



**Greater Kalamazoo
Association of REALTORS®**

POLICY MANUAL

Excerpts pertaining to Annual GKAR Elections

NAR Approved, April 2016
Revised, March 2021

GKAR ELECTIONS

Elections for the Board of Directors will be held annually per the GKAR *Bylaws*. The President-Elect, Treasurer (two [2]-year term), three (3) Directors-at-Large (three [3]-year terms), and any vacant unexpired terms shall be elected at this time.

CANDIDATE ELIGIBILITY

All REALTOR® members in good standing are eligible to be elected to any Officer or Director-at-Large position. President is not eligible to be elected to any Officer or Director-at-Large position without a one (1) year gap in service. (*Amended 12/15*)

DEADLINES AND RESPONSIBILITIES

The Board of Directors shall establish the date, time, and location of the Annual Election prior to the appointment of the Nominating Committee and the Elections Committee.

APPOINTMENT OF THE NOMINATING AND ELECTION COMMITTEES

The President shall present to the Board of Directors a slate of candidates for their approval to serve as the Nominating Committee not later than July 31st. (See also GKAR *Bylaws*, Article XI, Section 4a)

Coincidentally with the appointment of the Nominating Committee, the Board of Directors shall provide, in writing, to the Nominating Committee:

1. the date, time, and location of the Annual Election,
2. a list of all unexpired Director-at-Large positions requiring nomination and election,
3. the specific membership notification deadlines as called for in the GKAR *Bylaws*, and
4. an updated list of all members in good standing as of August 1st of that year. The deadline dates shall be expressed as actual calendar dates of that year.

The President shall present to the Board of Directors a slate of candidates for their approval to serve as the Elections Committee not later than July 31st. (See also GKAR *Bylaws*, Article XI, Section 4d)

Coincidentally with the appointment of the Elections Committee, the Board of Directors shall provide, in writing, to the Elections Committee:

1. the date, time, and location of the Annual Election,
2. a list of all unexpired Director-at-Large positions requiring election, and
3. an updated list of all members in good standing as of August 1st of that year.

REPORTING TO THE MEMBERS

The Nominating Committee's report shall be published to all Members in writing not later than one (1) week after completion of the Committee's deliberations, but prior to the deadline for publication as called for in the GKAR *Bylaws*, which is three (3) weeks prior to the Annual Election, and is not subject to prior review by the Board of Directors. This notification shall be posted on GKAR.com and emailed to all members that have provided the Association with an email address. (See also GKAR *Bylaws*, Article XI, Section 4a)

One (1) week (seven [7] calendar days) prior to the Annual Election, the Chief Executive Officer shall publish to all Members a list of all candidates for all open Officer and Director-at-Large positions. This shall be included with the official notice to all Members as a reminder of the date and time of the Annual Election. (*Adopted 11/16*)

NOMINATING COMMITTEE PROCEDURES AND RESPONSIBILITIES

The Nominating Committee shall publish to the membership a list of all positions that shall be open for the Annual Election. The Nominating Committee shall establish a procedure for individual members to place their name with the Committee for possible nomination with a reasonable time to respond. The Committee may also solicit members to run for any position open. The Committee is encouraged to consider any member based on the skills, talents, and commitment to the industry that they may bring to the directorate. In its deliberations, the Committee may also consider factors that would potentially provide diversity in the directorate such as geographic location of office affiliations, industry specialties, and company affiliations. Any considerations that could be considered discriminatory are specifically precluded.

ELECTION PROCEDURES

All votes shall be cast electronically at the website designated by the Board of Directors. There shall be no absentee ballots. Each member may vote one (1) time during the designated voting period as determined by the Board of Directors. Write-in candidates shall be allowed. The Election Committee shall determine the validity of write-in votes based on recognition of the vote cast.

It is the responsibility of The Election Committee and Greater Kalamazoo Association of REALTORS® (GKAR) staff liaison to create the online ballot, test the ballot and review the results. They shall monitor the conduct of the election, and shall meet to determine the results at the end of the election period. The list of members who have voted shall not include reference to their votes cast. Vote tallies during the election period shall be kept confidential within the Election Committee and GKAR staff liaison. Decisions of the Elections Committee are final. The online ballot will be set up where the voter is not required to vote on all open positions by adding a line “none of the above” to complete their vote.

The Election Committee shall report the results of the Election to the President of the Board of Directors who shall contact the Candidates in the Election regarding who won or lost and announce and publish to the membership the winners’ names only and not the results of those elected. It is requested of all Candidates to reserve any public comment until GKAR can publish the official results of the Election. Any member may request verbal or written tallied results of the Election to the Elections Committee, staff liaison or Board of Directors for thirty (30) days after the conclusion of the Election. Tie votes shall be determined by lot (random drawing), conducted by the Election Committee. If two (2) or more persons received an equal number of votes for the same office, the election will be determined in the following manner. GKAR staff liaison shall prepare as many slips of paper as there are such persons, and write the word “elected” on as many slips of paper as there are offices to be filled, and the words “not elected” on the remaining slips, and fold the same so as to conceal the writing and so that they may appear as near alike as possible. An Election Committee member will appoint any such person to draw a slip. Those drawn on which is written the word “elected” shall be deemed elected to the office. *(Amended 09/15)*

Election Committee members shall not be eligible for election. In the event an Election Committee member chooses to run for a position, they must resign from the Committee not less than ten (10) days prior to the Election. Their replacement shall be appointed by the President. Once appointed, Elections Committee members shall not actively campaign for a candidate. Decisions of the Elections Committee are final.

In the event the election of a person(s) to any Officer or Director-at-Large position results in a vacancy of a Director-at-Large position, that vacancy will not be considered to have occurred until the installation of the Officers and Directors for the following year. After the installation of the new Officers and Directors, that Board of Directors shall then recognize the vacancy and appoint a member in good standing to fill that position until the next annual election.

It is the responsibility of the GKAR staff to invite newly elected Board Members to attend the October, November and December Board of Directors Meetings and the Treasurer-Elect to the same Budget & Finance Committee Meetings.