



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

**TO: 2017 CHAIRMAN, NOMINATING COMMITTEE**

I would like to submit my name for consideration as a nominee for the 2018/19 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 (4 Directors will be elected to serve two-year terms 2018/2019)

\_\_\_\_\_ PRESIDENT-ELECT - 2018 (automatically ascends to Presidency in 2019 and to Immediate Past President in 2020)

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 Article X, Section 1 Officers and Directors.

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 of 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 acknowledge that I have read, understand, and fully comply with Article XI of the Governing Bylaws and acknowledge and understand that as an Officer or Director, I am required to attend mandatory Director training on Director duties and Professional Standards, an annual planning retreat as set by the Association's Board of Directors ( if set), and to be present at all meetings of the Board of Directors as identified under Article XI, Section 2 which identifies that the meetings are pre-set by the Governing Bylaws, except for special meetings of which notice will be given pursuant to Article XI, Section 3. I further acknowledge that pursuant to the Governing Bylaws, Article XI, Section 2, that if I am absent from three regular meetings within any calendar year without proper excuse, such action shall be automatically construed as my resignation. I will sign a Confidentiality Agreement, comply with all Policies and Procedures, execute any other required Policy documents, and comply with the adopted Code of Conduct, if elected. I agree to fully discharge my duties to any committee or task force I am appointed to. I hereby accept, with full knowledge and understanding, the responsibility and requirements expected of an Officer or Director.

I hereby certify that I have read in full Article X of the IVAR Bylaws, Officers and Directors, this form, and agree to comply.

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 \_\_\_\_\_ 2017, at  
\_\_\_\_\_, California.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

Please sign and return this form to the Association office no later than **3:00pm April 12, 2017.**

- **FAX at 951-684-0450**
- **Email Attachment: [griseldac@ivaor.com](mailto:griseldac@ivaor.com)**

# 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 at the time of nomination and during the term of service if elected:***

(1) Must be a REALTOR® member in good standing of the Association Of REALTOR® (AOR);

(2) Must have an unrestricted licensee with the Bureau of Real Estate (“BRE”) for one (1) year immediately prior to nomination;

**PLEASE NOTE: If you are in the process of a BRE proceeding and anticipate BRE action any time during your potential time of service, please explain the circumstances in a separate attachment. Your comments will be available for review by the Nominations Committee, Board of Directors, and IVAR counsel.**

(3) May have his or her license (broker or salesperson):

(i) with the same Designated REALTOR® Broker as one (1) other Director, including the Designated REALTOR® Broker(s). [Although up to two (2) Directors can serve concurrently 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 attend a Nominations Committee interview **Scheduled for April 21, 2017 between 9:30am – 12:00noon**, and a Candidates Orientation meeting **Scheduled for April 25, 2016 at 10:00a.m.**

(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;
- (iii) To serve for the full term of office if elected to the office being sought; and
- (iv) 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.

***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;
- (4) Must attend, before taking office, 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.
- (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) 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 nomination for office.
- (7) 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
- (8) Must possess and maintain an unrestricted license with the BRE.