

# NOMINATING COMMITTEE POLICIES & PROCEDURES

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Committee size – governed by current by-laws (5 of which 2 must be past presidents)

Committee chair – governed by current by-laws (immediate past president)

Committee member appointment – governed by current by-laws (appointed by the President and affirmed by the Board of Directors)

Contesting Election and nominations – governed by current by-laws (petition for placement on the ballot and voting by ballot)

**Policy 1:** The nominating committee members shall be from a variety of offices, franchises, genders and geographic areas of the jurisdiction.

**Policy 2:** The entire nominating process shall be held in confidence both on the part of participants and interviewees.

**Procedure for identifying candidates:** Names of potential candidates shall be solicited from the current Officers & Directors, the Broker/Managers, the nominating committee members and the membership at large. The nominating committee members, with the exception of the Past President, shall not be candidates. The nominating committee members shall subsequently contact the prospective candidates and ascertain their level of interest. Interested individuals will be required to complete a candidate questionnaire and file it with the Board Office. The nominating committee will select the pool of candidates to interview based on the questionnaires. The questionnaires shall be retained and supplied to the next nominating committee in the following year.

**Guidelines for selection of nominees:** Past involvement in the Association's activities through volunteerism shall be considered when selecting potential Directors and heavily considered when selecting Officers. Whenever possible, individuals who are being nominated as Executive Board (Officers) shall have previously served on the Board of Directors and/or an alternate leadership position within the organization. The nominating committee shall endeavor to nominate a diverse slate of Officers & Directors from a variety of offices, franchises, genders and geographic areas of the jurisdiction.

The members of the nominating committee shall consider the availability of the candidate to fulfill the duty for which they are being considered, the level of commitment to serve, the availability and if applicable record of attendance at meetings, demonstrated leadership, knowledge of the industry, character and other skills or specific characteristics needed as may be identified by the committee chair. The existing Officers, should they wish to continue serving and moving up the ladder of leadership, shall be given the opportunity to do so as long as they have fulfilled their duties as described by the position

description. Willing Directors completing a term of office shall be given priority consideration for openings on the Executive Board (Officers). In the event there is a one year Director, that Director completing term of office shall be given the opportunity to move into a two year Director position or on to the Executive Board (Officers), if they are fulfilling their position as described by the position description.

The nominating committee shall also select two alternate candidates in case follow up reveals candidate(s) change their mind about their willingness or ability to serve.

**Guideline for follow up, reports and continuity:** The committee chair shall personally call all the candidates to let them know the outcome of their interviews in a timely fashion.

The nominating committee's report shall include Director and Officer recommendations and also information about the skills and interest of other candidates who may subsequently be considered for other leadership roles. However, it shall be expressly understood that the nominating committee does not have the authority to select committee chairpersons or other leaders for the Association.