event or Fundraiser</td> <td style="padding: 5px;">b. Proposed Date, Time, and Location</td> </tr> <tr> <td></td> <td style="padding: 5px;">c. Cost to Regional Council Members/Others</td> </tr> <tr> <td></td> <td style="padding: 5px;">d. Projected Revenue</td> </tr> </table>	a. Type of Proposed Special Event or Fundraiser	b. Proposed Date, Time, and Location		c. Cost to Regional Council Members/Others		d. Projected Revenue		
a. Type of Proposed Special Event or Fundraiser	b. Proposed Date, Time, and Location							
	c. Cost to Regional Council Members/Others							
	d. Projected Revenue							

NOTES:

(1) All Special Events and Fundraisers must be held in the hotel or in close proximity to the hotel where the meetings are being held.

(2) All Special Events and Fundraisers must be approved and coordinated with the Region IV Council Finance Chair.

(3) Proceeds from Special Events and Fundraisers planned by the host chapter shall be split 50/50 with 50% going to the host chapter and 50% going to Region IV after expenses
(Revised and approved per minutes of the Region IV Council, 13 June 2009, in Birmingham Alabama (page 9, paragraph 19c)).

SECTION II – CHECKLIST OF INFORMATION TO BE INCLUDED IN THE BID PACKAGES FROM THREE (3) DIFFERENT HOTELS, INCLUDING INFORMATION IN SECTION IV. <i>(Please attach the hotel bid packages from the three (3) different hotels)</i>	YES	NO
1. What is The daily cost for lodging?		
2. Does the hotel have a restaurant? If yes, hours of operation from _____ to _____.		
3. Is the hotel close to major streets and reasonably priced restaurants?		
4. What is the proposed cutoff date for making reservations?		
5. Can the hotel provide lodging facilities for at least 35 to 45 attendees?		

SECTION II - CHECKLIST (Concluded)			YES	NO
6. Can the hotel provide a complimentary meeting room for the RCM to accommodate eighty (80) to ninety (90) people setup in classroom style with a podium and head table at no cost from 8:00 a.m. to midnight? (note: for consistency with Page 5 of this document) If no, how much? \$				
7. Can the hotel provide a complimentary meeting room for the EC meeting to accommodate twenty (20) people setup in conference style or horseshoe seating the day prior to the RCM from 8:00 a.m. to midnight at no cost? If no, how much? \$				
8. Can the hotel provide a complimentary room to conduct the Youth Competition? If no, how much? \$				
9. Can the hotel provide a complimentary Hospitality Suite? If no, how much? \$				
10. Can the hotel provide audiovisual equipment, i.e., microphones (handheld, stand alone, podium, and lavaliers), mixers, projectors, projector screens?				
	ITEM	COST		
	Microphones <i>(Specify if the price differs for certain types of microphones)</i>			
	Mixer			
	Projectors			
	Projector screens			
	Other			
11. Can the hotel provide free airport shuttle service? If no, estimated taxi/shuttle cost? \$				
12. Can the hotel provide complimentary copier service? If no, how much? \$				
13. Can the hotel provide any other no-cost amenities, i.e., coffee, soft drinks, continental breakfast, etc. Please list items.				
SECTION III – TO BE COMPLETED BY THE CHAPTER PRESIDENT				
1. PRINTED NAME		2. SIGNATURE		3. DATE
4. WORK PHONE		5. HOME PHONE		6. E-MAIL ADDRESS
SECTION IV – ENSURE EACH HOTEL REPRESENTATIVE AT EACH OF THE THREE (3) DIFFERENT HOTELS INCLUDES NAME, TITLE, TELEPHONE NUMBER, AND E-MAIL ADDRESS IN THE BID PACKAGE.				



BLACKS IN GOVERNMENT

REGION IV

ELECTION CRITERIA AND SCORE SHEET

INSTRUCTIONS

*Only points can be awarded to No. 3 or 4 as applicable, but not both.

TOTAL MAXIMUM POINTS - 85 OR 90.

CRITERIA	POINTS
1. Suitability of proposed facilities and low cost lodging rates.	1 to 25
2. No cost amenities.	1 to 25
*3. Chapter never hosted a Regional Council Meeting	1 to 15
*4. Chapter has not hosted a Regional Council Meeting in the last three (3) years.	1 to 10
5. Proposed fundraiser/revenue for the region.	1 to 25

COMPETING CHAPTERS

1.	2.
3.	4.

EXECUTIVE COMMITTEE MEMBER'S SCORE SHEET

Chapter 1		Chapter 2		Chapter 3		Chapter 4	
Criteria No.	Points Awarded						
1		1		1		1	
2		2		2		2	
3		3		3		3	
4		4		4		4	
5		5		5		5	
Total Points		Total Points		Total Points		Total Points	

REGIONAL DIRECTOR'S/NON-VOTING MEMBER'S TALLY OF SCORE SHEETS

Chapter	Total Points Awarded from Voting members	Chapter	Total Points Awarded from Voting Members
1		3	
2		4	

Chapter # _____, _____, received the highest total points of _____ that were counted and verified by the Regional Directors or other non-voting members.



BLACKS IN GOVERNMENT

REGION IV

SELECTION SCORE SHEET

CRITERIA	MAXIMUM POINTS	POINTS AWARDED
1. Proximity within 50-mile radius of proposed training site to workplace of Black Federal, State, and Local workers.	15	
2. Suitability of proposed facilities, lodging rates (10), no cost amenities (10), and ratio of Black employees (5)	25	
3. Workshop Presenters and Speaker: Availability (10) Vita (3) Honoraria (10) Vicinity (2)	25	
4. Number of dues-paying members in chapter at date of proposal.	10	
5. Major activities and/or functions sponsored or hosted by the chapter in the last 12 months.	10	
6. Number of Regional Council meetings attended by proposed host chapter(s) within the last two (2) years and number of representatives in attendance.	3	
7. Number of Regional Training Conferences attended by chapter members and number of persons attending.	5	
8. Submitted projected budget for hosting the conference and projected revenue from the conference.	2	
9. Submitted the name and address of at least three proposed facilities, to include a facility point of contact, name, title, telephone number, and e-mail.	5	
TOTAL MAXIMUM POINTS = 100	TOTAL POINTS	

REGION IV COUNCIL

CREDIT CARD USER AGREEMENT

(Approved in Jackson, Mississippi on May 15, 2010)

Requirements for use of the Region IV Council Credit Card:

1. Regional Council officers are to use the credit card only to make purchases for the legitimate business of the Region IV Council.
2. Regional Council officers must use the credit card only in accordance with the provisions of the Credit Card Policy and Procedures established by the Region IV Council.

I have read and understand the Region IV Council Credit Card Policy and Procedures and I agree to adhere to them.

Signature

Date



BLACKS IN GOVERNMENT

**REGION IV
TRANSITION CHECKLIST**

INSTRUCTIONS

Each outgoing officer, appointee, and committee chairperson is to complete this form and submit it to the Region IV President.

1. NAME	2. CHAPTER	3. TRANSITION MEETING DATE
----------------	-------------------	-----------------------------------

4. TRANSITION MEETING INFORMATION

a. POSITION	b. OUTGOING OFFICER	c. INCOMING OFFICER	d. ITEMS TRANSITIONED

5. HAVE THE FOLLOWING ITEMS BEEN TRANSITIONED?

	YES	NO
a. Gavel.		
b. Region IV Banner.		
c. Region IV Bylaws.		
d. Region IV Policies and Procedures.		
e. Passwords, Websites, E-mail, Etc.		
f. Keys		
g. Annual Audit Report.		
h. Bank Signature Cards.		
i. Region IV Checkbook.		
j. E-990		
k. Bonding and Liability		
l. Minutes (previous and current year).		

6. REMARKS

7. PRINTED OR TYPED NAME	8. SIGNATURE	9. DATE
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BLACKS IN GOVERNMENT

REGION IV

REQUEST FOR PAYMENT/REIMBURSEMENT OF NON-TRAVEL RELATED EXPENSES

1. NAME (Please Print)	2. POSITION
3. PAYABLE TO (If Different Than Requestor)	4. ADDRESS (Including City/State/Zip Code) OF PAYEE

5. DATE	6. DESCRIPTION AND JUSTIFICATION OF EXPENSE	7. AMOUNT
8. TOTAL AMOUNT OF EXPENSE (Attach Receipts)		

9. CERTIFICATION

I certify that all of the above expenses were incurred to carry out my official duties in accordance with existing BIG policies.

a. PRINTED OR TYPED NAME	b. SIGNATURE	c. DATE
--------------------------	--------------	---------

10. FOR REGION IV TREASURER'S USE ONLY

DATE RECEIVED	BUDGET LINE ITEM CHARGED	AMOUNT	CHECK NO.

11. APPROVALS

a. PRINTED OR TYPED NAME OF TREASURER/ASSISTANT TREASURER	SIGNATURE	DATE
b. PRINTED OR TYPED NAME OF PRESIDENT OR EXECUTIVE VICE PRESIDENT	SIGNATURE	DATE



BLACKS IN GOVERNMENT

REGION IV

**REQUEST FOR PAYMENT/REIMBURSEMENT
OF TRAVEL-RELATED EXPENSES**

1. NAME (Please Print)		2. ADDRESS		
3. PURPOSE OF TRIP		4. DEPARTURE DATE	5. RETURN DATE	

6. DESCRIPTION	7. DATE OF TRAVEL	8. DATE OF TRAVEL	9. DATE OF TRAVEL	10. TRIP TOTAL
a. Date				
b. Air/Train/Bus/ Rental Car				
c. Lodging				
d. Parking				
e. Taxi				
f. Shuttle				
g. Gas, Oil				
h. Mileage from Home to Airport and from Airport to Home				
i. Mileage from Home to Airport and from Airport to Home				
j. Other, <i>specify</i>				

		11. DAILY EXPENSES		
12. VOUCHER NUMBER	13. TOTAL AMOUNT DUE TO TRAVELER (Attach Receipts)			

14. PRINTED OR TYPED NAME OF TREASURER/ASSISTANT TREASURER	SIGNATURE	DATE
15. PRINTED OR TYPED NAME OF PRESIDENT OR EXECUTIVE VICE PRESIDENT	SIGNATURE	DATE

REGION IV FORM 7, OCT 2011



BLACKS IN GOVERNMENT

REGION IV

CHAPTER ASSISTANCE APPLICATION

1. REQUESTING CHAPTER		2. CHAPTER MAILING ADDRESS	
3. CHAPTER PRESIDENT		4. PRESIDENT'S TELEPHONE NUMBER	
5. POINT OF CONTACT (POC)		6. POC'S TELEPHONE NUMBER	
7. CHAPTER PROGRAM OR MEMBERSHIP ACTIVITY FOR WHICH FUNDS ARE REQUESTED			
8. AMOUNT REQUESTED <i>(NOT TO EXCEED \$200)</i>		9. DATE BY WHICH FUNDS WILL BE NEEDED	
10. WHAT ARE THE OBJECTIVES OF THE BIG CHAPTER PROGRAM OR MEMBERSHIP ACTIVITY/PROJECT BEING FUNDED?			
11. HOW WILL THE BIG CHAPTER PROGRAM OR MEMBERSHIP ACTIVITY/PROJECT BENEFIT BIG MEMBERS? <i>(Program/Project must have lasting value to Blacks In Government.)</i>			
12. IN WHAT MANNER WILL BIG MEMBERS PARTICIPATE?			
13. DESCRIBE THE PROCEDURE FOR IMPLEMENTATION OF THE BIG PROGRAM/ACTIVITY/PROJECT.			
14. WHAT RESOURCES WILL BE USED TO ENHANCE THE COMMUNITY OR THE BIG CHAPTER?			
15. GIVE SPECIFIC AREAS IN WHICH THIS PROGRAM/ACTIVITY/PROECT WILL SUPPORT AND IMPROVE THE IMAGE OF BIG.			
16. ADDITIONAL INFORMATION WHICH MIGHT AID IN EVALUATING THIS REQUEST.			
17. SIGNATURES <i>(Two required)</i>			
a. PRINTED OR TYPED NAME AND TITLE	SIGNATURE		DATE
b. PRINTED OR TYPED NAME AND TITLE	SIGNATURE		DATE



BLACKS IN GOVERNMENT

REGION IV

CHAPTER REPRESENTATIVE ASSISTANCE APPLICATION

1. REQUESTING CHAPTER REPRESENTATIVE		2. MAILING ADDRESS	
3. REPRESENTATIVE'S TELEPHONE NUMBER			
4. CHAPTER'S NAME	5. CHAPTER PRESIDENT'S NAME	6. PRESIDENT'S TELEPHONE NO.	
7. AMOUNT REQUESTED (NOT TO EXCEED \$200)		8. DATE BY WHICH FUNDS WILL BE NEEDED	
9. CRITERIA FOR ELIGIBILITY (Mark an "X" in the box that applies)			
___ a. No Attendance Within the Last 1-2 years.		___ b. Newly Formed Chapter	
10. FOR COMPLETION BY THE CHAPTER PRESIDENT			
a. PRINTED OR TYPED NAME AND TITLE		b. SIGNATURE	c. DATE
11. FOR REGION IV COUNCIL EXECUTIVE COMMITTEE USE ONLY			YES
			NO
a. Is the Chapter Representative Financial with National?			
b. Is the Chapter in Good Financial Standing with Region IV and National?			
c. Has the Representative or Chapter Received Funds from This Program within the last 3 Years?			
d. PRINTED OR TYPED NAME		SIGNATURE	DATE
TREASURER, REGION IV			
e. PRINTED OR TYPED NAME		SIGNATURE	DATE
PRESIDENT, REGION IV COUNCIL			

REGION IV FORM 9, OCT 2011



**REGION IV
CHAPTER ASSISTANCE PROGRAM EVALUATION**

INSTRUCTIONS

Mail the completed form to the Chair, Program and Planning Committee, or Chair, Membership Committee, as appropriate. Use continuation sheets as necessary.

1. CHAPTER NAME		2. CHAPTER MAILING ADDRESS	
3. POINT OF CONTACT (POC)		4. POC'S TELEPHONE NUMBER	
5. WERE THE OBJECTIVES OF THE PROGRAM/ACTIVITY PROJECT MET? WHY OR WHY NOT?			
6. WHAT WERE THE POSITIVE ASPECTS OF THE PROGRAM/ACTIVITY/PROJECT?			
7. WHAT WERE THE SHORTFALLS <i>(areas for improvement)</i>?			
8. WRITE A BRIEF SUMMARY TO DESCRIBE THE PROGRAM/ACTIVITY/PROJECT AFTER COMPLETION.			
9. SIGNATURE			
a. PRINTED OR TYPED NAME AND TITLE	b. SIGNATURE		c. DATE



BLACKS IN GOVERNMENT
REGION IV
EQUAL EMPLOYMENT OPPORTUNITY (EEO)
ASSISTANCE PROGRAM APPLICATION

INSTRUCTIONS

DOCUMENTATION. Members must provide evidence that they have raised an employment matter of unlawful discrimination. Applications must be thoroughly completed and signed by the Chapter President or, if an individual request for assistance is made, the Chapter member. Chapter Presidents only validate that the member is in good standing.

1. MEMBER'S NAME		2. MEMBER'S MAILING ADDRESS	
3. MEMBER'S E-MAIL ADDRESS			
4. MEMBER'S OFFICE NUMBER	5. MEMBER'S HOME NUMBER		
7. CHAPTER NAME		8. CHAPTER ADDRESS	

9. REQUEST TYPE *(Mark an "X" in the box that applies)*

a. Member Request **b. Chapter Request**

10. FOR COMPLETION BY THE CHAPTER MEMBER (IF INDIVIDUAL ASSISTANCE IS REQUESTED)

a. PRINTED OR TYPED NAME	b. SIGNATURE	c. DATE
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11. FOR COMPLETION BY THE CHAPTER PRESIDENT

a. OFFICE NUMBER	b. HOME NUMBER	c. CELL NUMBER	d. E-MAIL ADDRESS
e. PRINTED OR TYPED NAME		f. SIGNATURE	g. DATE

12. FOR COMPLETION BY THE REGION IV COUNCIL PRESIDENT

a. REQUEST TYPE <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	b. AMOUNT RECEIVED BY CHAPTER OR INDIVIDUAL MEMBER	
c. PRINTED OR TYPED NAME	d. SIGNATURE	e. DATE



**BLACKS IN GOVERNMENT
REGION IV COUNCIL
AWARD NOMINATION FORM**

Suspense:

PERIOD COVERED:

NOMINEE'S NAME:

AWARD TYPE	
<i>Please submit one nominee for one award per nomination form.</i>	
CHAPTER AWARDS	EXECUTIVE COMMITTEE ONLY
<input type="checkbox"/> BIG Distinguished Service <input type="checkbox"/> BIG Meritorious Service <input type="checkbox"/> BIG Chapter of the Year <input type="checkbox"/> BIG Community Leadership/Service	<input type="checkbox"/> President's Award <input type="checkbox"/> Executive Award <input type="checkbox"/> Special Award
CHAPTER INFORMATION	
<i>All financial chapters within Region IV are eligible to submit nominations for awards. The Chapter President must sign each nomination form.</i>	
Chapter President's Name:	Chapter Name:
Chapter Address <i>(include city, state, and zip Code):</i>	
President's Home/Cell Phone:	President's Work Phone:
Chapter E-mail:	
Chapter President's Signature:	
FORWARD THIS FORM (SIGNED BY THE PRESIDENT) AND A JUSTIFICATION (YOU MAY USE PAGES 2 AND 3 OF THIS PACKET) BY _____	
E-mail	Fax:

JUSTIFICATION

Must address specific accomplishments and/or involvement that match the award category from June ____ to Present. You may use pages 2 and 3 of this packet or attach no more than a two-page typewritten justification. Page 1, signed by the Chapter President, must accompany the submittal.

NOMINEE'S NAME:

Chapter offices held and/or committees during the identified time period:

Regional Offices held during the identified time period:

PROFESSIONAL INFORMATION

Community Involvement/Organizations during the identified time period:

NOMINEE'S NAME:

HONORS/AWARDS:

Scholastic:

Public:

Professional:

BRIEFLY SUMMARIZE SPECIFIC ACCOMPLISHMENTS AND/OR INVOLVEMENT THAT MATCH THE AWARD CATEGORY



BLACKS IN GOVERNMENT

REGION IV

AWARDS COMMITTEE SCORE SHEET

CANDIDATE'S NAME: _____

AWARD TYPE: **BIG Distinguished Service Award**

INSTRUCTIONS

Circle a score for each criteria separately on a 5-3-1 scale. After each nominee has been scored, rank in order of the nominee's score and submit the score sheets to the Chair in rank order for each award by the requested due date.

CRITERIA	POINTS		
1. Exemplary contributions in furtherance of the goals and objectives of BIG at chapter, regional, and/or national level.	5 Points Has demonstrated extensive contributions in this area.	3 Points Has only a few contributions in this area.	1 Point Has limited contributions in this area.
2. Exemplary or outstanding participation in working with national, state, or local organizations which are in consonance with BIG's goals and objectives.	5 Points Has demonstrated extensive contributions in this area.	3 Points Has only a few contributions in this area.	1 Point Has limited contributions in this area.
3. Directly involved and pro-active in the advancement of black progress in employment, education, civil rights, and community service.	5 Points Has extensive contributions in this area.	3 Points Has only a few contributions in this area.	1 Point Has limited contributions in this area.

CANDIDATE'S TOTAL SCORE: _____

**FOR USE ONLY BY AWARDS COMMITTEE MEMBER
COMPLETING THIS FORM**

PRINTED NAME	SIGNATURE	DATE



BLACKS IN GOVERNMENT

REGION IV

AWARDS COMMITTEE SCORE SHEET

AWARD TYPE: **BIG Meritorious Service Award**

INSTRUCTIONS

Circle a score for each criteria separately on a 5-3-1 scale. After each nominee has been scored, rank in order of the nominee's score and submit the score sheets to the Chair in rank order for each award by the requested due date.

CRITERIA	POINTS		
1. Outstanding leadership at the regional level.	5 Points Has demonstrated extensive contributions in this area.	3 Points Has only a few contributions in this area.	1 Point Has limited contributions in this area.
2. Outstanding support, assistance, and leadership provided to the local BIG chapter in meeting the chapter's goals and objectives.	5 Points Has demonstrated extensive contributions in this area.	3 Points Has only a few contributions in this area.	1 Point Has limited contributions in this area.
3. Actions taken in helping to eliminate practices of racism against African-Americans in furtherance of BIG's goals and objectives.	5 Points Has demonstrated extensive contributions in this area.	3 Points Has only a few contributions in this area.	1 Point Has limited contributions in this area.

CANDIDATE'S TOTAL SCORE: _____

**FOR USE ONLY BY AWARDS COMMITTEE MEMBER
COMPLETING THIS FORM**

PRINTED NAME	SIGNATURE	DATE



BLACKS IN GOVERNMENT

REGION IV

AWARDS COMMITTEE SCORE SHEET

CANDIDATE'S NAME:

AWARD TYPE: **BIG Chapter of the Year Award**

INSTRUCTIONS

Circle a score for each criteria separately on a 5-3-1 scale. After each nominee has been scored, rank in order of the nominee's score and submit the score sheets to the Chair in rank order for each award by the requested due date.

CRITERIA	POINTS		
1. Exemplary contributions to community and civic progress in furtherance of BIG goals and objectives.	5 Points Has demonstrated extensive contributions in this area.	3 Points Has only a few contributions in this area.	1 Point Has limited contributions in this area.
2. Promotion of national, regional, and chapter programs to include sponsoring workshops, conferences, and seminars to address critical issues of the day that impact on Black government employees in the workplace.	5 Points Has demonstrated extensive contributions in this area.	3 Points Has only a few contributions in this area.	1 Point Has limited contributions in this area.
3. Exemplary or noteworthy accomplishments in recruitment, renewals, fund-raisers, or other chapter programs that promote national, regional, and chapter goals.	5 Points Has demonstrated extensive contributions in this area.	3 Points Has only a few contributions in this area.	1 Point Has limited contributions in this area.

CANDIDATE'S TOTAL SCORE: _____

**FOR USE ONLY BY AWARDS COMMITTEE MEMBER
COMPLETING THIS FORM**

PRINTED NAME	SIGNATURE	DATE



BLACKS IN GOVERNMENT

REGION IV

AWARDS COMMITTEE SCORE SHEET

CANDIDATE'S NAME:

AWARD TYPE: **BIG Community Leadership/Service Award**

INSTRUCTIONS

Circle a score for each criteria separately on a 5-3-1 scale. After each nominee has been scored, rank in order of the nominee's score and submit the score sheets to the Chair in rank order for each award by the requested due date.

CRITERIA **POINTS**

1. Outstanding efforts and accomplishments have advanced black progress in such vital areas as employment, education, civil rights, and community service.	5 Points Has extensive contributions in this area.	3 Points Has only a few contributions in this area.	1 Point Has made limited contributions in this area.
2. Accomplishments, achievements and/or activities show commitment to the goals and objectives of BIG.	5 Points Has extensive contributions in this area.	3 Points Has only a few contributions in this area.	1 Point Has made limited contributions in this area.

CANDIDATE'S TOTAL SCORE: _____

**FOR USE ONLY BY AWARDS COMMITTEE MEMBER
COMPLETING THIS FORM**

PRINTED NAME	SIGNATURE	DATE
--------------	-----------	------



BLACKS IN GOVERNMENT

REGION IV

AWARDS COMMITTEE RANK ORDER SHEET

BIG DISTINGUISHED SERVICE AWARD

RANK ORDER	NOMINEE'S NAME	TOTAL SCORE
1		
2		
3		
4		
5		

BIG MERITORIOUS SERVICE AWARD

RANK ORDER	NOMINEE'S NAME	TOTAL SCORE
1		
2		
3		
4		
5		

BIG CHAPTER OF THE YEAR AWARD

RANK ORDER	NOMINEE'S NAME	TOTAL SCORE
1		
2		
3		
4		
5		

BIG COMMUNITY LEADERSHIP/SERVICE AWARD

RANK ORDER	NOMINEE'S NAME	TOTAL SCORE
1		
2		
3		
4		
5		

FOR USE ONLY BY AWARDS COMMITTEE MEMBER COMPLETING THIS FORM

PRINTED NAME	SIGNATURE	DATE
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**BLACKS IN GOVERNMENT – REGION IV
AWARDS COMMITTEE TALLY SHEET**

BIG DISTINGUISHED SERVICE AWARD

NOMINEE	COMMITTEE MEMBER'S SCORES						TOTAL SCORE

TOP BIG DISTINGUISHED SERVICE AWARD NOMINEE:

BIG MERITORIOUS SERVICE AWARD

NOMINEE	COMMITTEE MEMBER'S SCORES						TOTAL SCORE

TOP BIG MERITORIOUS SERVICE AWARD NOMINEE:

BIG CHAPTER OF THE YEAR AWARD

NOMINEE	COMMITTEE MEMBER'S SCORES						TOTAL SCORE

TOP BIG CHAPTER OF THE YEAR AWARD NOMINEE:

BIG COMMUNITY LEADERSHIP/SERVICE AWARD

NOMINEE	COMMITTEE MEMBER'S SCORES						TOTAL SCORE

TOP BIG COMMUNITY LEADERSHIP/SERVICE AWARD NOMINEE:

FOR USE ONLY BY AWARDS COMMITTEE MEMBER COMPLETING THIS FORM

PRINTED NAME	SIGNATURE	DATE
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VERIFICATION BY AWARDS COMMITTEE CHAIR

PRINTED NAME	SIGNATURE	DATE
--------------	-----------	------



BLACKS IN GOVERNMENT

REGION IV

**AWARDS COMMITTEE RECOMMENDED
RECIPIENTS FOR JUNE 20__ - JUNE 20__**

AWARD TYPE	RECOMMENDED RECIPIENT
BIG Distinguished Service	
BIG Meritorious Service	
BIG Chapter of the Year	
BIG Community Leadership/Service	

20__ AWARDS COMMITTEE MEMBERS

20__ AWARDS COMMITTEE ALTERNATE MEMBERS

FOR USE ONLY BY AWARDS COMMITTEE CHAIR

PRINTED NAME	SIGNATURE	DATE

REGION IV FORM 16, OCT 2011



BLACKS IN GOVERNMENT
REGION IV
NOMINEE INFORMATION

INSTRUCTIONS

This form must be submitted with the Ballot; one per nominee. Copies may be made. You may attach one additional page of information.

1. NOMINEE'S NAME	2. OFFICE SOUGHT
3. CHAPTER NAME	4. CHAPTER LOCATION
5. YEARS OF BIG MEMBERSHIP	6. CURRENT MEMBERSHIP STATUS

7. REGION IV COUNCIL MEETING ATTENDANCE

8. DESCRIBE EXPERIENCE AND SKILL YOU HAVE THAT DEMONSTRATE YOUR QUALIFICATIONS TO SERVE IN THE OFFICE YOU ARE SEEKING AS THEY RELATE TO BIG. REFER TO REGION IV BYLAWS, ARTICLE VI, DUTIES OF OFFICERS. INCLUDE PERSONAL SUCCESSES IN PERFORMING THESE OR SIMILAR DUTIES.

9. DESCRIBE POSITIONS HELD (*Officer, Committee Chairperson or Member, Other*) IN BIG (*all levels*) THAT DEMONSTRATE YOUR PARTICIPATION IN AND COMMITMENT TO CARRYING OUT THE GOALS AND OBJECTIVES OF BIG. ALSO LIST YOUR INVOLVEMENT IN OTHER SIMILAR ORGANIZATIONS.

10. DESCRIBE OTHER EXPERIENCE, TRAINING, OR EDUCATION THAT REFLECTS YOUR ABILITIES TO PERFORM YOUR OFFICIAL DUTIES IN CARRYING OUT THE GOALS AND OBJECTIVES OF BIG.

11. TO BE COMPLETED BY THE CHAPTER PRESIDENT

a. PRINTED OR TYPED NAME AND TITLE	SIGNATURE	DATE



BLACKS IN GOVERNMENT
REGION IV
NOMINATION BALLOT

INSTRUCTIONS

1. All incumbents and/or nominees and their respective chapter must be financial at all levels of BIG.
2. All nominees must meet ALL criteria required for the office he/she seeks.
3. Incumbents (denoted by *) not eligible for re-election to current office but are eligible for any other office.

REGION IV COUNCIL MEETING INFORMATION

1. DATE	2. LOCATION
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NOMINATION INFORMATION

3. NOMINEE'S CHAPTER'S NAME	4. NOMINEE'S CHAPTER'S ADDRESS
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4. NOMINATING MEMBER'S NAME	5. DATE
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6. INCUMBENT/NOMINEE *(Please Type or Print)*

OFFICE	CIRCLE OR FILL-IN CHOICE <i>(One Per Position Only)</i>

7. SUBMITTED BY

a. PRINTED OR TYPED NAME AND TITLE	SIGNATURE	DATE

RETURN THIS BALLOT AND NOMINEES' INFORMATION FORMS *(One for Each Nominee)* **BY**

8. DATE	9. TO NOMINATING COMMITTEE CHAIR

10. ADDRESS



BLACKS IN GOVERNMENT

REGION IV

NOMINATING COMMITTEE SCORE SHEET

COMMITTEE MEMBER'S NAME

CANDIDATE'S NAME

OFFICE SOUGHT

INSTRUCTIONS

Score each nominee separately on a 5-3-1 scale. After each nominee has been scored, rank in order of the nominee's score and submit the score sheets to the Chair in rank order for each position by the requested due date.

CRITERIA	POINTS
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<p>1. Nominee's qualifications based on the knowledge, skills, and experience identified on the nominee's information form to serve in the vacant office. Refer to Region IV Bylaws Article VI, Duties of Officers. Include personal successes in performing these or similar duties.</p>	<p>5 Points</p> <p>Has extensive related skills, knowledge, and experience for this position.</p>	<p>3 Points</p> <p>Has limited related skills, knowledge, and experience for this position.</p>	<p>1 Point</p> <p>Has very limited to no related skills, knowledge, and experience for this position.</p>
<p>2. Nominee's demonstrated participation based on positions held in BIG at all levels. Demonstrated participation in other similar organizations must also be considered.</p>	<p>5 Points</p> <p>Held numerous positions in BIG and other organizations that show demonstrated commitment and active participation.</p>	<p>3 Points</p> <p>Has held a few positions in BIG and other organizations that show some commitment and participation.</p>	<p>1 Point</p> <p>Has limited participation in BIG and other organizations.</p>
<p>3. Nominee's other experience, training, or education that reflects their ability to perform official duties in carrying out the goals and objectives of BIG.</p>	<p>5 Points</p> <p>Nominee presented very relevant information that reflects ability to perform the duties of the position.</p>	<p>3 Points</p> <p>Nominee provided some information relative to performing the duties of the position.</p>	<p>1 Point</p> <p>Presented general, limited information relative to performing the duties of the position.</p>

CANDIDATE'S TOTAL SCORE: _____

FOR USE ONLY BY COMMITTEE MEMBER COMPLETING THIS FORM

PRINTED NAME	SIGNATURE	DATE
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BLACKS IN GOVERNMENT

REGION IV

NOMINATING COMMITTEE RANK ORDER SHEET

OFFICE SOUGHT:

RANK ORDER	CANDIDATE'S NAME	TOTAL SCORE
1		
2		
3		
4		
5		

OFFICE SOUGHT:

RANK ORDER	CANDIDATE'S NAME	TOTAL SCORE
1		
2		
3		
4		
5		

OFFICE SOUGHT:

RANK ORDER	CANDIDATE'S NAME	TOTAL SCORE
1		
2		
3		
4		
5		

OFFICE SOUGHT:

RANK ORDER	CANDIDATE'S NAME	TOTAL SCORE
1		
2		
3		
4		
5		

FOR USE ONLY BY COMMITTEE MEMBER COMPLETING THIS FORM

PRINTED NAME	SIGNATURE	DATE
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**BLACKS IN GOVERNMENT – REGION IV
NOMINATING COMMITTEE TALLY SHEET**

OFFICE: _____

NOMINEE	COMMITTEE MEMBER'S SCORES						TOTAL SCORE

TOP CANDIDATE: _____

OFFICE: _____

NOMINEE	COMMITTEE MEMBER'S SCORES						TOTAL SCORE

TOP CANDIDATE: _____

OFFICE: _____

NOMINEE	COMMITTEE MEMBER'S SCORES						TOTAL SCORE

TOP CANDIDATE: _____

OFFICE: _____

NOMINEE	COMMITTEE MEMBER'S SCORES						TOTAL SCORE

TOP CANDIDATE: _____

FOR USE ONLY BY NOMINATING COMMITTEE MEMBER COMPLETING THIS FORM

PRINTED NAME	SIGNATURE	DATE
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VERIFICATION BY NOMINATING COMMITTEE CHAIR

PRINTED NAME	SIGNATURE	DATE
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BLACKS IN GOVERNMENT



REGION IV
NOMINATING COMMITTEE RECOMMENDED
SLATE FOR 20__ - 20__ OFFICERS

OFFICE	INDIVIDUAL

20__ NOMINATING COMMITTEE MEMBERS

20__ NOMINATING COMMITTEE ALTERNATE MEMBERS

FOR USE ONLY BY NOMINATING COMMITTEE CHAIR

PRINTED NAME	SIGNATURE	DATE
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REGION IV FORM 22, OCT 2011

