

NOMINATING COMMITTEE

The Nominating Committee is appointed on an annual basis and serves according to the Bylaws provisions below. The Association Policy states that a past Director must serve on the Nominating Committee annually.

Bylaws, Article X, Section 5. Election of Officers and Directors.

(a) Delivery of Notices, Reports and Ballots. All notices, reports and ballots in connection with the election or removal of officers and directors may be accomplished by personal delivery, first class mail, facsimile, electronic mail or other electronic means.

(b) Nomination by the Nominating Committee. At least two (2) months before the annual election, a Nominating Committee of three (3) REALTOR® Members shall be appointed by the President with the approval of the Board of Directors. The Nominating Committee shall select one candidate for each office and one candidate for each place to be filled on the Board of Directors. No member of the Nominating Committee may be a candidate for office or the Board of Directors. No person may be nominated for office unless they will meet all of the qualifications for the office at the beginning of the term for which they are a nominee. The report of the Nominating Committee shall be delivered by mail, facsimile, electronic mail or other electronic means to each member eligible to vote at least four (4) weeks preceding the election.

(c) Nomination by Petition. Additional candidates for the offices to be filled may be placed in nomination by petition signed by at least ten (10) REALTOR® members eligible to vote; such petition shall contain a statement signed by the candidate that he is aware of the duties and responsibilities of the office and agrees to serve. The petition shall be filed with the Secretary at least three (3) weeks before the election. The Secretary shall send notice by mail, fax or electronic delivery of such additional nominations to all members eligible to vote at least (2) two weeks before the election.

(d) Election Committee. The President, with the approval of the Board of Directors, shall appoint an Election Committee of three (3) REALTOR® members to conduct the election. No member of the Election Committee may be a candidate for office or the Board of Directors. In lieu of a separately appointed Election Committee, the President, with the approval of the Board of Directors, may appoint the Nominating Committee to act as the Election Committee.

Elections. The election of Officers and Directors shall take place before July 1. Election shall be by ballot. Ballots may be submitted by mail, signed facsimile, electronic mail or other electronic means or in person. There shall be no proxy votes. The ballots shall contain the names of all candidates and specify the office for which each is nominated. In case of a tie vote, the issue shall be determined by lot.

The annual Strategic Plan may include goals/tasks involving your committee, which should be reviewed with the Association Executive.

In general the appropriate process is as follows – Committees “recommend”, Directors “approve”, Volunteers and Staff “fulfill”. Only the Association President should speak in representing the Association, unless that task has been delegated to another member within the Association, such as a Committee Chair or Member. Only the Association staff will issue communications using Association letterheads and envelopes, unless specifically delegated to another member within the Association.

Each committee may have some amount of funds budgeted for the upcoming year, the amount of which can be confirmed with the Association office. Committee projects that require funding should be self-supporting, unless funds were specifically included in the budget.

All committee chairs and members must agree to and sign the “PCAOR Volunteer Service Agreement and Conflict of Interest Statement”, and return signed copies to the Association within a specified time frame.

SCHEDULE –

January – Begin being attentive to members who may do well in leadership positions.

May – 1st and 2nd week – Nominating Committee hold meetings to develop slate of officers/directors

May – Last week – AE will send out slate of officers/directors to Association members

June – 1st week (or 3 weeks before Election) – Deadline to submit petitions to add names to ballot

June – Last Friday – hold annual Election of Directors