

# State Network

## Credentialing and Election Policy

**PURPOSE:** Candidate Review and Credentialing process allows all eligible members an opportunity to run for elected positions. A credentialed list of verified candidates will be published to the voting membership prior to election.

<b>Days before Election</b> (minimum)	<b>Process &amp; Procedure</b>
90	Candidate Review Team begins process Candidate Review Team reviews qualifications & job descriptions for elected positions Call for applications distributed on a weekly basis until posted cutoff date
45	Applications and Consent to Serve due from Candidates
30	Candidate Review Team reviews applications and validates that candidate(s) meet requirements for elected positions Candidate interviews are not conducted Candidate Review Team chair notifies all applicants prior to publication of eligible candidate list Eligible candidate list provided to State President for publishing/distribution to membership*
10	Final notification of eligible candidate list is published to entire membership (member email, member newsletter, social media etc.)
0	Election held

\*Emergency Application Process:

- If after the posted cutoff date, no applications were received or no potential candidates deemed eligible for a particular elected office, then within three (3) days, or as soon as practical, the Candidate Review Team will open an application period for fifteen (15) days during which time Women’s Council of REALTOR® members may file an application for that elected office. The Candidate Review Team Chair (Bylaws Article VIII Section 2 states that First Vice President publishes the list 10 days prior to the Annual Election) will release a list of the eligible candidates by the earliest date practical following the close of the emergency application period.

### Candidate Review Procedure

- Confidentiality: Candidate Review Team is reminded that deliberations are confidential. Outcomes of the eligible candidate list are not to be released until published by the Candidate Review Team Chair.
- The role of the Candidate Review Team is to review all applications to ensure they are complete and to confirm each candidate’s eligibility for the position or positions applied for per the job description and qualifications.
  - The Candidate Review Team is NOT producing a slate of candidates
  - The Candidate Review Team does NOT conduct interviews
- A candidate may run for more than one position however must fill out separate application and consent to server for each position

## **Candidate Review Team Composition (per Bylaws Article VIII)**

- Chair: Most Immediate Past President able and willing to serve
- State Liaison
- Leadership Identification and Development Chair
- One member (and one alternate) elected from and by the Governing Board
- Two members (and two alternates) elected by the general membership

### **Note:**

- No more than two members of the Candidate Review Team can be from the same local network
- It is recommended that no more than fifty (50) percent of the Candidate Review Team can be past presidents of the State Network
- Candidate Review Team members must sign a Confidentiality Agreement (must be signed prior to service)
- Members running for office are not eligible to serve on the Candidate Review Team
- Must have attended at least one State meeting within the last 2 years
- Must be an Active member in good standing
- Candidate Review Team shall serve during the calendar year subsequent to their election (Bylaws Article VIII, Section 1C)

## **Positions to be Credentialed for Election:**

Elected by the Governing Board each year:

- President-elect (this position will automatically ascend to President the following year)
- First Vice President
- Treasurer
- District Vice Presidents (*large state networks/eight (8) or more local networks*)

*(NOTE: the appointment of the State Liaison is made before the election)*

## **Election Process:**

- When Elections occur:
  - State Liaison appointment must be made by June 1 or before the State Network elections, whichever comes first
  - President-elect, First Vice President, Treasurer and District Vice Presidents (if applicable) must be elected by **September 30<sup>th</sup>** and reported to National by the outgoing First Vice President

## Positions to be elected each year:

- President automatically ascends from President-elect
- President-elect
- First Vice President
- Treasurer
- District Vice Presidents (*large state networks/eight (8) or more local networks*)
- One member (and one alternate) elected from and by the Governing Board to the Candidate Review Team
- Two members (and two alternates) elected by the general membership to the Candidate Review Team
  - Members nominated from the general membership for the Candidate Review Team are elected by non-weighted votes from the Active National members in good standing in attendance at the election meeting. A majority vote shall elect.

### How elections occur:

- Each Governing Board member entitled to vote can cast one (1) vote, with the exception of local network president(or their delegate) who cast a weighted vote based on the number of REALTOR® members in the local network as of December 31<sup>st</sup> of the previous year, as follows:
  - One (1) vote for the Network's first 30 REALTOR® members, two (2) votes for 31-60 REALTOR® members, three (3) votes for 61-90 REALTOR® members, adding one vote for each additional 30 REALTOR® members.
  - A majority vote shall elect.