

Kansas Association of REALTORS®
Credentials Committee
Statement of Organization and Procedure
(Revised 10/19)

The Credentials Committee is a committee created under Article IX, Section 3 of the Bylaws of the Kansas Association of REALTORS®.

Section 1 – Purpose

The purpose of the Credentials Committee shall be to evaluate candidate applications for all elected offices of the Kansas Association of REALTORS® and to establish, monitor and enforce campaign and election rules.

Section 2 – Composition

The Credentials Committee shall be composed of the following members:

- Chair – To be chosen by the KAR President
- Vice Chair – To be chosen by the KAR President-Elect; and
- One (1) REALTOR® from each zone with at least two of the zone appointees having served as a President of the Kansas Association of REALTORS®.

Section 3 – Terms

Committee members shall each serve a one-year term and are eligible for reappointment for up to three consecutive terms.

Section 4 – Selection

Committee members shall be appointed each year by the President-Elect of the Kansas Association of REALTORS® for the following year. Committee members will be advised of their appointment by the KAR President-Elect, and upon acceptance of the appointment, shall sign an acknowledgement that he or she will abide by the guidelines, policies and rules of the committee during his or her year of service, which shall include the agreement to and signing of a confidentiality agreement.

In the event that any committee member shall die, become disabled, be removed or resign, the KAR President shall appoint an eligible REALTOR® to serve for the remaining portion of the term for the vacant position. Any REALTOR® appointed to fill a vacant position on the committee shall be eligible for reappointment to the committee.

In order to be eligible to serve on the committee, all committee members must have served at least one year on the KAR Executive Committee within the preceding six years.

Section 5 – Procedures

1. In the event that the Chair is unable to serve, his or her most recent and available predecessor shall serve.
2. Members of the committee are designated to represent the interest of the entire Association and are expected not to make or be bound by any personal commitments.
3. Members of the committee shall not publicly endorse any candidate, speak on behalf of any candidate or participate in any photo opportunities with any candidates. Members of the committee shall not wear or distribute campaign paraphernalia (i.e. buttons, stickers, etc.) for any candidates.
4. All deliberations of the committee shall be held in strict confidence.
5. Committee meetings, being of a confidential nature, shall be closed.
6. A KAR staff member shall serve as the staff executive for the purpose of preparing committee meeting information, facilitating meeting logistics and recording the minutes of committee meetings.

7. The committee shall carry out such duties as may be delegated to it by the Bylaws or the Board of Directors.

Section 6 – Meetings

1. The committee shall meet on the call of the Chair, but in a timely manner to allow the submission of eligible candidates to the KAR Board of Directors no later than September 1st of each year.
2. KAR staff members may attend committee meetings as deemed necessary by the Chair.
3. A quorum of at least 50 percent of the committee must be present to constitute a quorum of the committee to conduct business.
4. A majority vote of the committee members present shall be required for action on all committee matters.

Section 7 – Criteria

As part of the consideration of candidate applications received for KAR offices, the existence of any of the following items may, at the sole discretion of the committee, deem a potential candidate ineligible for KAR office:

- Personal bankruptcy filing within the last seven years;
- Foreclosure on real property owned by the potential candidate within the last seven years;
- Credit score lesser than the baseline as currently defined by the Federal Housing Administration (FHA);
- Delinquent tax filings or payments;
- Code of Ethics violations resulting in suspension or termination of membership;
- Felony convictions*;
- Regulatory investigations*;
- Pending regulatory investigations*;
- Pending litigation (personal or business)*;
- Judgments (personal or business)*;
- Compliance with established KAR campaign rules; or
- Working as a paid employee or contracted professional of any Member Board, Member Council or multiple listing service (MLS).

* Reported convictions, regulatory investigations, pending litigation and judgments which could reasonably represent a source of embarrassment or liability to the association or would present a conflict with the policies of the association which the candidate would be called upon to uphold in their capacity as an officer of the association.