

## **PROCEDURES FOR ELECTIONS OF OFFICERS/DIRECTORS**

1. All candidates must be active REALTOR members in good standing at the time of their nomination and when they take office.
2. Candidates for Treasurer must have served on the Board of Directors or the Budget & Finance Committee for at least one year within the past 5 years.
3. Candidate for Secretary must have served on the Board of Directors as a Director at least one year within the past 5 years.
4. Candidates for President-Elect must have served at the time they take office as an officer or director for at least one year within the past 5 years.
5. The candidate of President shall be the current President -Elect.
6. Candidates to be on the Board of Directors must have served as a chair of any standing committee at least one year within the past 5 years.
7. No elected /appointed director or officer shall have served in the same capacity for more than two consecutive terms. The same person may not serve consecutive terms as President.
8. The nominating committee will select a slate which shall be submitted to the President no later than August 14 of each year.
9. The names of the recommended slate of candidates will be published in September.
10. Candidate may not run for the more than one office.
11. The Board of Directors will designate the voting methods.
12. Voting will begin on or about October 1 and continue for 10 days.
13. Elections shall be by a simple majority. Those receiving the highest number of votes will be deemed to have been elected. In case of a tie, the election shall be determined by lot.
14. There will be no campaigning on Association property.
15. New officers and directors will take office on January 1st.
16. All votes cast shall be reported.
17. All newly elected officers & directors will participate in an orientation before serving on the Board of Directors. The orientation shall include but is not limited to review of policies and procedures, Anti-Trust Laws, Robert's Rules of Order, a basic finance review, job description review, and compliance on conflicts of interest and confidentiality overviews.

## **BOARD OF DIRECTORS**

To achieve the goals set forth in the Manual the Board of Directors and/or Executive Committee will:

1. Concentrate its efforts in policy-making decisions, both long and short term, while supporting staff in their mission to administratively reach the goals set forth by volunteer leadership.
2. Develop the Strategic Plan and monitor its adherence to the vision and mission of the Association. Monitor the activities of the committees, task forces, and special interest groups through the Board of Directors and/or Executive Committee, to see that they are consistent with the plan.
3. Make certain that the member-staff relationship is properly maintained by adherence to the policies that define their respective roles.
4. Govern with excellence and fairness by monitoring all practices of both staff and leadership to insure that accepted policies are followed and that there is respect for the clarified roles of each.
5. Understand that the membership holds the leadership accountable for competency of governance and accomplishment of the goals of the organization. To that end, the leadership will always make decisions predicated on what is best for the entire organization.
6. Insure continuity of leadership by planning for a smooth transition from one administration to the next. To that end, the last meeting of the year will include incoming Directors when possible.
7. Initiate policy to avoid problems rather than waiting for a problem to arise which must be solved.
8. Stimulate the involvement of the membership by following the established policies, thus creating an atmosphere of soundness, efficiency, and fairness to all. In such an environment, leaders and future leaders will understand from the start what they may do and what they may expect.
9. The Board of Directors and/or Executive Committee set the general policies and goals of the organization.
10. Shall not knowingly take a position contrary to a position of the Board of Directors.

**Board of Directors.** The governing body of the Board shall be a Board of Directors, consisting of the elected Officers, the most recent immediate past president of the Board, and a sufficient number of additional Directors elected from the REALTOR® Members of the Board to bring the total to thirteen (13). Directors shall be elected to serve for terms of three (3) years, staggered so that approximately one third thereof shall be elected annually, along with the Officers.

No more than two (2) REALTORS® from the same real estate firm may be elected to serve on the Board of Directors simultaneously, and only one of the two (2) may serve as an officer.

**PRESIDENT-ELECT**

1. When called on by the President, represent the Association.
2. Shall act as presiding officer at such times when the President is absent.
3. Begins planning with President and AE for the coming year as President. Within one (1) month after being elected President, he/she shall appoint Committee Chairpersons.
4. Shall serve on the Executive Committee
5. Attends as many committee or task force meetings as possible to be informed about issues and programs.
6. Represents the Association at TAR and NAR meetings within budgetary constraints.
7. Shall serve as Program Chairperson and secure the speakers and programs for the monthly General Membership Meetings. In-conjunction with Membership and Affiliate Chairs will seek approval from Program Chairperson on securing a speaker.
8. Shall not knowingly take a position contrary to a position of the Board of Directors
9. Will serve as Chairperson for T.R.E.P.A.C.
10. Remembers importance attached to remarks made on, and off, the record. Confidentiality included

**Duties of Officers** - The duties of the officers shall be such as their titles, by general usage, would indicate and such as may be assigned to them by the Board of Directors including serving on the Executive Committee. It shall be the particular duty of the Association Executive chief staff executive to keep the records of the Board and to carry on all necessary correspondence with the NATIONAL ASSOCIATION OF REALTORS® and the Texas Association of REALTORS®. (Amended 1/05)

**Term of Officers**- shall be elected to serve one (1) year term, not to exceed two (2) consecutive years in the same Officer Position. After the 4th consecutive year in an Officer position, a two year time off /break is required before being eligible for election as an Officer. In all cases the two year hiatus/break will begin the first day after the last day served.

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**TREASURER**

1. Reviews with the CEO AE the monthly financial statements for presentation to the Board of Directors and/or Executive Committee.
2. Works closely with the CEO AE to help insure the accurate accounting of all funds.
3. Works with the CEO AE, and the Budget and Finance Committee, in the preparation of the annual budget.
4. May be called on to sign certain legal and banking documents as needed. Consistent with the board's approval.
5. Shall not knowingly take a position contrary to a position of the Board of Directors.

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**SECRETARY**

1. Signs certain legal documents that the Board of Directors and/or Executive Committee have authorized to be executed, when requested.
2. Records meeting minutes during Board of Directors monthly meetings, coordinates with CEO ensuring motions are officially recorded.
3. Maintains a visible position and attends as many association functions as possible.
4. Shall serve on the Executive Committee
5. Shall not knowingly take a position contrary to a position of the Board of Directors.1. Remembers that discretion protects credibility, and discourages rumors, gossip, and criticism.

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**DIRECTOR**

1. Expected to represent the entire membership.
2. When evaluating a position on the board, remembers that the Board of Directors is responsible to all members and must place the welfare of the total association ahead of other considerations.
3. Expresses viewpoints and shares opinions.
4. Considers the needs and feelings of others, and faces the issues and facts.
5. Remembers importance attached to remarks made on, and off, the record. Confidentiality included.
6. Remembers that discretion protects credibility, and discourages rumors, gossip, and criticism.
7. Must be familiar with antitrust laws, professional standards, and association bylaws.
8. Must be active member. Attendance at association functions facilitates a steady flow of communication with membership.
9. Be conscious of potential for lengthy Board of Directors meetings and try to keep the meetings moving.
10. Attendance is required according to By-Laws, Article XII, Section 2.

**Term of Directors** shall be elected to serve for terms of three (3) years, not to exceed two (2) consecutive terms of three (3) years. Thereafter a two year time off /break is required before being eligible for election as a Director of the Board.

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