

# **Standing Rules**

## **Women's Council of Realtors – San Diego Network**

### **Revised and Approved 11/8/23**

In attendance: Maria Zvetina President Elect, Janell O'Meara 1st Vice President, Joy Parker Membership Director, Lynda Hill Treasurer

**Standing Rules** relate to the administration of a Women's Council Network. They provide continuity to the operation by setting policies that can be referred to year-after year to determine what procedure is followed. Basic information on Standing Rules follows:

- Standing Rules cannot be used to grant or limit rights of membership. • A Standing Rule can be adopted by majority vote at a Governing Board Meeting. Changes should be notified periodically to Membership and posted in the San Diego microsite at WCR.org.
- A Standing Rule remains in force until amended or rescinded. It does not bind future meetings if a majority of the Governing Board desires to suspend it temporarily for the duration of a particular meeting.
- A Standing Rule can be amended by a majority vote of the Governing Board.
- A Standing Rule can be suspended by a majority vote of the Governing Board for the duration of a meeting.
- A Standing Rule can be rescinded by a two-thirds vote without previous notice or by a majority vote of the Governing Board after notice on at least the preceding day.

## **I. Meetings**

### **A. Governing Board Meetings**

Regular Governing Board Meetings shall be held a minimum of 4 times throughout a calendar year. Dates of Governing Board Meetings shall be scheduled and announced by the incoming President at the Business Planning Workshop. Schedule of Governing Board Meetings will be posted on the local network WCR microsite (google calendar) and in the yearly calendar in dropbox. A minimum of a two-week notification shall be given to the Board Members of any date changes.

#### **1. Annual Election Meeting**

The Annual Election Meeting shall be held no later than August 15. It may be held in conjunction with a Regular Program Event. It shall be held prior to the State Fall Meeting, or the State Business Planning Workshops

whichever comes first. Members will be notified via email the Official Slate of Officers.

## **2. Installation Meeting**

The Installation Event shall be held prior to November 30. It may be held in conjunction with a Regular Program or Event.

## **3. Unexcused Absence**

Governing Board members have agreed to attend board meetings per signed Consent to Serve. Any member of the Governing Board with three unexcused absences may be subject to removal by a majority vote of the Governing Board.

## **II. Elections**

Members that have been a member of the Council for at least 30 days by the date of elections can apply to be a candidate. President Elect automatically ascends to President, all other positions are voted in.

All Candidates shall sign a consent-to-serve form after reading job description. Candidates must submit a completed consent-to-serve form at least 7 days before date of election in order to run for a governing board position.

### **A. Timelines:**

1. Refer to the Local Network Election Guidelines on WCR.org for complete rules, and see Addendum 1 to the Standing Rules

### **B. Campaigning Guidelines**

1. Candidates to conduct a positive campaign with positive message. Remember the overall image of Women's Council of REALTORS® leadership and conduct, acting accordingly.
2. All candidates' campaign material shall be screened by the Candidate Review Team, who may reject misrepresentative content.
3. Individual candidate forums are permitted at candidate's expense.
4. On the day of elections, candidate promotional materials are allowed in or around the meeting venue and must be removed prior to voting.

## **C. Procedures**

### **1. Rules of the Day**

The Rules shall be read and approved by the membership prior to voting.

### **2. Tellers (Counters of the Ballot)**

A minimum of three tellers shall be appointed by the President, if more than one candidate for each position, and a written ballot is required. Candidate Review Team members shall serve as tellers.

## **III. Installation of Officers**

### **A. Arrangements**

The President Elect along with the Installation Project Team shall make the arrangements for the installation of officers in accordance with the budget.

### **B. Selection of Installing Officers and Mistress of Ceremonies**

The President Elect shall select the Installing Officer and Master or Mistress of Ceremonies.

### **C. Pin and Name Badges for Incoming Officers**

The President Elect shall have the duty of obtaining the incoming Board's pins, and upon ratification of incoming Board, orders incoming officer name badges in sufficient time for presentation at the Installation Ceremony, and submit for reimbursement.

### **D. Plaque for Outgoing President**

The President Elect shall obtain a plaque and gift to be presented to the outgoing President at the Installation Ceremony, and submit for reimbursement of the expense.

### **E. Finance**

The budget for the Installation Ceremony shall be sufficient to include the expenses of invited guest dignitaries. This may include the ticket price, the

hotel accommodations, and travel expenses (per diem for food, etc.)

#### **IV. Duties of the Governing Board**

\*\*Governing Board members include all elected officers, (President, President Elect, First Vice President, Treasurer, Event Director, and Membership Director). Only governing board members are entitled to vote. Project Team Chairs do not have a vote on the Governing Board.

Before or during the Network Business Planning Workshop all outgoing Project Team Chairs will present a written report of accomplishments and budget expenditures to the incoming Project Team chairs and pass along any relevant materials or supplies.

Officers shall abide by the Women's Council of Realtors Bylaws, Standing Rules and Local Network Operating Standards, and the duties as outlined in the Job descriptions provided by the California Women's Council of REALTORS®.

All elected officers should have served as chair or be a member of a Project Team for at least one year prior to the election. This is not always possible so discretion is left up to the Candidate Review Team.

##### **A. Officers**

###### **1. President**

Appoints Standing and Special Project Team Chairs, subject to ratification of Governing Board.

Upon taking office, or at the first Governing Board Meeting thereafter, the President shall furnish each Officer and Project Team Chairperson a copy of their signed application and consent to serve, respective job descriptions, duties and responsibilities of each position along with a copy of the Bylaws, Standing Rules, Local Operating Standards, Business Plan and Proposed Budget. Each Officer and project Team Chair to sign a Mission and Vision Acknowledgement Form of receipt of all documents.

As soon as elected, the President shall organize the year as outlined per the Network Business Planning Workshop.

All invitations for dignitary visit requests shall be completed by the specified dates. Can be delegated to First Vice President. Provide necessary information in regards to the network for the State

Women's Council of REALTORS® web page. (Can be delegated.)

Submit names of elected officers to the National Women's Council of REALTORS® by mandated deadline. (Can be delegated.)

Attend regional, state and national meetings as possible. If the President is unable to attend either the Spring State or National meeting, a proxy should be designated. The proxy notification for the State meeting should go to the District Vice President, and to the National meeting should go to WCR.org prior to the deadline.

Assign to Officers or Project Team Chairs reasonable and relevant duties not already prescribed in these Standing Rules.

New members shall be welcomed and introduced individually at Industry Events and Membership Networking Meetings and on Social Media. (Can be delegated to Membership and Social Media.)

President and Incoming President work with the Treasurer to establish a budget for the incoming year, to be approved by the Governing Board at the first meeting prior to November 30.

President to sign contracts with board approval.

Writes welcome letter on WCR.org, on the San Diego microsite.

Attends Local and District Business Planning Workshops.

Creates Agenda for all meetings, coordinating with Events Director.

Checks and replies to general email box.

Picks up SDAR mail. (Shared with Treasurer or delegated.)

Serves as ex-officio member of all Project Teams.

## **2. President-Elect**

Attends Network 360 Leadership Conference in Chicago. Attends regional, state and national meetings as possible. Serve as Proxy if needed.

Create a budget and Strategic Partner Brochure by August 31 for following year

Shall be invited to serve on all Project Teams.

Attends Local and District Business Planning Workshops.

Plan and conduct a Business Planning Workshop for incoming officers and Project Team Chairs. Workshop to be held after elections and before the Tuesday following the National Conference.

Complete, with the assistance of the Governing Board, the next year's business plan.

Performs other duties assigned by the President.

### **3. First Vice President**

Minutes shall be taken at all Governing Board Meetings and emailed to the Governing Board within seven (7) days after each meeting for review and/or corrections.

All minutes shall be ratified at the Governing Board Meeting and kept for historical record in Dropbox.

If changes to Standing Rules have been approved during any Governing Board meeting, notify the Standing Rules Committee Chair or the President to update the document.

All invitations for dignitary visit requests shall be completed by the specified dates.

Create press releases as requested regarding Network events, members, out of town events, and other items of the Governing Board or President for immediate release to local newspapers and local associations, microsite, and Social Media. (Can be delegated to Project Team Lead or Social Media.)

Serves as email marketing coordinator for the Network. (Can be delegated.)

Sends Thank You notes to guest speakers, panelists, moderators, and sponsors as requested by the Governing Board or President.

Sends sympathy, get well, and congratulatory cards to members on behalf of the Network.

Attends Local and District Business Planning Workshops.

Performs other duties assigned by the President.

#### **4. Treasurer**

In concert with the President and President Elect, create an Annual Budget for the incoming year. Governing Board to ratify at Governing Board meeting prior to November 30, 2023.

Present Annual Budget to the Membership and on Microsite.

It is the duty of the Treasurer to make appropriate disbursements as directed by the President and the Governing Board in a timely manner.

All monies received by the Network shall be deposited into a financial institution selected by the Governing Board of the Women's Council of REALTORS® San Diego County and/or into Billhighway.

\*\*Two signatures shall be required on all checks; the signatures shall be the Treasurer's and the President's or President-Elect's. All debit/credit cards authorizations are approved as per budget or vote by the Governing Board.

All monies (with the exception of dues from National members) collected by the Network shall be turned over to the Treasurer within ten (10) days of receipt and shall be deposited by the Treasurer within five (5) business days thereafter.

Keep accurate, written records of all dues, payments and receipts. PayPal, Eventbrite and Square Register may be used for online payments. No commingling of personal accounts, including Venmo, or Cash.

Coordinates Down Payments once signed by President and approved by the Board.

Submit P&L and Event Reconciliations to the Governing Board at each Board Meeting. Review expenditures and financial status with the Budget & Finance Project Team and Governing Board.

Submit Financial Check-up Quarterly to State Women's Council State Treasurer.

Add Budget, Bank Statements, P&L's, Event Reconciliations, and Expense Reports to Dropbox.

Supply the bookkeeper/accountant all necessary documentation and receipts to file the taxes prior to any IRS deadlines.

Coordinates the cash and accounting at the venue for Events. If unable to attend, shall notify the President and arrange for a replacement. Two people to count, sign and date all cash receipts.

Reconcile all eventbrite and square reports per event.

Attends Local and District Business Planning Workshops.

Coordinates the sale of raffles and drawings with the Hospitality Project Team at check-in of events.

Performs other duties assigned by the President.

## **5. Membership Director**

Has received and reviewed membership onboarding toolkit provided by National.

Establish membership goals in coordination with the Local President and Governing Board. Oversees all recruitment and retention membership activities.

Oversee a Membership Project Team to develop a strategy and action plan to achieve recruitment and retention goals. Plans a membership drive at



the beginning of the year in conjunction with the Membership Project Team.

Make a follow up phone call and send a welcome email with a membership application within seven (7) days of a guest attending any Women's Council event.

Coordinates the sending of a card or letter of welcome on behalf of the Network to each new member within seven (7) days of becoming a member.

Check WCR.org on a weekly basis for new members. Forward new member contact information to all Officers within (48) hours.

Conduct a new member interview on form with all new members within seven (7) days of joining. Forward new member interview with contact information to all Officers within (48) hours of interview. Put form into dropbox.

Coordinate a Social Media post welcoming each new member within fourteen (14) days of becoming a member.

Conduct new member orientations four (4) times a year to welcome all newly added members. Board, Strategic Partners, and Project Team Chairs shall be present to speak about their potential volunteer opportunities.

Updates and maintains the database of members. Reports this information at all Board Meetings, referencing the current percentage of REALTORS® 80% to Affiliates 20%, the required ratio.

A report shall be made by the Director of Membership at each Governing Board Meeting of all new members, including their contact information.

The Not Yet Renewed report should be reported to the Governing Board in the spring. The report should get put into dropbox

Oversee new member orientations at local Associations of REALTORS® to promote Women's Council of REALTORS®.

Coordinate attendance at offices and caravans to promote Women's Council of REALTORS® membership events.

Membership to take a tablet or PC to every event to make sure new members can join Women's Council easily. Applicants must be in good standing at their local association.

National Affiliate members should be limited to those who serve on the Network Governing Board.

Any new National Affiliate member shall bring in 2 new REALTOR® members to the Network in order to keep balanced ratios of REALTORS® to Affiliate members.

Report corrections and changes in member information to National at WCR.org.

Attends all events, and Local and District Planning Workshops at a minimum. Attends State meetings as budget allows.

Perform other duties assigned by the President.

## **5. Events Director**

Coordinates All Network Events: 4 minimum Industry Events, 2 minimum Membership Appreciation, Fundraisers, Installation (Fundraiser), and Elections. An event may be delegated to a Project Team Chair.

Creates a proposed budget for each event, with the goal of achieving a profit and submits to the Board for approval and discussion.

Oversees Project Team Meetings to plan and coordinate on events throughout the year, subject to Board approval. This includes venue availability and pricing, inviting speakers, speaker expense, coordinating Ways and Means, speaker gifts, registration desk, hospitality, greeters and ambassadors, table decorations, set up and breakdown, etc.

The Events Director is in charge of providing all details to the Marketing Project Team (in order for them to produce flyers, enter into Eventbrite, and create emails and social media postings). All events should be marketed a minimum of 60 days prior to the event date.

Coordinates the save the date calendar with Marketing.

Coordinates with President an agenda for each event.

Announces “Coming Soon Events” at all Events.

SWOT after each event within 7 days.

Attends Local and District Planning Workshops.

Attends State Meetings as allowed by the budget and approved by the Board.

## **B. Project Team Leaders**

Project Team Leaders shall abide by the Women’s Council of Realtors Bylaws, the Standing Rules, Network Operating Standards, and the duties as outlined by the National and State Women’s Council of Realtors.

The incoming Project Team Leader shall recommend to the incoming Board possible members for consideration.

All Project Team Leaders shall attend all governing board meetings, and be prepared to provide reports, although are not considered members of the Governing Board.

All outgoing Project Team Leaders shall make a written report on the Project Team’s accomplishments at year’s end and pass on Project Team materials to the incoming Project Team Leader.

### **1. Budget & Finance**

The Project Team shall present the budget for the following year at the September Governing Board Meeting, to be approved by the Board no later than November.

Prior to the end of the calendar year, this Project Team shall conduct an audit of the books of the Treasurer. This meeting shall include First Vice

President, the following year Treasurer, a Non-Board Member, and President-Elect.

## **2. Membership**

Works in tandem with the Membership Director to attain recruitment and retention goals set by Governing Board.

Assists in tasks as requested by President or Membership Director such as letters to new members, attending new member orientations, and as required.

Attends new member orientations at local Associations of REALTORS® to promote and talk about Women's Council of REALTORS®.

Gathers collateral to be used at monthly office meetings, caravans, and other networking venues.

Coordinates attendance at various offices and caravans to pitch Women's Council of REALTORS® membership and fundraisers and events.

Develops and monitors a new member mentor program in conjunction with the Hospitality Project Team.

Provide the Hospitality Project Team with a current list of members so that proper payment for attendance is made by members and guests.

Oversees coordination of new member drawings at Industry Events.

Keeps track of "Friends of Women's Council" memberships.

## **3. Strategic Partners**

Coordinates with Incoming President and Governing Board to plan yearly goals to meet the approved budget for the next year. This should be done by Oct 30th.

Creates a partnership brochure for the following year with incoming President and Governing Board to present to businesses for participation.

Raise funds to meet the budget by securing yearly strategic partnerships. This funding is for leadership training and education purposes, enabling Network leaders and members to attend regional, State and National Women's Council of REALTORS® meetings.

Coordinates update of marketing. Maintains logos and artwork in proper formatting for social media flyers, slides, and other marketing materials in conjunction with the Marketing Project Team.

Coordinates banner for display at events with all current Strategic Partners by March 1st.

Brings all current reports to Governing Board Meetings.

Makes appointments in person or on zoom with potential Strategic Partners and, when possible, include President, President Elect - or other connecting Member - to develop the relationship.

Maintains compliance with Strategic Partner contract terms.

Maintains spreadsheet of current sponsorship levels, mic time at meetings, number of comp tickets for events, current contact information.

Coordinates “Lunch and Learns” with President, Events Director and Governing Board.

Coordinates strategic partners for gift baskets/themes for fundraising at events, coordinate with Hospitality/Ways and Means.

Oversees coordination of Strategic Partner drawings at Network Events.

Works on securing Strategic Partnerships for the following year as early as possible.

In Kind Strategic Partnerships must be voted on by the Governing Board.

#### **4. Event Chairs and Project Teams**

Locates volunteers to work on any events, plan a budget and report to the Governing Board projected income and expenses for events.

Works hand in hand with the Events Director to coordinate successful events.

Can coordinate specific events working under Events Director.

## **5. ByLaws and Standing Rules**

The Standing Rules shall be reviewed annually by the Bylaws and Standing Rules Project Team and any changes presented to the Governing Board for approval.

Bylaws are updated by National Women's Council of Realtors. Update microsite yearly with the current ByLaws.

Any changes in local dues must be approved by Membership with a quorum present and a majority vote, then submitted to State and National Women's Council by date as set forth by National for approval and for billing to occur.

## **6. Hospitality/Ways and Means/Ambassadors**

The Hospitality Chair shall track and report the attendance results of each Event to the President and Membership Director immediately following the event and at the Governing Board Meeting.

Handles reservations and gives final head count to venues based on registrations. Confirm actual count of people served day of.

Oversees Meeting check-ins with Treasurer and Membership Project Team representative. Look for dignitaries such as Past Presidents, State and Local dignitaries, and other VIP's, and report to President so that they can be recognised.

Facilitates the introduction of guests and new members to other members.

Provided a list of all attendees along with complete contact information for all guests and then turns over to the Director of Membership for follow-up.

Coordinates the sale of raffle and drawing tickets in conjunction with Treasurer at check-in.

Coordinates room set up including the availability of the flag, microphone, table layout, audio/visual, etc.

Have a current list of members, so that proper payment for attendance is made at check-in.

## **7. Communications and Marketing/Website/Social Media**

Creates a save the date calendar after the Fall Business Planning Meeting.

Works with the President to create Strategic Partners Brochure, Officers List for flyers and slides, Program of Event, and flyers for Industry, Membership, and Fundraising Events.

Sends emails, and creates Social Media posts and invitations for Industry Events.

Attends events to capture attendees and speakers and post on Social Media and use for future Membership Marketing.

Submits monthly Calendar of Events to SDAR, NSDCR, and PSAR.

Gathers collateral to be used at monthly office meetings, caravans, and other networking venues.

Submits news articles and press releases to National Women's Council of Realtors, SDAR, and local publications.

## **7. Awards and Recognition**

Establishes guidelines for selecting the REALTOR® of the Year, Affiliate of the Year, and Volunteer of the Year. Eligible nominees of REALTOR® of the Year shall be a current member of the National Women's Council of Realtors as a REALTOR for a minimum of two (2) consecutive years. Eligible nominees of Affiliate of the Year shall be a current National Affiliate member or Strategic Partner, Volunteer of the Year shall be a current member or Strategic Partner. To avoid automatic awards, the current year's officers will not be eligible for the award, but this does not preclude them from receiving future awards.

Distributes applications/nominations to membership no later than October 15 for submission.

Honorees to be announced November/December meeting or event.

Submits candidate(s), if appropriate, in August to California Women's Council for State Awards and Grants and follows the procedure for those recognitions.

Market and coordinate the educational awards and travel awards. Educational and Travel awards are determined by the budget and will be distributed by the guidelines set forth by the Governing Board every year. Any Performance Management Networking (PMN) class or other Designation courses offered by Women's Council of Realtors are eligible for qualification for reimbursement. The President, President Elect and Director of Membership shall not be eligible in that year.

Plan and coordinate visible symbols of appreciation.

Other recognition for participation can be voted on by a majority vote of three (3) of the Governing Board if the allotted amount of recognition is within the guidelines of the current budget.

#### **8. Parliamentarian**

At the President's discretion a qualified Parliamentarian may be present at Governing Board and Election meetings.

### **V. Financial Matters**

**A. All State and National Meeting tickets, airfares, hotel accommodations, and food stipend, are subject to the budget for reimbursement by the Treasurer after the meeting has occurred. There is no pre-paying allowed and only early registration fee and reasonable economy fares will be reimbursed.**

#### **B. Reimbursed Expenses**

##### **1. State, National and Regional Meetings**

The Network will establish the expenses for each State and National meeting at the time the yearly budget is prepared.

All Women's Council of Realtors State, National and Regional meetings are covered as reimbursable expenses for the President and for the President Elect (in addition to Network 360). Other members, Officers,



and Officer Candidates may be reimbursed as the Board approves and as budget permits.

Women's Council of Realtors-related ticketed functions held at each particular meeting will be taken into consideration but may not be reimburseable. These must be budgeted and preapproved by the Board.

Should a member travel to the destination city prior to the beginning of a Meeting, or extend her/his stay in the destination city before and/or beyond the end of a Meeting, no associated expenses will be borne by the Network.

Any exception needs approval in advance by the Governing Board.

## **2. Hotels and Transportation**

Hotels will be based on ½ the convention rate for a double occupancy room to include taxes, (for meeting dates only). The cost of any internet connection will be calculated into the room.

Transportation to and from the airport and best available airfare will be covered. Use best practices sharing of expenses for travel.

## **3. Food reimbursement**

\$65 Per Diem maximum expense will be reimbursed, which does not include alcohol. Receipts are necessary for reimbursement. In instances when one person pays for another, it must be itemized. Multiple people cannot be reimbursed for the same meal.

## **4. Reimbursement Process**

- a. Traveling member will be provided an Expense Reimbursement Form to complete prior to reimbursement.
- b. Complete the form to be submitted to the President and Treasurer for approval. President and Treasurer to review. Upon approval the reimbursement will be made.
- c. Reimbursement Requests should be turned in within 1 week of the meeting. Requests received over 45 days from the last day of the

meeting may not be honored.

d. There will no advancement of monies to any traveling member.

## **5. Requirements**

- a. In order to receive reimbursement, you must attend all meetings, functions, etc. and fulfill the obligation of making a report of the meeting(s) to the Governing Board to the members at the next available meeting or opportunity.
- b. If the member does not fulfill any of the requirements their reimbursement may be denied or adjusted accordingly.

## **C. Guest Policy**

### **1. Speakers**

All guest speakers are to receive a complimentary meal and any other special recognition for their contribution to the Network. Any additional compensation for a speaker is to be pre-approved by the Governing Board.

### **2. Non-Members**

Non-members must attend at paid non-member prices.

Best practices would be to encourage any non-member speakers to become members.

## **D. Reservation Obligations**

### **1. Event Ticket Pricing**

For ticketed events, “reservations made are a reservation paid”.

Only confirmed members will be guaranteed the member price at any event. Non-members pay non-member prices.

Early bird tickets sold for a set time before the event are the best value. Door ticket prices will be higher for both members and non-members.

### **2. Cancellation**

Reimbursement for cancellation will be subject to approval by the President and the Board.

### **3. Billing**

Invoicing for non paid reservations shall be sent 7 days prior to the event, and no later than 7 days after, at the discretion of the Governing Board.

### **4. Fee Policy**

Members attending a ticketed function shall be charged for the meal or refreshments whether they eat or do not eat.

### **5. No Reservations**

Anyone who wishes to attend a ticketed event without a reservation shall be accommodated on a space available basis only, members to be considered first. Prepaid reservations will be held past the start of the event.

### **F. Memorials**

In the case of a death of a member or member's spouse, parent or child, an appropriate memorial not to exceed \$100.00 shall be selected.

## **VI. VIP Policies**

### **A. State or National Women's Council of REALTORS® Office**

If a Network member is elected to State or National Women's Council of REALTORS® Office, the financial sponsorship shall be determined and voted upon by the Governing Board. Such funds shall be included in the budget.

State or National Officers shall be acknowledged at Network Events.

## **VII. Awards and Recognition**

### **A. REALTOR® MEMBER of the Year/Affiliate of the Year**

The President may appoint a PROJECT TEAM to be approved by the Governing Board to select a Local Member/National Affiliate of the Year and Strategic Partner of the Year. These persons shall be current Women's Council of REALTORS® members and a current local Strategic Partner. The committee shall follow the guidelines provided by the California Women's Council of REALTORS®.

### **B. Educational Scholarship**

Each year when the budget is prepared there will be consideration of an Educational Scholarship. If approved, the scholarship is to be used for any NAR, CAR, or WCR, RRC, designation offering. The committee will be appointed by the President. The availability of the Scholarship will be made known to all members in communications during the year. The committee will report to the Governing Board by October 1st. Awards will be distributed as budget allows at Installation.

### **C. Other Recognition**

Other special recognition may be given by the President at a Network Meeting or Governing Board meetings by the President.

Respectfully Submitted,

## Addendum 1



### Elections Timeline

90 Days Prior	60 Days Prior	30 Days Prior	10 Days Prior	7 Days Prior
Governing Board appoints a Candidate Review Team	Candidate Review Team Chair sends out email to membership to solicit applicants for open positions	Applications and consent to serve forms due back to the Candidate Review Team Chair	President notifies the membership about the election date, location, rules of running and names of candidates	Any person running from the floor must have their application and consent to serve turned in to the Candidate Review Team Chair

Note: All elections must be completed by August 15<sup>th</sup>