



Credentials Policy

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Table of Contents

1.	Credentials Mission Statement.....	3
2.	CAR and NAR Acronyms.....	3
3.	Process and Charges of the Credentials	3
4.	Credentials Timeline	3
5.	State Allocated NAR Director Policies	4
6.	Criteria for Officers and NAR Directors	5
7.	Announcement of Candidacy and Campaign Materials.....	6
8.	Post-Election Guidelines	7
9.	Candidate Forum.....	7
10.	Election and Installation	7

1. Purpose of Credentials

To determine the qualification of candidates seeking election to the leadership positions specified in the Bylaws of the Colorado Association of REALTORS®. The purpose of the Colorado Association of REALTORS® Credentials Policy is to function as a guideline for CAR Credentials to uniformly and consistently consider all candidate applications, applying the rules, policies and limitations set forth herein in determining whether candidates are qualified to serve in their respective elected positions.

2. Acronyms

Any reference herein made to CAR refers to the Colorado Association of REALTORS®.

Any reference herein made to NAR refers to the National Association of REALTORS®.

Any reference herein made to BOD or Directors refers to the CAR Board of Directors.

Any reference herein made to Credentials refers to the CAR Chief Executive Officer and its Senior Staff designee, acting pursuant to the CAR Bylaws.

3. Process and Charges of the Credentials

3.1 Credentials is to ensure that candidates meet all stated criteria for the desired position. Credentials shall rely upon information contained in the written applications from the candidates and perform a background check on each candidate to verify compliance.

3.2 Credentials will submit the slate of qualified candidates seeking election as Chair of the Board, Chair-elect, Treasurer, District Chairs, District Chair-elects, and State Allocated NAR Directors to the CAR Board of Directors.

3.3 Credentials will submit the slate of qualified candidates seeking appointment as Chair of Board Services, Chair of Member Services and Chair of Government Affairs to the CAR Chair-elect for his/her consideration.

4. Credentials Timeline

4.1 Candidates for CAR Chair-elect, Treasurer, District Chairs, District Chair-elects, and State Allocated NAR Director positions must complete application and provide required information to CAR CEO two weeks prior to the CAR Spring Board of Director Meetings to participate in the current year elections. No nominations will be accepted from the floor.

4.2 Annual elections for office will take place in June each year via online voting.

4.3 Any appeals by an applicant regarding the decision of Credentials shall be made to the Leadership Council.

5. State Allocated NAR Directors

- 5.1** CAR State Allocated NAR Directors will be limited to serving no more than six (6) consecutive years as an elected State Allocated NAR Director. The following NAR Director positions are unaffected by such limitation:
- a) NAR Officers, Liaisons or Presidential appointments
 - b) Distinguished Service Award Recipients
 - c) Regional XI Vice Presidents
 - d) Large Association NAR Directors
 - e) Large Firm NAR Directors
 - f) CAR State Chair of the Board
- 5.2** If a State Allocated NAR Director resigns or is unable to serve, their replacement will be filled by the candidate that was not elected and received the highest number of votes at the most recent CAR Election. In the case where there is no candidate to fill the vacated position the CAR Chair of the Board will make the appointment and such appointee shall serve for the balance of that year as a State Allocated NAR Director. If the term for such position is longer than the current year, such position will be filled by vote of the BOD at the next CAR Election Meeting.
- 5.3** If a State Allocated NAR Director misses two consecutive regularly scheduled NAR Director meetings such Director will be removed and a replacement appointed by the CAR Chair of the Board to complete the balance of that year. At the next CAR Election Meeting such State Allocated NAR Director position will be filled by election. Directors removed may appeal their removal to the CAR Leadership Counsel.
- 5.4** On July 31st of each year, NAR provides CAR with its State Allocated NAR Director count for the upcoming year. When CAR is allocated more State Allocated NAR Director positions than were filled at the most recent CAR Election Meeting, then the candidate that was not elected and received the highest number of votes of those candidates not elected will be appointed to that additional State Allocated NAR Director position. In the case where there is no candidate to fill the vacated position the CAR Chair of the Board will make the appointment for a term of no more than one year.
- 5.5** If a State Allocated NAR Director is elected at the CAR Election Meeting, and subsequently the CAR membership as reported by NAR is reduced to a level which eliminates a State Allocated NAR Director position, then the State Allocated NAR Director who was elected but received the least number of votes will be removed as a State Allocated NAR Director. In the event such election resulted in a tie between State Allocated NAR Directors, then the winner will be determined by each nominee drawing one card from a standard playing card deck of fifty-two (52) cards. The nominee drawing the higher card, with Ace being the highest card, will be declared the winner. If both candidates draw cards of the same number (or rank in the case of

face cards) the nominees will redraw until a winner is determined. The suit of the card is disregarded for all purposes. The winner of all ties shall be determined at time of election. The Voting Tellers shall draw cards for the candidate in their absence.

- 5.6** If a State Allocated NAR Director is appointed by NAR to serve in a position at the national level which incorporates an automatic NAR Director role, such NAR Director will be required to temporarily resign the State elected position and then be allowed to resume their State Allocated NAR Director elected term position upon completion of the NAR appointment. In such event, the candidate that was not elected at the most recent CAR Election Meeting but who received the highest number of votes of those not elected will be appointed to serve temporarily pending completion of the NAR appointment by the individual so appointed.
- 5.7** The State Allocated NAR Director positions will be filled by the candidate(s) receiving the largest number of votes at the CAR Elections. The member receiving the largest number of votes will fill the longest term available for that election year. Each year the positions available and the length of term will be reviewed to make certain that terms remain staggered. Please see exhibit A for NAR Director Positions and terms.

6. Criteria for Officers and NAR Directors

6.1 Criteria for All Positions

- The nominee must be an active REALTOR[®] member of the Colorado Association of REALTORS[®].
- The nominee must pledge to spend the time and effort to serve in the position to the best of such person's ability. The nominee must commit to attend all CAR Board of Directors' meetings and NAR meetings.
- The nominee must conduct his or her real estate business in an appropriate location, relative to the elected position, in the State of Colorado.
- The nominee must not have any bankruptcy or other financial judgment(s) within three (3) years preceding the date of the election.
- The nominee must not have been found in violation of Colorado Real Estate License Law within seven (7) years preceding the date of the election.
- The nominee must not have been found in violation of NAR's Code of Ethics within three (3) years preceding the date of the election.
- The nominee must not have been convicted of a felony within seven (7) years preceding the date of the election.
- The nominee must maintain all criteria while serving their term in office. In the event the nominee fails to maintain the criteria set forth for their position, they shall resign or be removed from office immediately upon failing to meet said criteria.

6.2 Additional Criteria for Chair-Elect and Treasurer Nominees

- The Chair-Elect, Treasurer nominees must have served as a Chair or Vice Chair on a CAR committee, Chair Advisory Group (CAG), Task Force or Division Advisory Group, Workgroup, or on CAR Leadership Council.
- The nominee must not have any bankruptcy or other financial judgments within the five (5) years preceding the date of the election.
- The nominee must not have been convicted of a felony within the last ten (10) years preceding the date of the election.

6.3 Additional Criteria for District Chair & District Chair-Elect

- The nominee must have past leadership experience with the Colorado Association of REALTORS® and their Member Board having served as a Member Board President/Chair or CAR Director.

6.4 Additional Criteria for State Allocated NAR Director

- The nominees must have served on a NAR Committee, Advisory Group, Task Force, Workgroup or on NAR Leadership Council within the last ten (10) years preceding the date of the election.
- The nominee must have past leadership experience with the Colorado Association of REALTORS® and their Member Board having served as a Member Board President/Chair or CAR Director.
- The nominee must not have claimed bankruptcy or have any new outstanding judgments within the last five (5) years preceding the date of the election.
- The nominee must not have been convicted of a felony within the last ten (10) years preceding the date of the election.

6.5 Additional Criteria for Rocky Mountain Regional Vice President

- The nominee shall receive the endorsement nomination set forth by NAR credentials.

7. Announcement of Candidacy and Campaign Materials

Candidates must have been informed in writing as being a qualified candidate for their respective position before they formally announce their candidacy and begin distribution of campaign materials. Copies of all campaign materials to be distributed must be sent to the CAR CEO for approval three (3) business days prior to distribution to protect the integrity of CAR and its members. CAR CEO and designated Senior Staff shall have three (3) business days to review materials and reply in writing if materials are approved.

8. Post-Election Guidelines

Candidates who have been elected to an office shall avoid use of their title in written communications until they have been formally installed into office. The CAR Leadership Council reserves the right to determine how CAR Officers may use their CAR titles in personal correspondence and advertising.

9. Candidate Forum

CAR shall schedule a block of time at a date and time during the Spring Business Meetings deemed appropriate by the Chair to hold an open candidate forum for Directors to meet with those seeking positions as State Allocated NAR Director, CAR Chair of the Board, CAR Chair-Elect, CAR Treasurer, District Chairs and District Chairs-elect. The CAR Chair-Elect will moderate the forum. Candidates are expected to present themselves to the Directors in a professional and business-like manner.

10. Election and Installation

A record of all CAR election results, including a tally of the votes, will be retained; however the ballots will be destroyed immediately following the election. Elected CAR Leadership is restricted from using their new title until after they are officially installed.

*****END OF POLICY*****