



Standing Rules for Women's Council of Realtors® Florida Amended September 28th, 2021

General Policies ¹

1. The Current Bylaws & Standing Rules along with all supporting documents shall be kept in electronic format and made available on the State website. Supporting documents to Standing Rules include but may not be limited to the Financial Policy and Standard Operating Procedures.
2. The State Network may choose to have a yearly fundraiser earmarked for RPAC (REALTOR® Political Action Committee).
3. The Leadership Team, District Vice-Presidents, and Local Network Presidents shall have a Leadership Summit to be held at a location chosen by the Incoming State President. The Leadership Summit may be held in person, virtually or a combination of the two. Committee Chairs and Presidents-Elect to be invited at the discretion of the Incoming State President.
4. The Events project team will be responsible for setting up a booth at the Florida REALTORS® Convention, annually.
5. The State Network will pay for the hospitality suite.
6. The installation banquet and awards presentation will be held at the Mid-Winter Business Meetings.
7. A designated area shall be set aside for the Governing Board at all State meetings.
8. Women's Council of Realtors® Florida to comply with IRS guidelines concerning reimbursement of State Officers' expenses effective January 1, 1994 as outlined in the State Network Financial Policy.
9. Standing Rules may be amended only by motions coming from the Bylaws & Standing Rules Project Team and must be approved by the Governing Board. Bylaws & Standing Rules Project Team will confer with the State Administrator after each Governing Board Meeting to revise Board approved motions to the Standing Rules within thirty (30) days. After thirty

¹



(30) days if the changes have not been made, the Bylaws Chair is permitted to receive the minutes and/or recordings in order to make the approved changes. Revised Standing Rules and all supporting documents will be delivered to the State President and/or the State Administrator to be posted in the appropriate locations (i.e. cloud storage and the State Website).

10. Should the need arise to change or review technology services, (defined as any types of virtual communication platforms, cloud storage, audio/video production, or any other technology related services and products), for the integrity of the Women's Council of Realtors® Florida brand:
 - A. The Executive Committee will work together with the Technology Project Team to review technology needs, technology budget and proposals.
 - B. A minimum of 2 proposals are required.
 - C. The Governing Board will have final approval of any and all changes over \$2500.00 as per our State Network Financial Policy.

11. In assigning committee members to the Leadership Identification & Development, Finance & Budget, Bylaws & Standing Rules committees it will be an aim to have no more than a 50% turnover of committee membership from the previous year.

12. Credentials

Credentials Project Team to be made up of Chair and Vice-Chair as appointed by State President and President-Elect, and all local network Presidents-Elect. During the election process, the credentials project team shall conduct themselves in an impartial manner towards all candidates.

13. Leadership Identification and Development

- A. The Leadership Identification & Development Committee will send a list of recommended candidates for National volunteer positions to the National Staff on or before May 1st.
- B. All candidates for National positions will be interviewed by the Leadership Identification & Development Committee and the Chairman of Nominating Committee. Only the committee recommended candidates will be eligible for marketing funds.

14. Nominating

- A. The Nominating Committee will meet two (2) times each year, in person or virtually at the discretion of the Chair, to conduct interviews with each candidate.



- B. Nominations from the Floor may be made by any voting member at least 8 days prior to the elections, provided the candidate has satisfied all of the requirements found in the Standard Operating Procedures.

Campaign Policy:

- i. The candidate for office may officially announce his/her candidacy and begin campaign activities no earlier than 30 (thirty) days following the last Governing Board meeting of the year preceding the year of election.
- ii. There may be announcements and brochures containing only information about the candidate themselves and can be distributed inside or outside of the meeting rooms.
- iii. All campaign communications shall contain factually accurate information.
- iv. Electronic media communications to members shall be allowed and must include an “opt-out” provision.
- v. Members of the State Leadership Team may promote their own candidacy but shall not participate in the candidacy of any candidate outside of the meeting of the Nominating Committee.
- vi. Only these activities as listed are allowed.

Election of the Nominating Committee for the following year:

At the end of the Nominating Committee’s report for both Governing Board and General Membership Meetings, the Chairman will make a motion to open the floor for nominations of members to serve on the following year’s Nominating Committee per Bylaws.

15. Members-At-Large are entitled to vote in the Annual Election and may cast one vote each.
16. Protocol and Guidelines will become a permanent standing project team. This project team is to be comprised of Chair and Vice-Chair, appointed by State President and President-Elect. The team is responsible for updating all links, forms and templates within the guide.
17. The First Vice President shall be named as “Secretary/First Vice President” for purposes of sunbiz.org only.