

## **OFFICERS AND DIRECTORS APPLICANT REQUIREMENTS**

Only REALTOR® members, whether primary or secondary, in good standing whose financial obligations to the A.O.R. are paid in full, shall be entitled to hold elective office in the A.O.R.

Unless otherwise waived by the Board of Directors, any person nominated for and hereafter serving as Director must:

1. Have completed three years as a member of the A.O.R. prior to assuming office, unless the Member has joined by virtue of merger.
2. Be a REALTOR® member in good standing whose financial obligations to the A.O.R. are paid in full and whose dues and assessments are current and remain current throughout the duration of service on the Board.
3. Be of sound professional character conducting business in compliance with NAR Code of Ethics, (All Final findings of NAR Code of Ethics violations and violations of other membership duties in this or any other A.O.R. within the past three years, and any unsatisfied discipline pending at any A.O.R. shall be taken into consideration when determining qualifications).
4. Honor fiduciary duties to the A.O.R. and adhere to appropriate conflict of interest and disclosure rules.
5. Conduct themselves in a manner which would bring esteem and not reproach upon the reputation of the A.O.R.

### **Term of Office**

Directors shall be elected to serve for terms of two years fiscal year. The President may serve no more than (1) term consecutively but is not precluded from future service if reelected as President-Elect. If a person serves as a Director, President-Elect, President, Secretary or Treasurer for less than one-half (1/2) of the term applicable to that office, such portion of the term served shall be disregarded for purposes of the preceding limitations.

A.O.R. Code of Conduct and Policies and Procedures

Any Director must prior to commencing service of a new or partial term shall sign a commitment to follow the Director Code of Conduct and the A.O.R. Policies and Procedures Manual.

**GUIDELINES FOR THE SELECTION OF OFFICERS AND DIRECTORS**

1. All prospective candidates must provide a complete Biographical Data Form prior to the interviews.
2. All candidates are to be interviewed, prior to the selection process. One or more candidates may be interviewed for each position. Candidates being interviewed will be required to make a brief opening statement.
3. An officer or director shall have been a member of organized real estate a minimum of two years with preference given to REALTOR® members of the Pasadena-Foothills REALTORS® and the pre-merger Associations.
4. Eligibility to serve as the Association President, President-Elect or Officer should include: Unless otherwise waived by the Board of Directors, the President shall have two years' experience as a member of the Board of Directors. The President-Elect shall have at least one year's experience as a member of the Board of Directors. The Secretary and Treasurer shall have at least one year of experience as a member of the Board of Directors during the last five years prior to taking office. All Officers must meet and continue to satisfy their Board of Director membership obligations set forth in Section 3 below for the duration of their time as Officers.
5. Eligibility to serve as a member of the Board of Directors should include: Unless otherwise waived by the Board of Directors, any person nominated for and hereafter serving as Director must (1) have completed three years as a member of the A.O.R. prior to assuming office, unless the Member has joined by virtue of merger; (2) be a REALTOR® member in good standing whose financial obligations to the A.O.R. are paid in full and whose dues and assessments are current and remain current throughout the duration of service on the Board; (3) be of sound professional character conducting business in compliance with NAR Code of Ethics, (All Final findings of NAR Code of Ethics violations and violations of other membership duties in this or any other A.O.R. within the past three years, and any unsatisfied discipline pending at any A.O.R. shall be taken into consideration when determining qualifications); and (4) honor

fiduciary duties to the A.O.R. and adhere to appropriate conflict of interest and disclosure rules;  
(5) conduct themselves in a manner which would bring esteem and not reproach upon the reputation of the A.O.R.

6. Nomination by Petition. Additional eligible candidates for the offices to be filled may be placed in nomination by petition signed at least five (5%) percent of the REALTOR® members eligible to vote. The petition shall be filed with the Chief Executive Officer at least three (3) weeks before the election. Such petition shall contain a statement signed by the candidate that the candidate meets the criteria for the Board of Directors position as set forth in the Bylaws and is aware of the duties and responsibilities of the office and agrees to serve. The Chief Executive Officer shall deliver notice of such additional nominations to all members eligible to vote at least two (2) weeks before the election and have the notice posted contemporaneously on the A.O.R. website.

7. All members appointed by the President to serve on the Nominating Committee will not be eligible to be a director or officer for the ensuing year.

8. The chairman of the Nominating Committee shall have the responsibility of responding to all members that made application for leadership positions or that were interviewed by the Nominating Committee.

### **ADDITIONAL OFFICERS AND DIRECTORS QUALIFICATIONS**

#### 1. Personal Characteristics

1. Practice and understand the REALTORS®' Code of Ethics and applications.
2. Possess integrity on a personal and professional level.
3. Enjoy a quality reputation and respect within the real estate community.
4. Present a positive image of the Association to encourage pride in membership.
5. Have the desire to devote appropriate time to the Association's responsibilities, including necessary homework and preparation.
6. Demonstrate confidence to lead and motivate.

7. Be willing to develop ideas and programs that may not come to fruition until after one's term in office.

## 2. Knowledge

### 1. Be knowledgeable in

1. The industry as a practicing REALTOR®;
2. The Pasadena-Foothills REALTORS®;
  1. Financial Aspects
  2. Policies
  3. Philosophy
3. Organized Real Estate, NAR, C.A.R. etc.
4. Political aspects affecting the real estate industry.

2. Understand the degree of commitment and dedication that comes with the position.

## 3. Skills

1. Possess effective communication skills.
  1. Ability to articulate ideas.
  2. Portray a favorable public image as a REALTORS® representative for the media.
2. Have good administrative abilities, i.e., organizational, delegating, diplomacy and a firm hand. Organize his/her real estate and personal business to assure that the necessary time can be devoted to the position.
3. Be a team player:

1. To help reach a common goal.
2. By inviting and stimulating member participation in support of Association activities.
3. By supporting the issue when a controversial decision has been made.
4. Possess the ability to react positively and clearly under pressure.
5. Motivate members in supporting organized real estate.
6. Be proactive and progressive with the ability to adapt and foresee changes.
7. Have past and current personal business experience.
8. Have the ability to accept criticism.
9. Demonstrate an attitude of openness to members and their needs.
10. Have leadership experience outside the real estate industry.

#### IV. Miscellaneous

1. Possess adequate personal financial resources to assume additional time commitment.