

## Network Election Procedures

1. Governing Board appoints a Candidate Review Team (a minimum of ninety (90) days prior to election):
  - a. Project Team to be a minimum of three (3) and no more than five (5) members.
  - b. Project Team selects the chairperson at first meeting.
  - c. Project Team must consist of Active (REALTOR®) members that are in good standing and no more than one (1) active National Affiliate member.
  - d. One (1) or more active Past Presidents willing to serve.
  - e. One (1) or more active Past Program Directors willing to serve.
  - f. President Elect serves as (Non-Voting) ex-officio member.
  - g. Current governing board members are not eligible.
  
2. Candidate Review Team Chair (a minimum of sixty (60) days prior to election):
  - a. Sends out email to membership to solicit applicants for open positions.
    - i. Consider weekly follow-up emails until a specific date.
    - ii. Chair should work with Secretary (or whoever is in charge of correspondence) so communication to membership can be completed.
  - b. Email should consist of job descriptions, election date, application and consent to serve due date, and contact information for Candidate Review Team Chair.
  - c. Both forms are due back to the Candidate Review Team Chair thirty (30) days prior to election date.
  - d. Candidate Review Team will confirm applicant eligibility. Candidate Review Team can conduct interview of applicants if they so choose.
  
3. President will notify the membership (ten (10) days prior to election) about the election date, location, rules of running and names of candidates.
  - i. NOTE: notice must provide information about running from the floor. Member must submit an application and consent to serve (which should be attached to notice). These forms are due back to Candidate Review Team Chair no later than seven (7) calendar days prior to election. Chair will confirm eligibility. A member cannot run from the floor if the application and consent to serve are not submitted seven (7) calendar days prior to the election.

# Conducting the Election - Two Options

## **Option #1**-At an Industry Event Meeting

1. National members are credentialed at check-in and provided a ballot
  - a. Per Bylaws twenty percent (20%) of the Active (REALTOR® / REALTOR-ASSOCIATE® / Institute Affiliate) members of the Network shall constitute a quorum.
  - b. Both National REALTOR® and National Affiliate members are eligible to vote.
2. Candidate Review Team oversees voting, collection and tallying of ballots.
3. Candidate Review Team Chair presents the candidates, with no motion for adoption.
4. President presides and conducts the election. *Optional - The Network may schedule a few minutes for candidates to speak to the members and/or hold a Q and A session.*
5. Voting may be by viva voce or roll vote or by written ballot when there are two or more candidates according to the Local Network Bylaws.
6. The same procedure is followed for electing each officer.
7. A separate area set aside at the Industry Event Meeting supervised by Candidate Review Team to oversee voting, and collection and tallying of ballots. (This could be done the 1st fifteen (15) minutes of meeting).
  - a. Ballots are to be kept until the 1st meeting of the following year.
8. After the time allotment for voting, the Candidate Review Team counts votes, gives to Current President and introduces officers elect at the end of the Industry Event Meeting.
9. Current Secretary takes minutes of this meeting to be kept as a permanent record in official minutes of the following Governing Board meeting.

## **Option #2**-At Special Meeting, with a program and Elections (Possibly a Lunch & Learn with a good speaker to draw people in) for members only.

1. National members are credentialed at check-in and provided a ballot.
  - a. Per Bylaws twenty percent (20%) of the Active (REALTOR® / REALTOR-ASSOCIATE® / Institute Affiliate) members of the Network shall constitute a quorum.
  - b. Both National REALTOR® and National Affiliate members are eligible to vote.
2. Candidate Review Team oversees voting, collection and tallying of ballots.
3. Candidate Review Team Chair presents the candidates, with no motion for adoption.
4. President presides and conducts the election. *Optional - The Network may schedule a few minutes for candidates to speak to the members and/or hold a Q and A session.*
5. Voting may be by viva voce or roll vote or by written ballot when there are two or more candidates according to the Local Network Bylaws.
6. The same procedure is followed for electing each officer.
7. A separate area set aside at the Special Meeting supervised by Candidate Review Team to oversee voting, and collection and tallying of ballots. (This could be done the 1st fifteen (15) minutes of meeting).
  - a. Ballots are to be kept until the 1st meeting of the following year.
8. After the time allotment for voting, the Candidate Review Team counts votes, gives to Current President and introduces officers elect at the end of the Special Meeting.
9. Current Secretary takes minutes of this meeting to be kept as a permanent record in official minutes of the following Governing Board meeting.