



INLAND VALLEYS ASSOCIATION OF REALTORS®, INC.
3690 Elizabeth Street ♦ Riverside, CA 92506
Phone: 951-684-1221 ♦ Fax: 951-684-0450
Website: www.ivaor.com

TO: 2024 CHAIR, NOMINATING COMMITTEE

I would like to submit my name for consideration as a nominee for the 2024/25 Board of Directors or an officer of the Inland Valleys Association of REALTORS® (Association).

Name _____ Phone _____

Address _____ City & Zip _____

Office Name _____

E-mail Address _____ Fax _____

In accordance with the qualifications stated in Exhibit 1, my qualifications and dates of service are as follows:

I wish to be considered for the position of:

_____ DIRECTOR (5 Directors will be elected to serve two-year terms 2025/2026)

_____ TREASURER (elected to serve a two-year term 2025/2026)

_____ PRESIDENT-ELECT - 2025 (automatically ascends to Presidency in 2026 and to Immediate Past President in 2027)

I hereby acknowledge that I have completed the appropriate IVAR Board of Directors Application truthfully. That the position for which I have applied, either as a Director or Officer, is for a specific term and that I understand and agree that I must, if appointed or elected, serve for the full term as set forth within the application as well as pursuant to the Bylaws Article X, Officers and Directors. And I hereby acknowledge that I have met all the minimum requirements to serve on the Board of Directors as outlined in EXHIBIT 1.

I agree that I have not submitted my name for election or appointment as a Director or Officer at any other REALTOR® association and/or with prior knowledge that I will be unable to complete the term for which I may be elected/appointed.

I understand that by signing this statement I have not been elected or appointed to any position but am agreeing to the terms if so elected or appointed at the annual election for which I have applied. I also agree to comply with all election rules of the Association.

I hereby declare that the responses and statements as contained in the application herein are true and correct to the best of my knowledge.

Executed this _____ day of _____ 2024, at

_____, California.

Signature of Applicant

Print Name

Please sign and return this form to the Association office no later than **2:00pm April 4, 2024.**

- FAX at 951-684-0450
- Email Attachment: griseldac@ivaor.com

• **Must attend a Zoom Candidate Orientation meeting on April 11, 2024 at 1:30pm**

• **Must participate in a 15 minute, Nominations Committee interview Scheduled for April 15, 2024 between 9:30am – 1:00pm**

EXHIBIT 1

QUALIFICATIONS FOR NOMINATION FOR OFFICER OR DIRECTOR

To be nominated as a candidate for a position as an Officer or Director, a person must meet all of the following qualifications and during the term of service if elected:

BYLAWS: ARTICLE X - OFFICERS AND DIRECTORS

Section 1. Officers.

(a) Officers. The Officers of the A.O.R. shall be REALTOR® members of the A.O.R. and comprised of the following: a President, a President-Elect, an Immediate Past President, and a Treasurer. The Officers shall be deemed a standing Executive Committee whose duties shall be as assigned by the Board of Directors and set forth in the Policies and Procedures Manual. No Officer shall hold more than one office at the same time. No person shall serve as an Officer who is concurrently or simultaneously nominated, elected or serving on a board of directors of another REALTOR® Association. The Officers are as follows:

(1) President. The President shall serve a one (1) year term and automatically ascend to the position of Immediate Past President.

(2) President-Elect. The President-Elect shall be elected by the membership and shall serve a one (1) year term and shall automatically ascend to the presidency at the end of his or her term as President-Elect.

(3) Immediate Past President. The out-going President, if not re-elected to the Board of Directors, will automatically serve as Immediate Past President for a term of one (1) year. If the office of Immediate Past President is vacant, it shall not be filled by appointment or election.

(4) Treasurer. The Treasurer shall be elected by the membership to serve a two (2) year term and shall be the Chairperson of the Finance Committee. The Treasurer cannot be elected to consecutive terms.

(5) Chief Executive Officer. The Chief Executive Officer is the chief staff person of the A.O.R. but is not required to be an Officer of the A.O.R. or member of the Board of Directors. The Chief Executive Officer shall be the Secretary of the A.O.R., except as otherwise expressly determined by the Board of Directors.

Section 2. Powers and Duties of Officers. The powers and duties of the Officers shall be such as their titles, by general usage, would indicate and such as may be assigned to them by the Board of Directors. It shall be the duty of the Secretary in cooperation with corporate legal counsel to keep the records of the A.O.R. and to carry on all necessary correspondence with N.A.R. and C.A.R.

Section 3. Board of Directors.

(a) Composition of the Board of Directors. The governing body of the A.O.R. shall be a thirteen (13) member Board of Directors consisting of REALTOR® members of the A.O.R. elected by the membership or appointed by the Board of Directors and comprised of the following:

(1) Four (4) Officers/Directors being the following:

President (ascends from serving as President-Elect; one-year term)

Immediate Past President (descends from serving as President; one-year term)

President-Elect (elected annually; one-year term)

Treasurer (elected bi-annually; two-year term); and

(2) Nine (9) Directors who serve staggered two-year terms to the extent possible so that an overlap exists for purposes of continuity, with vacancies filled by annual elections.

(b) **Term Limits.** Directors elected for two-year terms shall serve no more than three (3) consecutive elected two-year terms. Service for less than fifty percent (50%) of a full two (2) year term due to the filling of a vacancy created by the resignation or removal of a Director or Director/Officer shall not be counted as an elected term for purposes of counting the three consecutive elected two-year terms limit. No Director or Officer shall serve more than nine (9) consecutive years without having to sit-out at least one (1) fiscal year.

(c) **Number of Directors.** In the event of an Association merger, the number of Directors may be increased in accordance with a merger agreement approved by the Board of Directors and/or the members in accordance with the A.O.R.'s voting procedures, either permanently or temporarily. In the event of a consolidation/merger, the Consolidation Task Force shall make a recommendation as to the number of seats on the Board of Directors to be awarded to members of the consolidating/merging Association, which recommendation must be approved by a two-thirds (2/3) vote of the A.O.R.'s Board of Directors.

(e) **Term Duration.** All terms, except those terms created to fill a vacancy, shall commence on January 1st and end on December 31st.

Section 4. Powers and Duties of the Board of Directors. Subject to the provisions of the California Nonprofit Corporation Law and any limitations in the Articles of Incorporation or Bylaws relating to action required to be approved by the members or a majority of all the members, the activities and affairs of the A.O.R. shall be conducted by and all management powers shall be exercised by or under the direction of the Board of Directors. The Board of Directors may delegate the management of the activities of the A.O.R. to any committee so long as the ultimate direction is provided by the Board of Directors.

Section 5. Policies and Procedures Manual. The Board of Directors, with the assistance of the Chief Executive Officer and staff, shall adopt a Policies and Procedures Manual to set forth the criteria described in the Bylaws, including, but not limited to, the orientations, the election or appointment of Directors and/or Officers, the duties and limitations of Officers, the duties and limitations of committees or task forces, and any other matter not in conflict with these Bylaws or California law. The Policies and Procedures Manual may be amended from time to time by the Board of Directors.

Section 6. Election of Officers and Directors. An annual election of REALTOR® member Officers and Directors shall be held in June of each year on a date certain to be determined by the Board of Directors. As many Directors shall be elected each year as are required to fill vacancies. A pre-nomination Candidates Orientation will be conducted, pursuant to the Policies and Procedures Manual, which must be attended by any person desiring to be nominated for a Director or Officer position.

(a) **Delivery of Notices, Reports and Ballots.** All notices, reports and ballots in connection with the election or removal of Officers and Directors may be accomplished by personal delivery, first class mail, facsimile, electronic mail, other electronic means, or other means permitted by California law and approved by the Board of Directors.

(b) **Nomination by the Nominating Committee.** At least sixty (60) days before the annual election, a Nominating Committee of nine (9) REALTOR® members shall be appointed by the President with the approval of the Board of Directors. The Nominating Committee shall be composed of two (2) Directors, the Immediate Past President, and six (6) REALTOR® members.

No member of the Nominating Committee shall be considered for nomination by the Nominating Committee nor shall such person petition for any elected office or directorship. The Nominating Committee shall select one (1) or more candidate(s) for each Officer vacancy and one (1) or more candidate(s) for each Director vacancy from those persons who have attended the pre-nomination Candidates Orientation.

(c) Nomination by Petition. Additional candidates who have attended the pre-nomination Candidates Orientation for the offices to be filled may be placed in nomination by petition signed by at least five (5%) percent of the REALTOR® members eligible to vote. The petition shall be filed with the Secretary at least three (3) weeks before the election. The Secretary shall deliver notice of such additional nominations to all members eligible to vote at least two (2) weeks before the election.

(d) Qualifications for Nomination for Officer or Director Position. To be nominated as a candidate for a position as an Officer or Director, a person must meet all of the following qualifications at the time of nomination and during the term of service if elected:

- (1) Must be a REALTOR® member in good standing of the A.O.R.;
- (2) Must have maintained an unrestricted license with the California Bureau of Real Estate (BRE) for one (1) year immediately prior to nomination;
- (3) May have his or her license (broker or salesperson):
 - (i) with the same Designated REALTOR® Broker as one (1) other Directors, including the Designated REALTOR® Broker(s). [Although up to two (2) Directors can serve concurrently on the Board that have their license with the same Designated REALTOR® Broker, once elected, a Director may change office affiliation without affecting eligibility to serve the elected term],
- (4) May not be a member of the immediate family of another candidate or a current Director, unless the current Director's term will expire prior to the commencement of the term of office being sought;
- (5) May not be concurrently or simultaneously nominated, elected or serving on a board of directors of another REALTOR® Association, other than the N.A.R., C.A.R. or a regional multiple listing service of which the A.O.R. is a member;
- (6) May not have been sanctioned for a Code of Ethics violation within one (1) year immediately prior to being installed or at any time during service;
- (7) Must have electronic mail capability in order to receive notices and information from the A.O.R. and the Chief Executive Officer;
- (8) Must be available and willing to serve on committees and task forces;
- (9) Must have attended a pre-nomination Candidates Orientation pursuant to the Policies and Procedures Manual prior to being placed on the ballot.
- (10) Must sign a Candidates Agreement, pursuant to the Policies and Procedures Manual, which will contain the following promises by the candidate:
 - (i) To abide by the rules for campaigning;
 - (ii) To attend the Candidates Orientation, the Directors Orientation and Professional Standards Director training, and the annual Directors' retreat; and
 - (iii) To immediately inform the President if he or she is the subject of a Code of Ethics complaint or DRE sanction.
- (11) Must have seriously considered voluntarily participation in the C.A.R. political action fund(s), pursuant to the strong recommendation and encouragement of the Board of Directors of the A.O.R. and C.A.R., by making, at a minimum, a non-mandatory and totally voluntary annual contribution to the Political Action Committee. **Making a voluntary contribution is not a condition or requirement for candidacy, election or service.**

(e) Qualifications for Taking Office and Service as Officer or Director. To take office and serve as an Officer or Director, a person must meet all of the qualifications for nomination and

also meet the following qualifications at the time of taking office and during the term of service:

- (1) Must have been a licensed agent or broker for a minimum of three (3) years;
- (2) Must have served for at least one (1) year within the last five (5) years on at least one (1) committee or two (2) Task Forces or Special Committees of the A.O.R. or another REALTOR® Association or on the board of directors of another REALTOR® Association;
- (3) May not be serving as a member of the Professional Standards Committee, the Grievance Committee, or the Anonymous Complaint Subcommittee of the Grievance Committee;
- (4) Must attend, before taking office to be eligible for installation, whether a newly elected Director or an Officer who is ascending or descending from one office to another, a Directors Orientation and a Professional Standards Director training, which will be held concurrently whenever possible, otherwise Director will be removed from the Board of Directors.
- (5) Must sign the A.O.R.'s Confidentiality Agreement and Conflict of Interest Code prior to taking office, whether a newly elected Director or an Officer who is ascending or descending from one office to another, otherwise Director will be removed from the Board of Directors.
- (6) Must possess and maintain an unrestricted license with the BRE.

(f) Additional Qualifications for Nomination and Service as Treasurer. Each nominee for the office of Treasurer must, at the time of taking office, meet all the qualifications for nomination and service of a Director and also have served on the A.O.R.'s Finance Committee for a minimum of one (1) full year prior to serving office.

(g) Additional Qualifications for Nomination and Service as President Elect. Each nominee for the office of President Elect must, at the time of taking office, meet all the qualifications for nomination and service of a Director and also have served on the A.O.R.'s board of directors for at least one (1) year within the last five (5) years prior to serving office.

(h) Representation of All Jurisdictions. The Nominating Committee shall diligently seek nominee representatives of all the areas within the A.O.R.'s jurisdiction and, if approved by the Board of Directors, shall carry out those obligations imposed in any districting program.

(i) Posting Nomination List. A list of all persons nominated shall be posted in the A.O.R.'s office or on the A.O.R.'s website or through the organization hired to conduct its electronic voting no later than thirty (30) days prior to the election and placed in the bulletins until the date of the election of Officers and Directors.

(j) Election Committee. Prior to the May meeting of the Board of Directors, the President, with the approval of the Board of Directors, shall appoint an Election Committee of consisting of a Past President and five (5) REALTOR® members to conduct the election. No member of the Election Committee may be a candidate for office or the Board of Directors.

(k) Elections. Elections shall be conducted in accordance with California law and may be written or electronic. The Board of Directors may provide in the A.O.R.'s Policies and Procedures Manual for procedures and reasonable rules for conducting elections so long as they are consistent with these Bylaws, California law and N.A.R. and C.A.R. mandates and are made available to all members. The Board of Directors may provide for rules regarding conduct, mailing, dissemination of campaign materials using A.O.R. website or lists, and notices that are consistent with the Bylaws and the Code of Ethics. The members shall be provided with the names of all candidates and the office for which each is nominated. The A.O.R. shall adopt such rules as it deems fair to provide the members with other information regarding each candidate. Votes may be cast by the members in the manner and by the date specified by the Election Committee. The voting shall remain open for at least fifteen (15) days and may be extended by the Board of Directors. There shall be no proxy votes. The Election Committee shall verify and count the votes. In the event of a tie, there shall be a recount to confirm that a tie exists, after which the issue shall be determined by vote of the remaining members of the Board of Directors then in office.

(l) Declaration of Election of Unopposed Slate. If after the close of nominations, the number of candidates nominated for the Board of Directors is not more than the number of Directors to be elected, the Board of Directors may, without further action, declare that those nominated and qualified to be elected have been elected.

(m) Report to President, Publication of Results. The Election Committee shall present its report to the President prior to the next general meeting. The President shall declare elected those nominees for Director receiving the highest number of votes and progressing down, by number of votes received, until the proper number of Directors has been declared elected. Results of the election shall be published to the members.