

Candidate Credentialing and Campaign Rules Policy

For REALTORS® Seeking
National Women's Council Elected Office

Guidelines are subject to change.

Revised: June 2023

A. DEFINITIONS

Appointed Leaders An appointment made by the President to a leadership position as needed. (i.e. NAR appointed Liaisons, appointment to Executive Committee)

Elected Officers means the National Women's Council of REALTORS® President, President-Elect, First Vice President, Treasurer, National Liaisons.

Election Year means the year in which the election is held for the Eligible Candidate, Potential Candidate or Endorsed REALTOR® member.

Eligible Candidate means a Potential Candidate deemed eligible by the CCRC to campaign for National Women's Council Elected Office.

Endorsement or Endorse means the act of giving one's public support.

Endorsed Women's Council member means a REALTOR® member endorsed by their home state Network, but who has not yet filed an Application for National Women's Council Elected Office.

Individual Endorsement means an endorsement by an individual.

Institutional Endorsement means an Endorsement by an institution, including but not limited to a brokerage, a National Women's Council region, State or Local Network, or State or Local REALTOR® association.

Notification Date means the date on which the list of Eligible Candidates is released, which shall be on or about August 1, or the first business day thereafter, of the year prior to the year in which the Eligible Candidates' election will be held.

Potential Candidate means a Women's Council member who has filed an Application for National Women's Council Elected Office, but who has not yet been deemed an Eligible Candidate.

REALTOR® means a member of the National Association of REALTORS®

Women's Council means the National Women's Council of REALTORS®

B. IMPORTANT DATES AND TIMEFRAMES

March 1 through May 31: Submission period

- Applications accepted for Potential Candidates
- Campaign Teams of Potential Candidates notified to Candidate Credentialing and Campaign Rules Committee

Midyear Business Meeting

- Candidate Credentialing and Campaign Rules Committee is selected
- Credentials process begins
- Potential Candidate names to be put forth at Regional Caucuses

Candidate Credentialing and Campaign Rules Committee Term of service Midyear meeting (the day following the end of business meeting) thru the following year at the adjournment of Midyear meeting (typically May to May)

June 1, Potential Candidate background checks to be performed. Candidates to comply with requests for information within a one-week timeframe.

On or before July 1, Candidate Credentialing and Campaign Rules Committee Chair to notify non-eligible applicants

On or about August 1

- Notification & Confirmation of Eligible Candidates released by Candidate Credentialing and Campaign Rules Committee
- Eligible Candidates will be notified by National when campaigning can begin
- Campaign financial support can begin, if desired (see guide for more details)

November (National Conference),

- Candidate Forum--Speeches

Midyear Business meeting

- Candidate Forum/Q & A
- Election meeting

C. STATE AND REGION ACTIVITIES

At the Annual Meeting (November) during the Region Caucus, the names of potential candidates are collected, and the National Liaisons submit the name(s) to Candidate Credentialing and Campaign Rules Committee & designated staff at the end of the Region Caucus. A home state and/or region may Endorse a Women's Council member in accordance with Section H (1).

D. APPLICATION PROCESS

1. Eligibility for Application

If an individual is serving in any of the following positions, State President, State President-Elect, State First Vice President, State Treasurer, District Vice President, State Liaison or National Liaison, they are ineligible from serving in both a National and State position concurrently.

Because of the time of elections and when newly elected officers take office the overlap of "elects" for onboarding process is acceptable if serving in a National and State position concurrently.

2. Timeframe for Application:

A Women's Council REALTOR® member may file an Application for National Women's Council Elected Office between March 1 through May 31 of the year prior to the Election Year. Campaigning is not allowed during this timeframe.

3. Emergency Application Process:

If after the submission period no applications were received or no Potential Candidates were deemed eligible for a

particular Elected Office, then within seven (7) days, or as soon as practical, the CCRC will open an application period for thirty (30) days during which time Women's Council REALTOR® members may file an application for that Elected Office. The Candidate Credentialing and Campaign Rules Committee will release a list of the Eligible Candidates by the earliest date practical following the close of the emergency application period, but in no event earlier than the Notification Date.

E. Candidate Credentialing and Campaign Rules Committee

1. Purpose:

To determine candidate eligibility for all Elected Offices and to monitor and enforce campaign rules, and to preside over any appeals. Campaign rules are ratified by the Executive Committee each year.

2. Composition (per Bylaws Article IX):

Ten (10) members as follows:

- Chair (Most Immediate Past President willing & able to serve)
- Immediate Past Chair
- Two (2) members of the National Governing Board elected from and by the National Governing Board at the Midyear meeting
- Two (2) National Executive Committee members elected from and by the National Executive Committee at the Midyear meeting
- Three (3) National Liaisons elected at the Midyear meeting
- One (1) active Past National President appointed by the Past National Presidents' Advisory Committee on or before the Midyear meeting

Five (5) Alternates need to be selected as follows:

- Two (2) from National Governing Board elected from and by the Governing Board at the Midyear meeting
- Two (2) from National Executive Committee elected from and by the National Executive Committee at the Midyear meeting
- One (1) active Past National President appointed by the Past National Presidents' Advisory Committee on or before the Midyear meeting

Staff: Women's Council CEO and/or designated staff are non-voting members.

3. Responsibilities:

- a) The Chair is responsible for advising committee members of any significant issues brought to their attention and preparing correspondence on behalf of the Candidate Credentialing and Campaign Rules Committee.
- b) To represent Women's Council of REALTORS® interests in maintaining a fair and efficient campaign and election process for Elected Officers.
- c) To make decisions free of the influence of any personal matters.
- d) To abide by the Campaign and Endorsement Policies for Candidate Credentialing and Campaign Rules Committee Members outlined within this document.
- e) Logistics for the meetings of the committee is an administrative function of Women's Council CEO or designated staff.
- f) Candidate Credentialing and Campaign Rules Committee meetings, panels and deliberations are closed meetings and strictly confidential.
- g) To plan and execute the Candidates' Forum at the Midyear Meeting. (see Page 4 Important Dates & Timeframes)
- h) To host a recorded virtual orientation meeting with Potential Candidates and campaign manager (if applicable) no later than fifteen (15) days prior to the announcement of the eligible candidates. The purpose of this required orientation meeting is to outline, address and review the campaign guidelines, process, and rules. If a Potential Candidate has an unforeseen reason and can not attend the virtual meeting, the Potential Candidate may request the recording from Women's Council CEO. It will be the responsibility of the Potential Candidate and campaign manager (if applicable) to watch the recording.
- i) To provide a list of the Eligible Candidates to the Women's Council members and voting delegates by the

- j) Notification Date(see page 4 Important Dates and Timeframes).
- k) If Chair is unable to serve, the National President of the Women’s Council shall appoint an Active Past National President able to serve as chairperson of the committee, except that in no case shall the same person serve as chairperson for two successive years.
- l) Upon a temporary vacancy a member of the Candidate Credentialing and Campaign Rules Committee, the National President of the Women’s Council shall appoint the replacement from the Alternate Pool.
- m) Upon a vacancy of a member of the Candidate Credentialing and Campaign Rules Committee for more than 2 meetings, the position may be considered vacant, and an alternate may be appointed from the Alternate Pool by the National President.
- n) Per Bylaws Article IX, In the event that the Chair is unable to serve, the Past National President Alternate will serve as the Candidate Credentialing and Campaign Rules Committee chair.
- o) Eight (8) members of the Candidate Credentialing and Campaign Rules Committee will establish a Quorum. The Chair or Immediate Past Chair must be present to establish a quorum.

F. POTENTIAL CANDIDATE REVIEW PROCESS

BACKGROUND CHECKS AND PROFESSIONAL DUE DILIGENCE

The Candidate Credentialing and Campaign Rules Committee will perform professional due diligence and review all timely- filed complete applications for Elected Office and will require background checks on each Potential Candidate. Applications must include a Letter of Good Standing from all Local Associations Potential Candidate has membership including Potential Candidate’s State Association. Said Letter of Good Standing is to be signed by a person of authority within the respective Association. Incomplete/Partial applications will not be reviewed. The Women’s Council will hire a professional organization to conduct the appropriate background checks. (Women’s Council – National will cover the cost to conduct the background checks).

1. Background Checks and Professional Due Diligence

Potential Candidates are required to provide detailed information regarding any prior or pending legal and regulatory matters against the Potential Candidate or any company of which the Potential Candidate is an owner, principal, partner, or corporate officer in any of the following categories:

- Pending federal, state and county litigation and/or regulatory action
- Final judgments
- Disciplinary actions
- Pending Ethics Violations

2. Candidate Application Review:

The results of the Background Check and Professional Due Diligence process will be submitted to National Women’s Council CEO for review. Should items of material issue be revealed by the Potential Candidate, the Professional Due Diligence process and/or the background check, said information will be submitted to the Candidate Credentialing and Campaign Rules Committee. Example of issues that may be considered material include, but are not limited to, the following:

- REALTOR® Code of Ethics violations resulting in the termination or suspension of membership
- Failure to comply with Women’s Council campaign and election rules
- All criminal convictions, excluding traffic violations (however driving under the influence may be considered a material issue)
- Regulatory enforcement actions (personal or business) where a violation was found
- Pending regulatory investigations (personal or business)
- Pending litigation (personal or business)
- Judgments (personal or business)
- Social Media

Any reports/violations will be provided to the Candidate Credentialing and Campaign Rules Committee chair for review.

Convictions, regulatory investigations, pending litigation, judgments, facts, or circumstances that could reasonably represent a source of liability, or conflict with Women's Council of Realtors® policies could affect the eligibility of the Candidate.

If after reviewing the Background Check and Professional Due Diligence process, the Candidate Credentialing and Campaign Rules Committee determines whether there are any material issues that may prevent a Potential Candidate from being deemed an Eligible Candidate, the Candidate Credentialing and Campaign Rules Committee Chair will promptly disclose such material issue(s) to the Potential Candidate. The Potential Candidate will then be provided thirty

(30) days to correct any inaccurate information or offer any mitigating information relevant to such issue(s). In addition, the Candidate Credentialing and Campaign Rules Committee may, in its discretion, request a personal interview with the Potential Candidate. Upon completion of the Potential Candidate review, the Candidate Credentialing and Campaign Rules Committee will release the list of Eligible Candidates to the membership of Women's Council on the Notification Date (see page 4 Important Dates and Timeframes).

G. POTENTIAL CANDIDATE APPEAL PROCESS

1. Potential Candidate Appeal Process:

- a) Within ten (10) days of receipt of the Candidate Credentialing and Campaign Rules Committee determination of a Potential Candidate's ineligibility to campaign for Elected Office, a Potential Candidate may file a written appeal with the Candidate Credentialing and Campaign Rules Committee Chair.
- b) The Potential Candidate's appeal must include all of the following information:
 - Basis for Potential Candidate's appeal
 - Supporting documentation for the Potential Candidate's basis for appeal
 - Whether the Potential Candidate requests an opportunity to make their appeal in person
- c) Within ten (10) days of receipt of the written appeal, the Candidate Credentialing and Campaign Rules Committee Chair will forward a copy of the Potential Candidate's appeal and supporting materials to the full Candidate Credentialing and Campaign Rules Committee for its review.
- d) If the Potential Candidate requests a hearing, a virtual hearing will be set, within five (5) days of receipt of the appeal, the Candidate Credentialing and Campaign Rules Committee Chair will notify the Potential Candidate of the date of the appeal hearing.
- e) A majority of the Candidate Credentialing and Campaign Rules Committee must be present in order to conduct an appeal hearing.
- f) In order to prevail on appeal, a Potential Candidate must receive a 2/3 affirmative vote from the Candidate Credentialing and Campaign Rules Committee members voting at the appeal hearing.
- g) Within five (5) days of the date of the appeal hearing, but in no event earlier than the Notification Date of August 1st, the Candidate Credentialing and Campaign Rules Committee Chair shall notify the Potential Candidate of the decision of the Candidate Credentialing and Campaign Rules Committee in writing.
- h) The decision of Candidate Credentialing and Campaign Rules Committee on the Potential Candidate's appeal is final.

H. ENDORSEMENTS

1. Home State Network and Region Endorsements:

REALTORS®, Potential Candidates, and Eligible Candidates may obtain, an Endorsement from the individual's home state Network and/or Region beginning on the Notification Date of the year prior to the Election Year.

2. Institutional and Individual Endorsements:

REALTORS®, Potential Candidates, and Eligible Candidates are prohibited from soliciting or receiving any Individual or Institutional Endorsements prior to the Notification Date of the year prior to the Election Year.

3. Potential Candidate Campaign Team Endorsement:

Potential Candidates may make public the Individual Endorsement of any campaign team member identified in accordance with Section I.

I. POTENTIAL CANDIDATE CAMPAIGN TEAM

1) Assembly of Campaign Team

- a) A Potential Candidate may assemble a campaign team of up to five (5) individuals anytime during the submission period.
- b) The names must be submitted to the Candidate Credentialing and Campaign Rules Committee by August 1 of the year prior to the Election Year.
- c) Campaign team members may include individuals from within or outside of the Potential Candidate's Region.
- d) Potential Candidates may make up to two (2) substitutions of its campaign team members upon advance written notice to the Candidate Credentialing and Campaign Rules Committee.

2) Responsibility of the Potential Candidate

- a) It will be the responsibility of the Potential Candidate to correct misbehavior (as soon as known) of any supporter that is campaigning on their behalf whether or not they are an official member of the campaign team.

J. POTENTIAL CANDIDATE AND ENDORSED WOMEN'S COUNCIL MEMBER PERMITTED ACTIVITIES

1. *Prior to the Notification Date, campaign-related activities are limited to the following:*

- a) Appearing before a group within the individual's home local and state network.
- b) Creating and preparing campaign materials and submitting for approval to Candidate Campaign Credentialing and Campaign Rules Chair, but not distributing campaign materials(which include but not limited to websites, social media profiles, and written materials).
- c) A Potential Candidate may strategize with their campaign team.

2. *Prior to the Notification Date, the following campaign-related activities are not permitted:*

- a) Potential Candidates may not announce their intent to run prior to the application process, but may say that they have applied.
- b) Once a Potential Candidate applies, they may not campaign in any form to the National Leadership Team, National Liaisons, or Candidate Credential Rules Committee members, including but not limited to websites, social media, social media memories and/or written materials.
- c) Potential Candidates may not campaign in any form whether in person or virtual, including but not limited to Network 360.

K. ELIGIBLE CANDIDATE CAMPAIGN RULES

All applicants for Elected Office are required to sign a statement acknowledging that they have read, understand, and agree to comply with the Women's Council campaign and election rules. Potential and Eligible Candidates may request clarification on existing campaign rules, and such questions, along with the Candidate Credentialing and Campaign Rules Committee response, will be provided to all candidates.

Candidates are allowed to campaign in person at their own state meetings as permitted by State Leadership. No other person may campaign or speak on behalf of the candidate at in-person network events to circumvent this rule. No in-person campaigning is permitted at the local network level.

- Candidates for National Liaison are permitted to campaign virtually only.
- Candidates for National Line Officer positions (PE, FVP, Treasurer) may campaign by in-person attendance once per state networks permitted by State Leadership only during the campaign cycle.

Eligible Candidates and their campaign team (if applicable):

- a) May begin campaigning for Elected Office on the Notification Date.
- b) May provide public notice of a home local and/or state network endorsement.
- c) May not state or imply National Women's Council campaign support or endorsement.
- d) May not solicit, accept, state, or imply an endorsement, campaign or financial support from the Candidate Credentialing and Campaign Rules Committee, leadership team and national liaisons. When in doubt, please contact Executive Vice President.
- e) Must make best efforts to address and resolve any campaign violation committed by the Eligible Candidate

or a member of their campaign team.

- f) Must submit all campaign materials to Candidate Credentialing and Campaign Rules Committee for advance review and approval prior to use. Campaign materials that include previously approved language and logos do not need to be resubmitted for approval.
- g) Must ensure that Women's Council logo is used properly in all types of campaign materials.
- h) Must ensure that all campaign materials contain truthful and accurate information.
- i) Must accurately specify the office and year for which the Eligible Candidate is running for election in all types of campaign materials.
- j) Must comply with Women's Council rules and policies for displaying or distributing campaign materials.
- k) May distribute campaign materials during Candidate Forum and Candidate Speech sessions.
- l) May not use (or direct anyone to do so on their behalf) the National Women's Council website or other National Women's Council social media pages for campaigning.
- m) May not campaign at, hold a campaign event, in person or virtually, on the day of the Women's Council Governing Board Midyear Meeting or Election Meeting.
- n) Must remove all displayed campaign materials, including banners from public spaces at the Women's Council Midyear Meeting in May no later than 8pm the night before the election. Banner placement must be approved by National two weeks prior to any National meeting.
- o) May not distribute campaign materials to a REALTOR®'s hotel room nor advertise on a REALTOR®'s hotel room television.
- p) May not display campaign advertising on any electronic screen in a hotel's public spaces.
- q) While on a National Women's Council business virtual meeting/event, customized backgrounds, virtual banners, candidate campaign materials or statements are prohibited. In addition, names must be correctly displayed without any campaign reference.

The intent of these policies is not to disrupt in-person or virtual meetings.

L. CAMPAIGN FINANCIAL SUPPORT (OPTIONAL)

Note, national does not require that you finance a campaign in any fashion whatsoever. Should you decide to seek financial support, beginning on Notification date of the year prior to the Election Year, an Eligible Candidate may begin accepting commitments of, and receiving campaign financial support from any individual, institution, Women's Council Region, Women's Council State or Local Network. Candidates are advised to contact a tax advisor regarding handling and reporting of any financial support.

M. CAMPAIGN RULE VIOLATION COMPLAINT PROCESS, SANCTIONS AND APPEAL PROCESS

Any Women's Council member may file a written complaint with the Candidate Credentialing and Campaign Rules Committee Chair, and the Candidate Credentialing and Campaign Rules Committee may initiate a complaint, for a suspected campaign violation.

If a Women's Council member, Potential Candidate, or Eligible Candidate believes that a campaign rule violation has occurred, such individual is encouraged to file a written complaint with the Candidate Credentialing and Campaign Rules Committee Chair pursuant to the procedure outlined below.

1. Process for Submitting a Complaint:

- a) Written complaints must be submitted on the Women's Council complaint form with the Candidate Credentialing and Campaign Rules Committee Chair and copied to Women's Council CEO. Forms can be obtained by contacting the Candidate Credentialing and Campaign Rules Committee Chair and/or Women's Council CEO.
- b) All complaints must contain the name of the complainant, the date the complaint was submitted, and a summary of the allegations (photos & screen shots can be used to support complaint). Anonymous complaints will not be accepted.
- c) The Candidate Credentialing and Campaign Rules Committee Chair, in consultation with Women's Council CEO or designated staff will review the complaint to determine whether the complaint sufficiently alleges that a campaign violation may have occurred. If it does, then a group consisting of the Candidate Credentialing and Campaign Rule Committee Chair and one (1) member of the Candidate Credentialing and Campaign Rules Committee (selected by the Candidate Credentialing and Campaign Rules Committee Chair and Women's Council CEO or designated staff) will contact the respondent directly and attempt to resolve the matter in a mutually agreeable manner, which may include the imposition of a sanction. If the matter is not

resolved, the Candidate Credentialing and Campaign Rules Committee Chair, will assemble a five (5) member panel consisting of members of the Candidate Credentialing and Campaign Rules Committee and the chair, to further investigate and consider the matter.

- d) If a panel is assembled, the panel may request the complainant and/or respondent to provide additional information or appear before the panel in person or virtually. The panel is bound by the rules of evidence and may consider any evidence to determine whether a campaign violation has occurred.
- e) The resolution of the matter must be agreed upon by a majority vote of the panel.
- f) The Candidate Credentialing and Campaign Rules Committee Chair, in consultation with Women's Council CEO or designated staff will document the resolution of the matter and communicate such resolution to respondent. The complainant will be notified as to whether or not a violation occurred and that any sanctions/actions are confidential to the respondent.
- g) If the respondent wishes to appeal the sanction or the panel's decision for any reason, an appeal may be filed with the Candidate Credentialing and Campaign Rules Committee Chair. Complainants have no appeal right.

2. Sanctions:

If a campaign violation is deemed to have been committed, the panel has the discretion to impose any one or more of the following sanctions:

- a) Confidential written warning to the candidate, with a copy to the candidate's campaign manager (if applicable).
- b) Confidential cease and desist letter and/or letter of censure to the candidate, with a copy to the candidate's campaign manager (if applicable).
- c) Letter of censure delivered to the Women's Council voting delegates (Bylaws Article X, Section 2B).
- d) Prohibited from running for any Women's Council Elected Office during the current and immediately following election cycle.

3. Appeal Process:

- a) Within five (5) business days of the respondent's receipt of notice of the panel's decision, respondent may file a written appeal, which must include information supporting the basis of the appeal.
- b) Within three (3) business days of receiving the candidate's appeal, the Candidate Credentialing and Campaign Rules Committee Chair will notify appellant of the date and time for the hearing.
- c) Appellant has the right to present their appeal to the full Candidate Credentialing and Campaign Rules Committee. Members of the Candidate Credentialing and Campaign Rules Committee who served as part of the original review panel are excluded from the appeal, except that the Candidate Credentialing and Campaign Rules Committee Chair shall preside over the proceeding, but not vote. Appellant will have thirty (30) minutes to present any relevant evidence to the Candidate Credentialing and Campaign Rules Committee.
- d) The Candidate Credentialing and Campaign Rules Committee will review the complaint anew, affording no deference to the panel's previous decision.
- e) Within five (5) days of the appeal hearing, the Candidate Credentialing and Campaign Rules Committee Chair will notify the appellant of the Candidate Credentialing and Campaign Rules Committee decision on the appeal.
- f) The decision of the Candidate Credentialing and Campaign Rules Committee is final.

4. Candidate Credentialing and Campaign Rules Committee Guidelines:

Candidate Credentialing and Campaign Rules Committee members, National Liaisons and/or National Liaisons-Elect are prohibited from endorsing candidates for National Women's Council Elected Office. Candidate Credentialing and Campaign Rules Committee members must adhere to the following guidelines:

- a) May not introduce or speak on behalf of a candidate or participate in photo opportunities with candidates.
- b) If a Candidate Credentialing and Campaign Rules Committee member attends a campaign event, then he or she should attempt to attend campaign events of all candidates to avoid any appearance of favoritism.
- c) May not wear or distribute campaign-related items.

- d) May view information on candidates' websites and social media platforms, but must refrain from taking any action that is, or could be construed as an Endorsement. For example, "liking" or "following" a candidate's campaign social media page is prohibited.
- e) May not serve on a candidate's campaign team.
- f) Must abstain from voting on any candidate Endorsement in the Candidate Credentialing and Campaign Rules Committee member's home state or region. However, Regions can endorse.

If it comes to the attention of the Candidate Credentialing and Campaign Rules Committee Chair that an Eligible Candidate or Candidate Credentialing and Campaign Rules Committee member has violated the Campaign Endorsement Policies, the Candidate Credentialing and Campaign Rules Committee Chair, in consultation with the committee and Women's Council CEO or designated staff, will address the alleged violation and determine an appropriate resolution of the violation.

If it comes to the attention of the Women's Council CEO, a National Officer or a Candidate Credentialing and Campaign Rules Committee member that the Candidate Credentialing and Campaign Rules Committee Chair has violated the Campaign Endorsement Policies, the National President, in consultation with the Women's Council CEO or designated staff, will address the alleged violation and determine an appropriate resolution of the violation.

N. ELECTION AND INSTALLATION OF ELECTED OFFICERS

1. Women's Council Midyear Election Meeting:

Per the Bylaws, Election of officers shall be by viva voce or roll call vote, or written or electronic ballot as per rules of the day. A majority vote shall elect an officer. In the event that no candidate on the ballot for a particular office receives a majority vote, the two candidates receiving the greatest number of votes cast shall remain on the ballot and a run-off election shall be held between those two candidates. The candidate receiving the majority of votes cast in the run-off election shall be declared the winner.

2. Women's Council Annual Meeting:

Per the Bylaws, the officers of the Women's Council shall be installed and take office at a time to coincide with the installation and taking of office of the officers of the National Association of Realtors®.

O. ELECTED OFFICES: DESIRED QUALIFICATIONS

1. Office of Treasurer

a. Duties, Responsibilities and Authority:

- I. Must demonstrate knowledge and experience in understanding and reviewing of financial and budgeting processes.
- II. Must be willing to work closely with Women's Council staff on understanding and reporting of financials.
- III. Will conduct the Finance & Budget orientation each year and will also serve as the Chair of the Finance & Budget committee.
- IV. Will present financial reports to the Finance & Budget committee, as well as to the Governing Board and the membership.
- V. Participates along with the Leadership Team in development and accomplishment of all Strategic Priorities of Women's Council.
- VI. Supports policies and programs adopted by the Executive Committee and Governing Board.
- VII. Promotes active participation in Women's Council on the part of the membership.
- VIII. Performs other duties as assigned by the President.

b. Leadership Qualities and Ability to Achieve the Mission of Women's Council:

- I. Candidate is aligned with the mission statement of Women's Council.
- II. Candidate will represent the members' interest.
- III. Candidate has leadership ability to move the agenda and vision of Women's Council with their own style and talent to mobilize the state and local networks.
- IV. Candidate exercises personal leadership in the motivation of members and strategic partners.

- V. Candidate is open to new ideas and concepts even when taking a new direction may involve risk-taking.
 - VI. Candidate has personal leadership capabilities to influence the establishment of goals and objectives of Women's Council; candidate is willing to carry forth ideas and directions that may be unpopular to some.
 - VII. Candidate possesses presentation skills and has the ability to serve as a leader and spokesperson as assigned by the President.
 - VIII. Candidate possesses a knowledge and understanding of strategic initiatives, programs, policies and structure of Women's Council.
 - IX. Candidate is able to set up alternative management of their real estate business to allow the candidate to commit the extensive amount of time and energy to the Office.
- c. Experience with Women's Council of REALTORS®:
- I. Candidate must have completed a minimum of a one (1) year term in some of the following capacities:
 - II. Completed a term as a local network president.
 - III. Served on a National Women's Council Task Force, Project Team and/or Presidential Advisory Group, committee, or graduate of our Leadership Institute.
 - IV. Completed a term as a Women's Council National Liaison.
 - V. Served on Women's Council Executive Committee.
 - VI. Completed a term as a Women's Council State President or State Liaison(if there is no State Network).
 - VII. there is no State Network).
 - VIII. Served as a leader in other Industry/NAR Affiliate Organizations.

2. Office of First Vice-President

- a. Duties, Responsibilities and Authority:
- I. The First-Vice President is third to the President in leadership.
 - II. Participates along with the Leadership Team in development and accomplishment of all Strategic Priorities of Women's Council.
 - III. Will determine that a quorum is present at meetings of the Governing Board and Annual Business Meeting and is responsible for credentialing voting delegates.
 - IV. Along with President will approve the minutes prepared by Women's Council staff.
 - V. Will serve as Chair of the Bylaws committee
 - VI. Supports policies and programs adopted by the Executive Committee and Governing Board.
 - VII. Promotes active participation in Women's Council on the part of the membership.
 - VIII. Represents Women's Council at state and local network meetings, Independent groups and conventions as assigned by the President.
 - IX. Performs other duties as assigned by the President.
- b. Leadership Qualities and Ability to Achieve the Mission of Women's Council:
- I. Candidate is aligned with the mission statement of Women's Council.
 - II. Candidate will represent the members' interest.
 - III. Candidate has leadership ability to move the agenda and vision of Women's Council with their own style and talent to mobilize the state and local networks.
 - IV. Candidate exercises personal leadership in the motivation of members and strategic partners.
 - V. Candidate is open to new ideas and concepts even when taking a new direction may involve risk-taking.
 - VI. Candidate has personal leadership capabilities to influence the establishment of goals and objectives of Women's Council; candidate is willing to carry forth ideas and directions that may be unpopular to some.
 - VII. Candidate possesses presentation skills and has the ability to serve as a leader and spokesperson as assigned by the President.
 - VIII. Candidate possesses a knowledge and understanding of strategic initiatives, programs, policies and structure of Women's Council.
 - IX. Candidate is able to set up alternative management of their real estate business to allow the

candidate to commit the extensive amount of time and energy to the Office.

c. Experience with Women's Council of REALTORS®:

- I. Candidate must have completed a minimum of a one (1) year term in some of the following capacities:
 1. Completed a term as a local network president.
 2. Served on a National Women's Council Task Force, Project Team and/or Presidential Advisory Group, committee, or graduate of our Leadership Institute.
 3. Completed a term as a Women's Council National Liaison.
 4. Served on Women's Council Executive Committee.
 5. Completed a term as a Women's Council State President, or State Liaison(if there is no State Network).
 6. Served as a leader in other Industry/NAR Affiliate Organizations.
 7. Served as a National Officer.

3. **Office of President-Elect**

a. Duties, Responsibilities and Authority:

- I. The President-Elect is second to the President in leadership. Fulfills the responsibilities of the President in the absence of the President.
- II. Works with the President and CEO to develop a communication strategy for the leadership team.
- III. Participates along with the Leadership Team in development and accomplishment of
- IV. all Strategic Priorities of Women's Council.
- V. Can act as a spokesperson as assigned by the President.
- VI. Promotes active participation in Women's Council on the part of the membership.
- VII. On behalf of the President, develops and cultivates productive relationships with State leaders, National Liaisons and National Strategic Partners.
- VIII. Supports policies and programs adopted by the Executive Committee and Governing
- IX. Board.
- X. Oversees development of the budget for their elective year.
- XI. Plans the & oversees the Leadership Team retreat along with the CEO.
- XII. Oversees the activities of the National Liaisons and chairs the National Liaison
- XIII. meetings.
- XIV. Chairs & Plans Network 360 Leadership Training.
- XV. Represents Women's Council at state and local network meetings, Independent groups and conventions as assigned by the President.

b. Leadership qualities and ability to achieve the mission of the Organization:

- I. Candidate is aligned with the mission statement of Women's Council.
- II. Candidate will represent the members' interest.
- III. Candidate has leadership ability to move the agenda and vision of Women's Council with their own style and talent to mobilize the state and local networks.
- IV. Candidate exercises personal leadership in the motivation of members and strategic partners.
- V. Candidate is open to new ideas and concepts even when taking a new direction may involve risk-taking.
- VI. Candidate has personal leadership capabilities to influence the establishment of goals and objectives of Women's Council; candidate is willing to carry forth ideas and directions that may be unpopular to some.
- VII. Candidate possesses presentation skills and presence to serve as a chief spokesperson.
- VIII. Candidate has the ability to monitor and evaluate the performance of Women's Council.
- IX. Candidate possesses a knowledge and understanding of strategic initiatives, programs, policies and structure of Women's Council.
- X. Candidate is able to set up alternative management of their real estate business allow the candidate to commit the extensive amount of time and energy to the Office.

- c. Experience with the Women's Council of REALTORS® organization:
- I. Candidate must have completed a minimum of a one (1) year term in some of the following capacities:
 1. Completed a term as a local network president.
 2. Served on a National Women's Council Task Force, Project Team and/or Presidential Advisory Group, committee, or graduate of our Leadership Institute.
 3. Completed a term as a Women's Council National Liaison.
 4. Served on Women's Council Executive Committee.
 5. Completed a term as a Women's Council State President or State Liaison (if there is no State Network).
 6. there is no State Network).
 7. Served as a leader in other Industry/NAR Affiliate Organizations.
 8. Served as National Officer.

4. **Office of the President**

This position is an automatic ascension from President Elect.

a. Duties, Responsibilities and Authority:

Within the limits of the Bylaws, policies and priorities of the Women's Council Board of Directors and Executive Committee, the President is responsible to accomplish the duties as set forth below:

- I. The President shall serve as Chief Elected Officer, representing the entire membership and the best interests of Women's Council of REALTORS®.
- II. Acts as chief spokesperson for Women's Council (with approved and agreed upon messaging), to the press, the public, legislative bodies, and the other organizations.
- III. Exercises personal leadership in the motivation of their leadership team, board members, committee members and membership.
- IV. Works with the President-Elect, and CEO to develop a communication strategy for the leadership team.
- V. Along with the CEO, monitors and evaluates Women's Council performance and effectiveness.
- VI. When appropriate or invited, attends meetings of the states, and on some occasions, Local Networks to share the National message.
- VII. Promotes active participation in Women's Council at all levels and in all professional areas.
- VIII. Presides at meetings of the Women's Council Governing Board, Executive Committee, Annual Election Meeting, General Membership Meeting and Leadership Team Meetings.
- IX. Along with the Leadership Team input, appoints committee chairs of Women's Council Special Committees, (i.e. project teams, and presidential advisory groups), outlines the purpose and duties of these groups and monitors progress.
- X. Supports and defends policies and programs adopted by the Executive Committee and Governing Board.
- XI. Works with the Leadership Team to establish, develop and maintain relationships with other individuals, groups, and associations outside the membership of Women's Council for the mutual benefit of the Real Estate Industry.

5. **Office of the National Liaison**

a. Duties, Responsibilities and Authority

- I. Oversee the work of the National Women's Council in their respective region.
- II. Act as the representative of the National Leadership Team in such matters as may be assigned to them by the president; may include supporting the National Leadership Team as requested to attend meetings, make presentations, and otherwise represent and communicate National initiatives that reflect the Council mission.
- III. Serve on the National Executive Committee
- IV. Serve on the Credential and Campaign Rules Committee (note: National Liaisons may not be a candidate for a National Officer position the year they are serving on the Credential and Campaign Rules Committee).
- V. Lead a strong team of the State Network Presidents and State Liaisons in the region.
- VI. Support State Liaisons and State Network leadership as needed in addressing potential growth

- opportunities.
 - VII. Communicate with and support local networks and members-at-large in states without a State Network or State Liaison.
 - VIII. Identify opportunities and/or challenges within the region and assist wherever possible.
 - IX. Attend annual meetings of the National Women's Council and chair regional caucus meetings to conduct regional business.
- b. Leadership qualities and ability to achieve the mission of the Women's Council:
- I. Candidate is aligned with the mission statement of Women's Council.
 - II. Candidate will represent the members' interest.
 - III. Candidate exercises presentation skills, personal leadership, and possesses the ability to motivate members.
 - IV. Candidate is open to new ideas and concepts even when taking a new direction may involve risk-taking.
 - V. Candidate is willing to carry forth ideas and directions even if unpopular to some.
 - VI. Candidate possesses a knowledge and understanding of strategic initiatives, programs, policies and structure of Women's Council.
 - VII. Candidate is able to set up alternative management of their real estate business to allow the candidate to commit the extensive amount of time and energy to the Office.
- c. Experience with Women's Council of REALTORS®:
- I. Candidate must have completed a minimum of a one (1) year term in some of the following capacities:
 - 1. Completed a term as a local network president.
 - 2. Served on a National Women's Council Task Force, Project Team and/or Presidential Advisory Group, committee or graduate of our Leader Institute.
 - 3. Served on Women's Council Executive Committee.
 - 4. Completed a term as a Women's Council State President or State Liaison(if there is no State Network).
 - 5. Served as a leader in other Industry/NAR Affiliate Organizations.