

# Campaign & Election Rules Manual

**For REALTORS<sup>®</sup> Seeking NAR Elected Office**

Updated May 2020

## TABLE OF CONTENTS

<b>A. Definitions.....</b>	<b>3</b>
<b>B. State and Region Activities .....</b>	<b>4</b>
<b>C. Required Criteria and Quarterly Reports for Candidates and Elected Officers .....</b>	<b>4</b>
<b>D. Application Process .....</b>	<b>5</b>
<b>E. Potential Candidate Review: Financial Audit, Legal Audit, and Criminal Background Check.....</b>	<b>6</b>
<b>F. Potential Candidate Appeal Process .....</b>	<b>8</b>
<b>G. Endorsements .....</b>	<b>9</b>
<b>H. Campaign Financial Support.....</b>	<b>10</b>
<b>I. Potential Candidate Campaign Team.....</b>	<b>10</b>
<b>J. Potential Candidate and Endorsed REALTOR® Permitted Activities .....</b>	<b>10</b>
<b>K. Eligible Candidate Campaign Rules .....</b>	<b>11</b>
<b>L. Campaign Rule Violation Complaint Process, Sanctions and Appeal Process .....</b>	<b>12</b>
<b>M. Election and Installation of Elected Officers .....</b>	<b>15</b>
<b>N. CCRC.....</b>	<b>15</b>
<b>O. CAWG.....</b>	<b>17</b>
<b>P. CCRC Campaign Endorsement Policies.....</b>	<b>17</b>
<b>Q. Elected Offices: Desired Qualifications .....</b>	<b>18</b>
<b>R. Elected Offices: Functions, Duties, Responsibilities and Authority.....</b>	<b>21</b>

## A. DEFINITIONS

**Appointed Leaders** means the Vice President of Association Affairs, Vice President of Advocacy, REALTOR® Party Director, REALTOR® Party Fundraising Trustees Chair, RPAC Major Investor Council Chair, RPAC Participation Council Chair, and committee liaisons.

**CAWG** means the Candidate Audit Work Group.

**CCRC** means the Credentials and Campaign Rules Committee.

**Elected Officers** means the NAR President, President-Elect, First Vice President, Treasurer, and Regional Vice Presidents.

**Elected Offices** means the offices of NAR President-Elect, First Vice President, Treasurer and Regional Vice President.

**Election Year** means the year in which the election is held for the Eligible Candidate, Potential Candidate or Endorsed REALTOR®.

**Eligible Candidate** means a Potential Candidate deemed eligible by the CCRC to campaign for NAR Elected Office.

**Endorsement or Endorse** means the act of giving one's public support.

**Endorsed REALTOR®** means a REALTOR® endorsed by their home state association, but who has not yet filed an Application for NAR Elected Office.

**Individual Endorsement** means an endorsement by an individual.

**Institutional Endorsement** means an Endorsement by an institution, including but not limited to a brokerage, an NAR region, and a state or a local REALTOR® association.

**NAR** means the National Association of REALTORS®.

**Notification Date** means the date on which the list of Eligible Candidates is released, which shall be August 1, or the first business day thereafter, of the year prior to the year in which the Eligible Candidates' election will be held.

**Potential Candidate** means a REALTOR® who has filed an Application for NAR Elected Office, but who has not yet been deemed an Eligible Candidate.

**REALTOR®** means a member of the National Association of REALTORS®.

## **B. STATE AND REGION ACTIVITIES**

A REALTOR®'s home state association and region may conduct an internal vetting process at any time to evaluate a REALTOR® for potential Endorsement for NAR Elected Office, and a home state and region may Endorse a REALTOR® in accordance with Section G(1).

The NAR campaign rules do not apply to any activity conducted solely within a region or aimed at a region's efforts to select a candidate for NAR Regional Vice President.

## **C. REQUIRED CRITERIA AND QUARTERLY REPORTS FOR CANDIDATES AND ELECTED OFFICERS**

### **1. Required Criteria for Candidates and Elected Officers:**

As of June 1<sup>st</sup> of the year prior to the Election Year, Potential Candidates must meet the following threshold required criteria:

- No personal bankruptcy within the last 7 years.
- No personal foreclosures within the last 7 years.
- Credit score at or above 650.
- No current delinquent tax filings and/or payments.

### **2. Quarterly Reports:**

Eligible Candidates and Elected Officers must submit a quarterly report within fifteen (15) days of the end of each calendar quarter confirming that the individual continues to meet the Required Criteria for Candidates and Elected Officers. The CAWG will review the quarterly reports.

## **D. APPLICATION PROCESS**

### **1. Application:**

Prior to filing an Application for NAR Elected Office, and in accordance with Section G(1), a REALTOR® must obtain their home state association Endorsement. Once obtained, an Endorsed REALTOR® may file an Application for NAR Elected Office beginning March 1 through June 1 of the year prior to the Election Year.

Individuals serving in any of the following positions are prohibited from filing an application and campaigning for First Vice President, President-Elect, and Treasurer: Treasurer, Regional Vice President, Vice President of Association Affairs, Vice President of Advocacy, REALTOR® Party Director, REALTOR® Party Member Involvement Liaison, REALTOR® Party RPAC Fundraising Liaison, REALTOR® Party RPAC Disbursements Liaison, REALTOR® Party Community Engagement Liaison, REALTOR® Party Fundraising Trustees Chair, RPAC Major Investor Council Chair, and RPAC Participation Council Chair. Individuals are subject to this restriction even if the individual does not serve the full term of one of the foregoing positions.

### **2. Emergency Application Process:**

If after the submission period no applications were received or no Potential Candidates were deemed eligible for a particular Elected Office, then within seven (7) days, or as soon as practical, the CCRC will open an emergency application period for thirty (30) days during which time Endorsed REALTORS® may file an application for the Elected Office at issue. The CCRC will release a list of the Eligible Candidates by the earliest date practical following the close of the emergency application period, but in no event earlier than the Notification Date.

## **E. POTENTIAL CANDIDATE REVIEW: FINANCIAL AUDIT, LEGAL AUDIT, AND CRIMINAL BACKGROUND CHECK**

The CCRC will review all timely-filed applications for Elected Office, and the CAWG will review the financial audit, legal audit, and criminal background check conducted on each Potential Candidate.

### **1. Financial Audit:**

An outside auditor will conduct a financial audit of each Potential Candidate to ensure the Potential Candidate's ability to accept the financial burdens of holding an Elected Office, and to determine whether the Potential Candidate meets the required criteria for candidates and Elected Officers. All Potential Candidates must submit a tri-merge credit report, and Potential Candidates running for President-Elect, First Vice President, or Treasurer must complete the NAR Confidential Statement of Financial Position and Interests. The outside financial auditor will review all documents and identify any material issues for the CAWG's review.

### **2. Legal Audit and Criminal Background Check:**

NAR's Office of General Counsel will conduct a legal audit and criminal background check of each Potential Candidate, and will identify any material issues for the CAWG's review. Potential Candidates are required to provide detailed information regarding any prior or pending legal and regulatory matters against the Potential Candidate or any company of which the Potential Candidate is an owner, principal, partner, or corporate officer in any of the following categories:

- i. Pending federal, state and county litigation and/or regulatory action;
- ii. Final judgments; and
- iii. Disciplinary actions.

### **3. CAWG Potential Candidate Review:**

The results of the financial audit, legal audit and criminal background check will be submitted to the CAWG. In addition to ensuring a Potential Candidate meets the Required Criteria for

Candidates and Elected Officers, the CAWG may also consider other material issues revealed by the Potential Candidate and the financial audit, legal audit or criminal background check. Examples of issues that may be considered material include, but are not limited to, the following:

- Liens
- Bankruptcies (personal and business)
- Foreclosures
- Three or more accounts with late payments (60 or more days) in the current year
- REALTOR® Code of Ethics violations resulting in the termination or suspension of membership
- Delinquent child support payments
- Late tax filings and/or payments
- Failure to comply with NAR campaign and election rules
- All criminal convictions, excluding traffic violations (however driving under the influence may be considered a material issue)
- Regulatory enforcement actions (personal or business) where a violation was found
- Pending regulatory investigations (personal or business)
- Pending litigation (personal or business)
- Judgments (personal or business)

NAR's Office of General Counsel will report to the CAWG any convictions, regulatory investigations, pending litigation, judgments or facts or circumstances that could reasonably represent a source of embarrassment or liability to NAR or conflict with the NAR policies a Potential Candidate would be required to uphold as an Elected Officer.

If after reviewing the financial audit, legal audit, and criminal background check, the CAWG determines there are any material issues that may prevent a Potential Candidate from being deemed an Eligible Candidate, the CAWG will promptly disclose such material issue(s) to the

Potential Candidate. The Potential Candidate will then be provided thirty (30) days to correct any inaccurate information or offer any mitigating information relevant to such issue(s). In addition, the CAWG may, in its discretion, request a personal interview with the Potential Candidate.

Upon completion of the Potential Candidate review, the CAWG will submit a final report of the Potential Candidates to the CCRC, and the CCRC will release the list of Eligible Candidates to the NAR Board of Directors on the Notification Date.

## **F. POTENTIAL CANDIDATE APPEAL PROCESS**

### **1. Potential Candidate Appeal Process:**

- a. Within ten (10) days of receipt of the CAWG's determination of a Potential Candidate's ineligibility to campaign for Elected Office, a Potential Candidate may file a written appeal with the CCRC Chair.
- b. The Potential Candidate's appeal must include the following information:
  - i. Basis for Potential Candidate's appeal;
  - ii. Supporting documentation for the Potential Candidate's basis for appeal; and
  - iii. Whether the Potential Candidate requests an opportunity to make their appeal in person.
- c. Within ten (10) days of receipt of the written appeal, the CCRC Chair will forward a copy of the Potential Candidate's appeal and supporting materials to the full CCRC for its review.
- d. If the Potential Candidate requests an in-person hearing, then, within five (5) days of receipt of the appeal, the CCRC Chair will notify the Potential Candidate of the date of the appeal hearing. If the Potential Candidate did not request an in-person hearing, the appeal shall be conducted via teleconference.
- e. A majority of the CCRC committee (but not including members of the CAWG) must be present in order to conduct an appeal hearing.



- f. Members of the CAWG may be present and participate in discussions, but are excluded from voting.
- g. In order to prevail on appeal, a Potential Candidate must receive a 2/3 affirmative vote from the CCRC members voting at the appeal hearing.
- h. Within five (5) days of the date of the appeal hearing, but in no event earlier than the Notification Date, the CCRC Chair shall notify the Potential Candidate of the CCRC's decision in writing.
- i. The CCRC's decision on Potential Candidate's appeal is final.

## **G. ENDORSEMENTS**

### **1. Home State Association and Regional Endorsements:**

REALTORS®, Potential Candidates, and Eligible Candidates may obtain, and provide public notice of, an Endorsement from the individual's home state association and region beginning six months prior to the Submission Period in which the Application for NAR Elected Office is filed.

### **2. Institutional and Individual Endorsements:**

Except as provided in Section G(1) and (3), REALTORS®, Endorsed REALTORS®, and Potential Candidates are prohibited from: a) soliciting or receiving any Individual Endorsement or Institutional Endorsement prior to August 1 of the year prior to the Election Year; and b) soliciting or receiving an individual endorsement from an NAR staff member.

### **3. Potential Candidate Campaign Team Endorsement:**

After the submission period, Potential Candidates may make public the Individual Endorsement of any campaign team member identified in accordance with Section I.

## **H. CAMPAIGN FINANCIAL SUPPORT**

Potential Candidates may only accept a commitment of or receive campaign financial support from the Potential Candidate's home state association.

Beginning on August 1 of the year prior to the Election Year, an Eligible Candidate may begin accepting commitments of, and receiving campaign financial support from any individual or institution.

## **I. POTENTIAL CANDIDATE CAMPAIGN TEAM**

A Potential Candidate may assemble a campaign team of up to fourteen (14) individuals anytime during the submission period, and the names must be submitted to the CCRC by no later than the end of the submission period. Campaign team members may include individuals from within or outside of the Potential Candidate's region, and Potential Candidates may make up to two (2) substitutions of its campaign team members upon advance written notice to the CCRC.

## **J. POTENTIAL CANDIDATE AND ENDORSED REALTOR® PERMITTED ACTIVITIES**

Prior to the Notification Date, a Potential Candidate and an Endorsed REALTOR®'s campaign-related activities are limited to the following: 1) appearing before a group within the individual's home state and region; 2) providing public notice of a home state association or regional endorsement; and 3) creating and preparing, but not distributing, campaign materials, including but not limited to websites, social media profiles, and written materials. In addition, a Potential Candidate may strategize with the Potential Candidate's campaign team.

## **K. ELIGIBLE CANDIDATE CAMPAIGN RULES**

All applicants for Elected Office are required to sign a statement acknowledging that they have read, understand and agree to comply with the NAR's campaign and election rules. Potential Candidates and Eligible Candidates may request clarification on existing campaign rules, and such questions, along with the CCRC's response, will be provided to all candidates.

Eligible Candidates and each Eligible Candidate's campaign team:

1. May begin campaigning for Elected Office on the Notification Date.
2. May not state or imply NAR's campaign support or Endorsement.
3. May not solicit, accept, state or imply an Endorsement or campaign or financial support from the CCRC, Elected Officers or Appointed Leaders.
4. Must make best efforts to address and resolve any campaign violation committed by the Eligible Candidate or a member of their campaign team.
5. Must submit all campaign materials to NAR's Office of General Counsel for advance review and approval prior to use. Campaign materials that include previously approved language and logos do not need to be resubmitted for approval.
6. Must ensure that NAR's trademark is used properly in all campaign materials.
7. Must ensure that all campaign materials contain truthful and accurate information.
8. Must accurately specify the office and year for which the Eligible Candidate is running for election in all campaign materials.
9. Must comply with NAR rules and policies for displaying or distributing campaign materials.
10. May not distribute campaign materials on, or direct anyone to do so on their behalf, or otherwise use The Hub to conduct any campaign activity.
11. May not campaign at, or anywhere in the physical vicinity of, an NAR Board of Directors meeting.

12. Must remove all displayed campaign materials from public spaces at the REALTORS® Conference in November and the REALTORS® Legislative Meetings in May by no later than 8:00 p.m. the night before an NAR Board of Directors meeting.
13. May not hold campaign events or display campaign materials at any NAR meeting or event except the REALTORS® Conference in November and the REALTORS® Legislative Meetings in May.
14. May not distribute campaign materials to a REALTOR®'s hotel room.
15. May not display campaign advertising on a REALTOR®'s hotel room television.
16. May not display campaign advertising on any electronic screen in a hotel's public spaces.
17. May not display or distribute, or have displayed or distributed on the Eligible Candidate's behalf, any campaign materials at an NAR trade expo held during a NAR meeting or event, including but not limited to the REALTORS® Conference in November or the REALTORS® Legislative Meetings in May.

## **L. CAMPAIGN RULE VIOLATION COMPLAINT PROCESS, SANCTIONS AND APPEAL PROCESS**

Any REALTOR® may file a written complaint with the CCRC Chair, and the CCRC may initiate a complaint, for a suspected campaign violation.

If a REALTOR®, Potential Candidate, or Eligible Candidate has a good faith belief that an NAR campaign rule violation has occurred, such individual is encouraged to first attempt to resolve the issue by contacting the allegedly offending candidate, or a representative of that candidate's campaign team. If such attempt is unsuccessful, a REALTOR®, Potential Candidate, or Eligible Candidate may file a written complaint with the CCRC Chair pursuant to the procedure outlined below.

### **1. Process for Submitting a Complaint:**

- a. Written complaints must be filed with the CCRC Chair.

- b. All complaints must contain the name of the complainant, the date the complaint was submitted, and a summary of the allegations. Anonymous complaints will not be accepted.
- c. The CCRC Chair, in consultation with NAR's General Counsel, will review the complaint to determine whether the complaint sufficiently alleges that a campaign violation may have occurred. If it does, then a group consisting of the CCRC Chair or their designee, NAR's General Counsel, and one member of the CAWG selected by the CCRC Chair and NAR's General Counsel will contact the respondent directly and attempt to resolve the matter in a mutually agreeable manner, which may include the imposition of a sanction. If the matter is not resolved, the CCRC Chair, or their designee, may assemble a five-member panel consisting of members of the CCRC to investigate and consider the matter.
- d. If a panel is assembled, the panel may request the complainant and/or respondent to provide additional information, or appear before the panel in person or remotely.

The panel is not bound by the rules of evidence and may consider any evidence in an attempt to determine whether a campaign violation has occurred. The CCRC Chair, or their designee, will serve as chair of the panel.

- e. The resolution of the matter must be agreed upon by a majority vote of the panel.
- f. The CCRC Chair, in consultation with NAR's General Counsel, will document the resolution of the matter and communicate such resolution to respondent. There is no obligation to communicate the panel's decision to the complainant.
- g. If the respondent wishes to appeal the sanction or the panel's decision for any reason, an appeal may be filed with the CCRC Chair. Complainants have no appeal right.

## **2. Sanctions:**

If a campaign violation is deemed to have been committed, the panel has the discretion to impose any one or more of the following sanctions:

- a. Confidential written warning to the candidate, with a copy to the candidate's campaign manager and the candidate's home state association's chief executive officer.

- b. Confidential cease and desist letter to the candidate, with a copy to the candidate's campaign manager and candidate's home state association's chief executive officer.
- c. Confidential letter of censure to the candidate, with a copy to the candidate's campaign manager, the candidate's home state association's chief executive officer, and home state officers.
- d. Confidential letter of censure to the candidate, with a copy to the candidate's campaign manager, the Regional Vice President of the candidate's region, and each state president and state association's chief executive officer within the candidate's region.
- e. Public letter of censure read at the next Candidate Forum.
- f. Letter of censure delivered to the NAR Board of Directors.
- g. Prohibition from running for NAR Elected Office during the current and immediately following election cycle.

### **3. Appeal Process:**

- a. Within five (5) business days of the respondent's receipt of notice of the panel's decision, respondent may file a written appeal, which must include information supporting the basis of the appeal.
- b. Within three (3) business days of receiving the candidate's appeal, the CCRC Chair will notify appellant of the date and time for the hearing.
- c. Appellant has the right to present their appeal to the full CCRC. Members of the CCRC who served as part of the original review panel are excluded from the appeal, except that the CCRC Chair shall preside over the proceeding, but not vote. Appellant will have thirty (30) minutes to present any relevant evidence to the CCRC.
- d. The CCRC will review the complaint anew, affording no deference to the five-member panel's previous decision.
- e. Within five (5) days of the appeal hearing, the CCRC Chair will notify the appellant of the CCRC's decision on the appeal.
- f. The CCRC's decision is final.

## **M. ELECTION AND INSTALLATION OF ELECTED OFFICERS**

### **1. NAR May Meetings:**

The NAR Board of Directors elects the Elected Officers by secret ballot at the REALTORS® Legislative Meetings in May. The Eligible Candidate receiving a majority vote shall be declared the winner; and if no Eligible Candidate on the ballot receives a majority vote, then the two Eligible Candidates receiving the greatest number of votes will remain on the ballot and a run-off election will be held as between those two Eligible Candidates. After the election is held, all voting record files will be promptly destroyed.

### **2. NAR November Meetings:**

The Elected Officers will be installed into office during the Inaugural Gala at the REALTORS® Conference in November, and will take office the day following the official closing of the REALTORS® Conference in November (See Article XI, Section 2 of NAR's Constitution).

## **N. CCRC**

### **Purpose:**

To determine candidate eligibility for all Elected Offices and to establish, monitor and enforce campaign and election rules, and preside over any appeals. See Article X, Section 2 of NAR's Constitution.

### **Composition:**

Eighteen (18) members as follows:

- Chair (Past President twice removed)
- Vice Chair (Immediate Past President)
- The Immediate Past Chair
- One (1) past president as outlined by the formula below (formula approved by the Past Presidents' Advisory Committee):

**FORMULA FOR PAST PRESIDENT REPRESENTATION**  
**(AS AMENDED MAY 2019)**

1st Year Out of Office	Vice Chair
2nd Year Out of Office	Chair
3 <sup>rd</sup> Year Out of Office	Immediate Past Chair
5th Year Out of Office	Member of Committee
7th Year Out of Office	1 <sup>st</sup> Alternate
13th Year Out of Office	2 <sup>nd</sup> Alternate

- Thirteen (13) members, as appointed by the NAR President, from each NAR Region, provided such person has not served on the CCRC during the year immediately preceding the year of appointment, and has served either as a Regional Vice President during the preceding five years or as a NAR director during at least two of the preceding five years.

**Responsibilities:**

1. In the event the Chair is unable to serve, the most recent, and available, predecessor shall serve as Chair.
2. The Chair is responsible for advising committee members of any significant issues brought to their attention, and preparing correspondence on behalf of the CCRC.
3. To represent REALTORS® interests in maintaining a fair and efficient campaign and election process for Elected Office.
4. To make decisions free of the influence of any personal matters.
5. To abide by the Campaign and Endorsement Policies for CCRC Members outlined in Section P.
6. To maintain strict confidence regarding all committee deliberations.
7. Logistics for the meetings of the committee is an administrative function of NAR, under the supervision of the CEO.



8. CCRC meetings are confidential, and are therefore closed meetings, except to delegations appearing at the pleasure of the CCRC.
9. To establish a consistent format for the Candidates' Forum, and to plan and conduct the Candidates' Forum at the REALTORS® Conference in November and the REALTORS® Legislative Meetings in May.
10. To host a conference call with Eligible Candidates promptly following the Notification Date, and in advance of the REALTORS® Conference in November and the REALTORS® Legislative Meetings in May.
11. To provide notification of the Eligible Candidates to the NAR Board of Directors.
12. To inform Eligible Candidates of the locations where campaign materials may be displayed or distributed at NAR's meetings and events.

## **O. CAWG**

### **Purpose:**

To review candidate applications, and the financial audit, legal audit, and criminal background reports for each Potential Candidate, and to report any significant issues to the CCRC. See Article X of NAR's Constitution.

### **Composition:**

CCRC Chair, the Immediate Past President, and three regional representatives selected in a random rotation.

## **P. CCRC CAMPAIGN ENDORSEMENT POLICIES**

Article X, Section (G) of NAR's Constitution prohibits CCRC members from endorsing candidates for NAR Elected Office. The prohibition means CCRC members:

1. May not introduce or speak on behalf of a candidate or participate in photo opportunities with candidates.

2. If a CCRC member attends a campaign event, then he or she should attempt to attend campaign events of all candidates to avoid any appearance of favoritism.
3. May not wear or distribute campaign-related items.
4. May view information on candidates' websites and social media platforms, but must refrain from taking any action that is, or could be construed as, an Endorsement. For example, "liking" or "following" a candidate's campaign social media page is prohibited.
5. May not serve on a candidate's campaign team.
6. Must abstain from voting on any candidate Endorsement in the CCRC member's home state or region.

If it comes to the attention of the CCRC Chair that a CCRC member has violated the Campaign Endorsement Policies, the CCRC Chair, in consultation with NAR's General Counsel, will address the alleged violation and determine an appropriate resolution of the violation.

## **Q. ELECTED OFFICES: DESIRED QUALIFICATIONS**

### **1. Office of President, President-Elect and First Vice President**

- a. **Leadership qualities and ability to achieve the mission of the Organization:**
  - i. Candidate is aligned with NAR's mission statement.
  - ii. Candidate has leadership ability to move the agenda and vision of NAR with his/her own style and talent to mobilize the state and local associations.
  - iii. Candidate exercises personal leadership in the motivation of other REALTORS®, i.e., officers, state and local association members, committee members, and membership.
  - iv. Candidate is open to new ideas and concepts even when taking a new direction may involve risk-taking.
  - v. Candidate has personal leadership capabilities to influence the establishment of goals and objectives of NAR; candidate is persistent in carrying forth ideas and directions that may be unpopular to some.

- vi. Candidate possesses presentation skills and presence to serve as chief spokesperson and leader; ability to monitor and evaluate NAR's performance and effectiveness.
- vii. Candidate possesses a knowledge and understanding of the NAR's programs and initiatives and is able to counsel NAR's governing bodies regarding its programs, policies, priorities, objectives, goals and organizational structures.
- viii. Candidate is able to set up alternative management of his/her real estate business to allow the candidate to commit the enormous amount of time and energy to the Office.
- ix. Candidate will represent the members' interests.

b. **Experience within the REALTOR® organization:**

- i. Candidate should have served in some of the following capacities:
  - 1. Service as an NAR director.
  - 2. Service as chairman of NAR committee(s).
  - 3. Service as Regional Vice President.
  - 4. Service on NAR Executive Committee.
  - 5. Service on NAR Strategic Planning Committee.
  - 6. Service in other NAR position.
  - 7. Service as state president.
  - 8. Service as board president.
  - 9. Service as leader in Affiliate organization.

2. **Office of Treasurer**

a. **Leadership Qualities and Ability to Oversee the Assets and Obligations of the Organization:**

- i. Candidate is aligned with NAR's mission statement.
- ii. Candidate exercises personal leadership in the motivation of other REALTORS®, i.e. officers, state and local association members, committee members, and membership.

- iii. Candidate has personal leadership capabilities to influence the establishment of goals and objectives of NAR; candidate is persistent in carrying forth ideas and directions that may be unpopular to some.
- iv. Candidate demonstrates the ability to think strategically and/or operationally depending on the business issue at hand.
- v. Candidate has thorough experience in reviewing and interpreting financial statements, analyzing investment opportunities, and implementing budgeting processes in the management of a business organization.
- vi. Candidate must be interested in, willing and available to be immersed in the budgeting and financial oversight of the financial management of NAR.
- vii. Candidate possesses presentation skills and presence to serve as manager of NAR's assets.
- viii. Candidate possesses a knowledge and understanding of NAR's programs and initiatives.
- ix. Candidate is able to set up alternative management of his/her real estate business to allow the candidate to commit the enormous amount of time and energy to the Office.

**b. Experience within the REALTOR® organization:**

- i. Candidate should have served in some of the following capacities:
  - 1. Service on the NAR Finance Committee.
  - 2. Service as an NAR director.
  - 3. Service as chairman of NAR committee(s).
  - 4. Service as Regional Vice President.
  - 5. Service on NAR Executive Committee.
  - 6. Service on NAR Strategic Planning Committee.
  - 7. Service in other NAR position.
  - 8. Service as state president.
  - 9. Service as board president.

10. Service as state treasurer.
11. Service as board treasurer.
12. Service as leader in Affiliate organization.

### **3. Regional Vice President**

- a. The RVP candidate must have broad leadership experience from their local and state association, and must have served as state president and/or national president of an NAR institute, society or council.
- b. The RVP candidate must have served as a NAR director which may include the year as a director when serving as state president.
- c. The RVP candidate must have served as a member of a NAR committee.
- d. The RVP candidate must have other REALTOR®, civic and governmental activity and experience as would indicate leadership ability and potential.

## **R. ELECTED OFFICES: FUNCTIONS, DUTIES, RESPONSIBILITIES AND AUTHORITY**

### **1. President**

- a. **Basic Functions:**
  - i. The President shall serve as Chief Elected Officer, representing the entire membership and the best interests of NAR, the states, boards, and affiliated Institutes, Societies and Councils.
  - ii. Exercises personal leadership in the motivation of other officers, board members, committee members, and membership.
  - iii. Influences the establishment of goals and objectives for NAR during term of office.
  - iv. Acts as chief spokesperson and leader and takes an important part in monitoring and evaluating NAR performance and effectiveness.

- v. Encourages coordination of programs within NAR family - states, boards, and affiliated Institutes, Societies and Councils.
- vi. Establishes, develops, and maintains relationships with other individuals, groups, and associations outside NAR's membership for the mutual benefit of the land and housing industry.
- vii. The Chief Executive Officer is subject to his/her oversight and direction, and through him/her, the entire NAR staff.

b. **Duties, Responsibilities and Authority:**

Within the limits of the Constitution, Bylaws, policies, and priorities of the NAR Board of Directors, the Chief Elected Officer is responsible and has commensurate authority to accomplish the duties as set forth below:

- i. Speaks for NAR in stating and interpreting NAR policy to the press, the public, legislative bodies, and other organizations.
- ii. Advocates public policy favorable to the real estate industry and our members' rights to achieve their professional and civic objectives.
- iii. Attends meetings of the states, and on some occasions, boards, to encourage increased participation in NAR activities and solicit comments on the effectiveness of NAR in serving its members.
- iv. Promotes active participation in NAR at all levels and in all professional areas.
- v. Presides at meetings of the Delegate Body, the Board of Directors, and the Executive Committee.
- vi. Informs the Delegate Body, Board of Directors, Executive Committee, and other NAR Officers on the conditions and operations of NAR.
- vii. Appoints committee chairs of NAR committees and task forces; outlines the purpose and duties of these committees and monitors progress, with the assistance of the Vice Presidents, who are appointed by the President.

- viii. Gives counsel to the legislative bodies - Executive Committee, Board of Directors, and Delegate Body - in the review of priorities, programs, policies, objectives, goals, and organizational structures.
- ix. Supports and defends policies and programs adopted by the Delegate Body, Board of Directors and Executive Committee.
- x. Reports NAR's condition and progress to members and leaders.
- xi. Nurtures coalitions with other industry organizations and professional associations with common objectives.
- xii. Coordinates the affiliated Institutes, Societies and Councils to eliminate overlap, achieve efficiency, and better serve members.
- xiii. Oversees development of the budget for his/her elective year.
- xiv. Recommends changes in priorities and resource allocation to the Executive Committee and Board of Directors and monitors the financial conditions of NAR.
- xv. Oversees the performance of the Chief Executive Officer to insure that the priorities, programs, objectives and goals of NAR are accomplished within the policies established by the Board of Directors.

## **2. President-Elect**

### **a. Basic Functions:**

- i. The President Elect is second to the President in leadership and as a spokesperson.
- ii. Develops and cultivates, on behalf of the President, productive relations with local, state and regional REALTOR® leaders and the affiliates of NAR.
- iii. Recommends to the President changes in priorities and programs and resource use.

### **b. Duties, Responsibilities and Authority:**

- i. Fulfills the responsibilities of the President in the absence of the President.
- ii. Supports and defends policies and programs adopted by the Board of Directors and Executive Committee.

- iii. Promotes active participation in NAR on the part of the membership.
- iv. Confers with the state and board leadership to develop and achieve annual goals and objectives as they relate to the long-range plans of NAR.
- v. Represents NAR at state and board meetings and conventions as assigned.
- vi. Participates with the President at meetings with shelter industry groups and other coalitions, franchises, and referral organizations.

### **3. First Vice President**

#### **a. Basic Functions:**

- i. The First Vice President is third to the President in leadership and as a spokesperson.
- ii. Develops and cultivates on behalf of the President productive relationships with the affiliates of NAR.
- iii. Participates most actively with the development of the Strategic Plan and provides ongoing counsel to the Strategic Thinking Advisory Committee.

#### **b. Duties, Responsibilities and Authority:**

- i. Fulfills the responsibilities of the President in the absence of the President and President-Elect.
- ii. Serves as the chair at meetings of the Regional Vice Presidents as designated by the President.
- iii. Supports and defends policies and programs adopted by the Board of Directors and Executive Committee.
- iv. Promotes active participation in NAR on the part of the membership.
- v. Represents NAR at state and board meetings and conventions as assigned.



#### 4. **Treasurer**

##### a. **Basic Functions:**

- i. The Treasurer serves as custodian of the funds and disbursing agent for NAR and its affiliated Institutes, Societies and Councils.
- ii. Influences the establishment of goals and objectives relating to the financial management of NAR during the term of office.
- iii. Acts as chief financial spokesperson. Recommends to the President changes in priorities to programs and resource use.

##### b. **Duties, Responsibilities and Authority:**

- i. Serves as chair of the Finance Committee.
- ii. Works with the Budget Review Process to develop the NAR's objectives specifically of a financial nature.
- iii. Promotes active participation in NAR on the part of membership.
- iv. Represents NAR at state and board meetings and conventions as assigned.
- v. Provides oversight in the financial administration of NAR and its affiliated Institutes, Societies and Councils.
- vi. Treasurer shall be responsible for the deposit of funds and securities in such depositories and in such manner as the Board of Directors may designate.
- vii. Assists President in developing the budget during his/her year.
- viii. Works with the Chief Executive Officer in understanding and communicating the importance of NAR's human resource assets.

#### 5. **Regional Vice President**

##### a. **Basic Functions:**

The Regional Vice President is an Officer of the National Association of REALTORS®. In their respective region, an RVP serves as a representative of NAR to identify problems or opportunities within the region and acts as a representative of the President in such matters as may be assigned by the President.

b. **Duties, Responsibilities and Authority:**

- i. Raise members' awareness of the content and importance of NAR programs and policies in their region.
- ii. Serve as spokesperson for NAR within the region and as a coordinator in solving problems at the various levels.
- iii. Work with the state association and board presidents and executive officers to stimulate a team effort throughout the year.
- iv. Attend state association leadership conference (as a nominee), regional conferences (if applicable) and/or annual convention, when possible, to improve understanding, cooperation, and two-way communication.
- v. Attend the annual NAR meetings and chair their regional caucus meeting to conduct regional business affairs and exchange information.
- vi. Serve as a voting member of the Executive Committee.
- vii. Oversee the work of NAR in their respective regions and act as the representative of the President in such matters as may be assigned to them.