



STANDING GUIDELINES AND RULES

ADDENDUM A - ELECTIVE OFFICERS

Approved by Governing Board Jan. 29, 2024

ELECTIVE OFFICERS

1. Members nominated for office will have the following qualifications:
 - a. Must complete an application and consent to serve.
 - b. Must be an active member in good standing with Women's Council of REALTORS®.
 - c. Must be an active member in good standing with Bryan College Station Association of REALTORS®.
2. The Treasurer shall be elected from among active REALTOR® or National Affiliate members.
3. The President-Elect shall be elected from an active REALTOR® member.

ELECTION PROCEDURES

1. Governing Board appoints a Candidate Review Team (CRT) a minimum of ninety (90) days prior to election.
 - a. CRT to be a minimum of three (3) and no more than five (5) members.
 - b. CRT selects the chairperson at first meeting.
 - c. CRT 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 Board Member willing to serve.
 - f. President Elect serves as (non-Voting) ex-officio member.
2. Current governing board members are not eligible.

Candidate Review Team (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. Team should work with the First Vice President (or whoever is responsible for 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.

c. Both forms are due back to the Candidate Review Team 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 the election about the election date, location, rules of running, and names of candidates.

NOTE: Notice must provide information about running from the floor. Member must submit an application and consent to serve (which should be attached to the notice). These forms are due back to the Candidate Review Team no later than seven (7) calendar days prior to election. Team 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 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 the Candidate Review Team to oversee voting and collection and tallying of ballots. (This could be done during 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 results to the current President and introduces officers elect at the end of the Industry Event Meeting.

9. Current First Vice President takes minutes of this meeting to be kept as a permanent record in the official minutes of the following Governing Board meeting.

Option #2 – At a Special Meeting with a Program and Elections (Possibly a Lunch & Learn with a good speaker to attract greater turnout) 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 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 the 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 and gives results to the Current President and introduces officers elect at the end of the Special Meeting.
9. Current First Vice President takes minutes of this meeting to be kept as a permanent record in the official minutes of the following Governing Board meeting.

2023