

Kansas Association of REALTORS®
Credentials Committee
Statement of Organization and Procedure
(Amended 4-28-2023 – KAR Executive Committee)

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 review applications for elected officers and directors based upon board of director established candidate qualifications and requirements; monitor and enforce campaign and election rules and monitor and enforce annual training for all elected directors.

Section 2 – Composition

The Credentials Committee shall be composed of the following members:

- Chair – The once removed immediate past KAR President
- Vice Chair – The Immediate Past KAR President; and
- One (1) REALTOR® from each zone with at least two of the zone appointees having served at least one year on the KAR Executive Committee within the preceding six years.

Section 3 – Terms

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

Section 4 – Selection

Committee members shall be appointed by the President-Elect of the Kansas Association of REALTORS® for the upcoming terms. 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 term 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.

Section 5 – Procedures

1. In the event 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 work with KAR Staff to review the annual training on an ongoing basis to ensure topics are relevant and up to date.
8. The Committee shall review and enforce established campaign rules.
9. 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.

Section 8 – Campaign and Election Rules

1. All applicants for Elected Office are required to sign a statement acknowledging they have read, understand and agree to comply with the KAR Campaign and Election Rules.
2. Eligible Candidates may begin campaigning for Elected Office following announcement as eligible candidate.
3. Must ensure that all campaign materials contain truthful and accurate information.
4. May not distribute campaign materials on, or direct anyone to do so on their behalf, or otherwise use The Buzz to conduct any campaign activity.
5. May not campaign at, or anywhere in the physical vicinity of, a KAR Board of Directors meeting.

6. Must remove all displayed campaign materials from public spaces at any KAR Conference by no later than 7:00 p.m. the night before a KAR Board of Directors meeting.
7. May not campaign or display campaign materials during KAR Committee meetings and Zone meetings.
8. May not display campaign advertising on any electronic screen in a hotel's public spaces.
9. KAR Officers, Executive Committee members and staff may not campaign for or endorse any Candidate.
10. Campaign materials shall be allowed to be displayed during KAR Conferences in public areas and during the Candidate Forum.
11. Candidates are allowed to contact KAR Elected Directors.
12. Upon request, KAR Staff will provide a list of KAR Elected Directors with contact information.