

## Network Election Procedures

1. Governing Board appoints a Candidate Review Team (a minimum of ninety (90) days prior to election):
  - a. Project Team to be a minimum of three (3) and no more than five (5) members.
  - b. Project Team selects the chairperson at first meeting.
  - c. Project Team 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 Program Directors willing to serve.
  - f. President Elect serves as (Non-Voting) ex-officio member.
  - g. Current governing board members are not eligible.
  
2. Candidate Review Team Chair (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. Chair should work with Secretary (or whoever is in charge of 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 Chair.
  - c. Both forms are due back to the Candidate Review Team Chair 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 election) about the election date, location, rules of running and names of candidates.
  - i. NOTE: notice must provide information about running from the floor. Member must submit an application and consent to serve (which should be attached to notice). These forms are due back to Candidate Review Team Chair no later than seven (7) calendar days prior to election. Chair 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 Chair 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 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, gives to Current President and introduces officers elect at the end of the Industry Event Meeting.
9. Current Secretary takes minutes of this meeting to be kept as a permanent record in official minutes of the following Governing Board meeting.

## **Option #2**-At Special Meeting, with a program and Elections (Possibly a Lunch & Learn with a good speaker to draw people in) 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 Chair 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 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, gives to Current President and introduces officers elect at the end of the Special Meeting.
9. Current Secretary takes minutes of this meeting to be kept as a permanent record in official minutes of the following Governing Board meeting.

**Award Criteria & Submission Requirements:**

- The Awards Project team consist of President and President Elect and 2 (two) members at large.
- Announcement: The Project Team is looking for nominations will be placed in the Network Newsletter and/or email blasts to the membership.
- Members will be allowed to nominate any other member including a governing board member or strategic partner.
- The Project Team will review all nominees and present to the list to the governing board to be voted on.
- A member may receive only 1 award each year.
- A member shall not receive more than 2 awards within 3 years.

**REALTOR<sup>®</sup> of the Year** - This award is presented to a member that shown outstanding support for Women's Council of REALTORS<sup>®</sup> and is a top-level REALTOR<sup>®</sup>.

**Member of the Year** - This award is presented to a member who has shown outstanding support for Women's Council of REALTORS<sup>®</sup> by example or by their response when guidance & knowledge is requested, extends a positive influence, and reinforces the efforts put forth by the leadership of Women's Council of REALTORS<sup>®</sup>.

- Must be actively serving on a Project Team during the year they are nominated.
- Nominees shall have been members for a minimum of 2 consecutive years.
- The Member of the Year will be asked to complete the State application, to be submitted to the State by the Chair (if qualifications are met).

**Honor Circle** - This award is presented to a member of two (2) years or less who has demonstrated being an outstanding active member during their initial two- (2) year membership

**Partner of the Year** - This award is presented to a National Affiliates/Strategic Partner who has exemplified the objective of Women's Council of REALTORS<sup>®</sup> by example or by their response when guidance & knowledge is requested, extends a positive influence, and reinforces the efforts put forth by the leadership of Women's Council of REALTORS<sup>®</sup>. The Strategic Partner will be asked to complete the state application, to be submitted to the by Chair (if qualifications are met).

**Humanitarian of the Year** - This award is presented to a member who has given time and talent to one or more organizations, who has volunteered many hours of service on a continuous basis, and by way of example, is a role model for other Women's Council of REALTORS<sup>®</sup> members. The Humanitarian of the Year will be asked to complete the State application, to be submitted to the State by the Chair (if qualifications are met).

- The person to be considered must be a member in good standing.

- The nominee should have freely volunteered of their time and talents to one or more organizations. That person should have volunteered many hours of service and commitment on a continuous basis and provided “hands-on” involvement to a specific cause. This member, by way of example, is a role model for other Women's Council of REALTOR® members.
- Must be actively serving on a Committee/Forum/Task Force during the year they are nominated.

**Mentor of the Year** - This award is presented to a member to give recognition, publicity, and regard for their efforts, time and talent expended in the interest of their fellow members, their profession, and the community. The Mentor of the Year will be asked to complete the State application, to be submitted by the Chair (if qualification is met).

**Rising Star** - This award is presented to a member who has participated on more than one project team, has demonstrated leadership skills, and has a desire to learn more and to participate on higher levels. The Rising Star recipient will be asked to complete the State application, to be submitted to the Local by the Chair (if qualification is met).

**Lifetime Achievement** - This award is presented to a REALTORS® member who has exemplified the true spirit in supporting Women's Council of REALTORS® over many years.

**Entrepreneur of the Year** - The applicant must qualify based on the State requirements. Must be a member of national Women's Council of Realtors® for a minimum of one year.

- Business Accomplishments:  
Recent business initiative that yielded outstanding business results.  
How is this person doing business differently from 5 years ago and what benefits this has yielded?
- Production:  
\_\_Sales Agent-Annual Production \$\_\_\_\_\_Broker/Owner/Manager-  
Units sold\_\_\_\_\_/Number of sales agents\_\_\_\_
- REALTOR® Local Leadership
- Mentored other women in the profession.
- Public offices held/campaigned for: Business Community involvement: Membership in Professional Organizations:
- Career Achievements: 5% Describe outstanding accomplishments in your career or special recognition:

#### **President's Award**

The President might present a special award of her/his choice to any member of the local network.

