



# **APPLICATION AND ELECTION GUIDELINES FOR CANDIDATES SEEKING AN ELECTED OFFICE**

**First Vice President/Treasurer  
Zone Vice President  
KAR Elected Director  
KAR NAR Director**

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## **CODE OF CONDUCT**

To promote a positive public image and role for the REALTOR® association and the real estate industry, all Executive Committee Members, Directors and Committee Chairs shall strive to:

- Act in the best interests of and fulfill obligations to the organization and its members;
- Actively promote and encourage the highest degree of ethics at all levels within the real estate industry and to act honestly, fairly, ethically and with integrity;
- Maintain the highest standards of personal conduct by acting in a professional, courteous and respectful manner;
- Comply with all federal, state or local laws governing the organization and to understand and adhere to all governing documents, laws and regulations applicable to the organization;
- Act in good faith responsibly with due care, competence and diligence without allowing their independent judgment to be subordinated;
- Follow all policies regarding conflicts of interest and ownership disclosures of the organization;
- Make available and to share with the Board of Directors any information that may be appropriate to ensure the proper conduct and sound operation of the organization's governance and management;
- Respect and maintain the confidentiality of information relating to the affairs of the organization acquired in the course of service, except when authorized or legally required to disclose such information and to use information acquired in the course of business only for organizational, not personal, purposes;
- Maintain loyalty to the REALTOR® association and pursue its objectives in ways that are consistent with member and public interest;
- Serve all association members fairly and impartially and to strive for excellence in all aspects of leading and managing the association;
- Engage in no activities for personal gain at the expense of the association or the real estate industry;
- Refuse to engage in or countenance unlawful discrimination;
- Seek members' input and opinion in matters coming up for consideration by the management of the association;
- Ensure the objective of all association actions and pursuits is to provide the best possible services for REALTOR® members; and
- Ensure elected officers of Member Boards and Associations will not serve simultaneously as an elected officer of the Kansas Association of REALTORS®.

# **DESCRIPTION OF THE APPLICATION AND ELECTION PROCESS for FIRST VICE PRESIDENT/TREASURER and ZONE VICE PRESIDENT**

## **Candidate obtains copy of Application and Election Guidelines**

First, each interested candidate should obtain a copy of the Application and Election Guidelines for Candidates Seeking an Elected Office from the KAR website or request a copy by contacting the KAR Chief Executive Officer (CEO). This guide will assist each interested candidate through the application and election process.

## **Candidate submits completed application to the KAR Chief Executive Officer**

Second, each interested candidate should submit a completed application, including a signed authorization form allowing KAR to obtain background check reports on any candidates for the position of First Vice President/Treasurer, to the KAR CEO at least 60 days prior to the Annual Conference Meeting of the year that precedes the year in which the election will take place. In order to ensure that the deadline is not missed, the application should be submitted to the KAR CEO no later than August 1<sup>st</sup> of each year.

## **Credentials Committee reviews application to determine if candidate meets desired qualifications for the office**

Third, the Credentials Committee will review all submitted applications for each office during an in-person meeting that will take place during the Annual Conference Meeting that precedes the year in which the election for that office will take place. The KAR CEO will prepare a summary of the application, including any credit and other background check reports obtained for candidates for the position of First Vice President/Treasurer, and present the summary to the committee.

## **Credentials Committee provides written notice of eligibility or ineligibility to each applicant**

No later than November 1<sup>st</sup> following each Annual Conference Meeting, the Credentials Committee shall provide a written notice to each applicant informing the applicant whether he or she is deemed eligible or ineligible for the specified office. If the applicant receives a notice of eligibility for the specified office, the KAR CEO will announce the eligible applicant as a certified candidate for the specified office to the KAR Board of Directors.

## **If applicant receives notice of ineligibility, 30 days to file for the office by petition signed by at least 25 Directors**

If the applicant receives a notice of ineligibility for the specified office, the applicant may submit a petition for nomination to the office to the KAR CEO within 30 days of receiving the notice of ineligibility. The petition for nomination must contain the completed application and the notice of ineligibility and must be signed by at least 25 current members in good standing of the KAR Board of Directors. If the KAR CEO determines that the petition has met these requirements, the KAR CEO will announce the applicant as a certified candidate for the specified office to the KAR Board of Directors.

## **Election for office held during the Board of Directors Meeting (or Zone Caucuses) during KAR Capitol Conference Meeting**

The election for each office shall be held during the Board of Directors Meeting (or Zone Caucus Meeting for Zone Vice Presidents) during the KAR Capitol Conference Meeting. All Directors will vote for the office of First Vice President/Treasurer. Only Directors from within a particular zone will vote in an election for Zone Vice President.

## **Elected individual serves as non-voting member of Executive Committee or SMT (for First Vice President/Treasurer only)**

Following the election, the elected individual will serve as a non-voting member of the Executive Committee or the Senior Management Team (for First Vice President/Treasurer only) for the remainder of the year in which the election took place. This is intended to be a year of “on the job training” for the elected individual that will prepare him or her for office.

## **Elected individual assumes office**

Each elected individual will be installed as an officer during the Annual Conference Meeting of the year in which the election took place. Following the installation, each elected individual will assume the specified office on January 1<sup>st</sup> of the year that follows the installation. First Vice President/Treasurer’s will serve a one-year term. Zone Vice Presidents will serve a two-year term that shall begin in even years for even numbered zones and odd years for odd numbered zones.

# TIMELINE OF IMPORTANT DATES FOR APPLICATION AND ELECTION PROCESS FOR FIRST VICE PRESIDENT/TREASURER CANDIDATES

ANTICIPATED YEAR IN OFFICE	2024	2025	2026	2027	2028	
Submit completed Application for KAR First Vice President/Treasurer to KAR CEO	August 1, 2022	August 1, 2023	August 1, 2024	August 1, 2025	August 1, 2026	
Credentials Committee reviews application to determine if candidate meets qualifications	2022 Annual Conference Meeting	2023 Annual Conference Meeting	2024 Annual Conference Meeting	2025 Annual Conference Meeting	2026 Annual Conference Meeting	
Credentials Committee provides written notice of eligibility or ineligibility to each applicant for office	No later than November 1, 2022	No later than November 1, 2023	No later than November 1, 2024	No later than November 1, 2025	No later than November 1, 2026	
If applicant receives ineligibility notice, 30 days to file for office by petition	No later than December 1, 2022	No later than December 1, 2023	No later than December 1, 2024	No later than December 1, 2025	No later than December 1, 2026	
Election for office held during KAR Capitol Conference Meeting	2023 Capitol Conference Meeting	2024 Capitol Conference Meeting	2025 Capitol Conference Meeting	2026 Capitol Conference Meeting	2027 Capitol Conference Meeting	
Elected individual serves as non-voting member of Executive Committee and Senior Management Team (SMT)	February 2023 - December 31, 2023	February 2024 - December 31, 2024	February 2025 - December 31, 2025	February 2026 - December 31, 2026	February 2027 - December 31, 2027	
Elected individual installed as First Vice President/Treasurer during installation banquet	2023 Annual Conference Meeting	2024 Annual Conference Meeting	2025 Annual Conference Meeting	2026 Annual Conference Meeting	2027 Annual Conference Meeting	
Elected individual assumes office as First Vice President/Treasurer	January 1, 2024	January 1, 2025	January 1, 2026	January 1, 2027	January 1, 2028	



## **QUALIFICATIONS FOR CANDIDATES SEEKING THE POSITION OF FIRST VICE PRESIDENT/TREASURER**

These qualifications for candidates seeking the position of KAR President, President-Elect and First Vice President/Treasurer have been created pursuant to the authority granted to the Board of Directors under Article IV, Section 1 of the Bylaws of the Kansas Association of REALTORS®.

### **1. Leadership Qualities and Ability to Achieve the Mission of the Association:**

- Candidate is aligned with KAR's mission statement, strategic plan and legislative policies.
- Candidate has leadership ability to advance the agenda and vision of the Association with his or her own style and the talent to mobilize members and local associations.
- Candidate is open to new ideas and concepts even when taking a new direction may involve risk.
- Candidate has personal leadership abilities to help influence the establishment of the goals and objectives of the Association and is diligent and persistent in carrying ideas and directions forward that may challenge the status quo and provoke significant discussion within the Association.
- Candidate demonstrates the ability to think strategically and operationally, depending upon the nature of the issue.
- Candidate possesses presentation skills and a presence sufficient to serve as the chief spokesperson and leader of the Association.
- Candidate possesses a knowledge and understanding of the Association's programs and initiatives and is able to counsel the Association's governing bodies regarding its programs, policies, priorities, objectives, goals and organizational structures.
- Candidate is able to set up alternative management of his or her real estate business to allow the candidate to commit the required time and energy to the position.
- Candidate will represent the members' best interests and set aside business and personal conflicts that may reduce the ability of the candidate to fully serve the interests of the Association.
- Candidate has the endorsement of either his or her Member Board or Association or another Member Board or Association.

### **2. Experience within the REALTOR® Organization:**

Candidate must have served at least one term as a KAR Director and demonstrate substantial support for the REALTORS® PAC (RPAC) with an investment of at least \$500 per year for the past two years or a major investor of \$1,000 at the time of application. Applicant must demonstrate past service to the association with a minimum of five of the following capacities:

- Service as Chair or Vice Chair of any KAR Committee, Task Force, Forum or other Volunteer Group;
- Service on the KAR Executive Committee;
- Service on the KAR Vision Team; KAR Strat2020; VT23 Strategic Thinking Team;
- Service on the KAR Budget & Finance Committee;
- Graduate of the KAR Right Track leadership program;
- Service as a President or Officer of a Local Board of Association;
- Director on the NAR Board of Directors;
- Chair or Vice Chair of any NAR Committee or volunteer group;
- Appointed and served at least one year on any NAR Committee;
- Officer of a National affiliated organization (CCIM, CRS, IREM, RLI, etc.)



## **APPLICATION FOR KAR FIRST VICE PRESIDENT/TREASURER**

### **PART A. SUMMARY AND RATIONALE FOR APPLICATION AND SCREENING PROCESS**

The Kansas Association of REALTORS® (KAR) is one of the largest and most prominent trade associations in the state. Serving as one of its elected officers is a privilege and the KAR Board of Directors has established qualifications for candidates seeking the position of KAR First Vice President/Treasurer.

Under Article IV, Section 1 of the KAR Bylaws, any member seeking to become a candidate for the office of First Vice President/Treasurer must file an application for candidacy with the Credentials Committee at least 60 days prior to the Annual Conference Meeting of the year which precedes the year in which the election will take place. The Credentials Committee shall evaluate each completed application and determine whether each interested candidate meets the qualifications established by the KAR Board of Directors.

Each potential candidate must return the completed application to Karen Gehle, KAR Chief Executive Officer, by email at [ceo@kansasrealtor.com](mailto:ceo@kansasrealtor.com) or by mail to the following address:

Karen Gehle  
Chief Executive Officer  
Kansas Association of REALTORS®  
3644 SW Burlingame Rd.  
Topeka, KS 66611

### **PART B. APPLICATION AND AUTHORIZATION FORM TO OBTAIN CREDIT AND CRIMINAL BACKGROUND CHECK REPORTS**

This application must be completed in its entirety and signed by the potential candidate. The application must include the potential candidate's signed authorization form to obtain credit and criminal background reports for use in connection with the election process. All submissions for investigation and audits are mandatory for all candidates.

Candidates are required to provide KAR with permission to obtain a credit report and a criminal background report to be reviewed by KAR's Chief Executive Officer (CEO). The information obtained in these reports will be held in strict confidence by the KAR CEO and the members of the Credentials Committee and will only be used to determine if the potential candidate meets the desired qualifications for the office.

The purpose of the credit report is to confirm that the potential candidate has the capacity to accept the financial burdens of elected office. The purpose of the criminal background report is to ensure that any issues presented by such matters are known to KAR to avoid potential negative repercussions for the association and its members.

Any issues disclosed by the credit and criminal background reports will first be reported to the potential candidate who will be given ten business days to correct any inaccurate information in the reports or to provide mitigating information before a summary of the report is provided to the Credentials Committee. Upon its own initiative, the Credentials Committee may ask the potential candidate to attend an in-person interview to discuss these issues.

In addition to the qualifications for the office of First Vice President/Treasurer, each potential candidate must meet and maintain the following eligibility criteria: (1) no personal bankruptcy filing within the last seven years; (2) no personal foreclosures within the last seven years; and (3) no current delinquent tax filings or payments.

**PART C. APPLICANT'S PERSONAL INFORMATION**

\_\_\_\_\_  
APPLICANT NAME

\_\_\_\_\_  
APPLICANT NRDS IDENTIFICATION NUMBER

\_\_\_\_\_  
APPLICANT'S MOBILE PHONE NUMBER

\_\_\_\_\_  
APPLICANT'S PREFERRED EMAIL ADDRESS

APPLICANT'S PERSONAL MAILING ADDRESS:

**PART D. APPLICANT'S BUSINESS AND LICENSURE INFORMATION**

\_\_\_\_\_  
APPLICANT'S REAL ESTATE COMPANY NAME

\_\_\_\_\_  
APPLICANT'S POSITION TITLE IN THE COMPANY

\_\_\_\_\_  
BEGINNING DATE WITH CURRENT COMPANY

\_\_\_\_\_  
NAME OF COMPANY'S SUPERVISING BROKER

\_\_\_\_\_  
APPLICANT'S KS REAL ESTATE LICENSE NUMBER

\_\_\_\_\_  
DATE OF REAL ESTATE LICENSE ISSUANCE

**PART E. APPLICANT'S ASSOCIATION ACTIVITIES AND INVOLVEMENT**

As part of the qualifications for the office of First Vice President/Treasurer, each applicant must have served at least one term as a Director on the KAR Board of Directors and demonstrate substantial support for the REALTORS® PAC (RPAC) with an investment of at least \$500 per year for the past two years or a major investor of \$1,000 at the time of application.

Director on the KAR Board of Directors \_\_\_\_\_ (*Indicate years served as KAR Director*)

Demonstrated substantial support for the REALTORS® PAC (RPAC) \_\_\_\_\_  
\_\_\_\_\_  
(*Indicate years and amounts invested with RPAC*)

Each applicant must demonstrate past service to the association with a minimum of five of the following capacities:

1. Member of the KAR Budget and Finance Committee?
2. Member of the KAR Executive Committee?
3. Member of the KAR Vision Team; KAR Strat2020; VT23 Strategic Thinking Team?
4. Chair or Vice Chair of any KAR committee, Task Force, Forum or other Volunteer Group?
5. Director on the NAR Board of Directors?
6. Chair or Vice Chair of any NAR Committee or volunteer group?

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

- |                                                                                |                              |                             |
|--------------------------------------------------------------------------------|------------------------------|-----------------------------|
| 7. Appointed and served at least one year on any NAR Committee?                | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. President or Officer of a Local Board or Association?                       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 9. Officer of a national affiliated organization (CCIM, CRS, IREM, RLI, etc.)? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 10. Graduate of the KAR Right Track Leadership Program?                        | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If you answered “YES” to any of the questions above, please provide a brief description (such as the name and organization of the committee) and the approximate years of service for each item in the space below:

**PART F.**

**ENDORSEMENT BY MEMBER BOARD OR ASSOCIATION**

As part of the qualifications for the office of First Vice President/Treasurer, each applicant must be endorsed for the position by at least one KAR Member Board or Association. Please provide the name of the endorsing Member Board or Association below and attach a copy of the endorsement letter to this application.

NAME OF ENDORSING MEMBER BOARD/ASSOCIATION	NAME OF APPLICANT’S PRIMARY BOARD/ASSOCIATION
--------------------------------------------	-----------------------------------------------

## **PART G.        QUESTIONS ON CRIMINAL, FINANCIAL, LEGAL AND LICENSURE HISTORY**

As part of the qualifications for the office of First Vice President/Treasurer, each applicant must demonstrate an ability to advance the agenda of the association and a capacity to represent the members' best interests and avoid personal conflicts that would reduce the ability of the candidate to serve the members' interests. Please answer the following questions regarding your criminal, financial, legal and licensure history:

- |                                                                                                |                              |                             |
|------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| 1. Have you had a personal bankruptcy within the last seven years?                             | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Has a foreclosure been filed against any property owned by you within the last seven years? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Are you currently delinquent on the filing or payment of any local, state or federal taxes? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Are you the subject of any pending civil litigation or civil judgments?                     | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. Has your real estate license ever been suspended or revoked for disciplinary reasons?       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. Have you ever been disciplined for a violation of the REALTOR® Code of Ethics?              | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. Have you ever been convicted of any felony offense?                                         | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. Do you have any outstanding warrants or anticipate any warrants for your arrest?            | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If you answered "YES" to any of the questions above, please provide a detailed explanation and date describing each incident in the space below:

## AUTHORIZATION FOR RELEASE OF CREDIT AND CRIMINAL BACKGROUND CHECK REPORTS

I hereby authorize the Kansas Association of REALTORS® (KAR) to obtain copies of credit and criminal background check reports pertaining to me from the appropriate reporting agency. In granting this authorization, I acknowledge that I have been informed of KAR's purpose in obtaining the reports and consent to such use. I authorize the disclosure of the credit report and criminal background investigation to KAR's CEO. I authorize disclosure of the evaluation reports prepared by the KAR CEO based upon the credit and criminal background reports to the Credentials Committee. I understand that issues arising from the reports that are deemed significant by the KAR CEO will be reported to the Credentials Committee.

\_\_\_\_\_  
APPLICANT'S LEGAL FIRST NAME

\_\_\_\_\_  
APPLICANT'S LEGAL MIDDLE NAME

\_\_\_\_\_  
APPLICANT'S LEGAL LAST NAME

\_\_\_\_\_  
APPLICANT'S MAIDEN NAME (IF ANY)

\_\_\_\_\_  
APPLICANT'S CURRENT COUNTY OF RESIDENCE

\_\_\_\_\_  
APPLICANT'S SOCIAL SECURITY NUMBER

\_\_\_\_\_  
APPLICANT'S DATE OF BIRTH

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE OF SIGNATURE

## TIMELINE OF IMPORTANT DATES FOR APPLICATION AND ELECTION PROCESS FOR ZONE VICE PRESIDENT CANDIDATES

ANTICIPATED YEAR IN OFFICE	2024 (EVEN ZONE)	2025 (ODD ZONE)	2026 (EVEN ZONE)	2027 (ODD ZONE)	2028 (EVEN ZONE)	
<b>Submit completed Application for KAR Zone Vice President to KAR CEO</b>	August 1, 2022	August 1, 2023	August 1, 2024	August 1, 2025	August 1, 2026	
<b>Credentials Committee reviews application to determine if candidate meets qualifications</b>	2022 Annual Conference Meeting	2023 Annual Conference Meeting	2024 Annual Conference Meeting	2025 Annual Conference Meeting	2026 Annual Conference Meeting	
<b>Credentials Committee provides written notice of eligibility or ineligibility to each applicant for office</b>	No later than November 1, 2022	No later than November 1, 2023	No later than November 1, 2024	No later than November 1, 2025	No later than November 1, 2026	
<b>If applicant receives ineligibility notice, 30 days to file for office by petition</b>	No later than December 1, 2022	No later than December 1, 2023	No later than December 1, 2024	No later than December 1, 2025	No later than December 1, 2026	
<b>Election for office held during KAR Capitol Conference Meeting</b>	2023 Capitol Conference Meeting	2024 Capitol Conference Meeting	2025 Capitol Conference Meeting	2026 Capitol Conference Meeting	2027 Capitol Conference Meeting	
<b>Elected individual serves as non-voting member of Executive Committee</b>	February 2023 - December 31, 2023	February 2024 - December 31, 2024	February 2025 - December 31, 2025	February 2026 - December 31, 2026	February 2027 - December 31, 2027	
<b>Elected individual installed as Zone Vice President during installation banquet</b>	2023 Annual Conference Meeting	2024 Annual Conference Meeting	2025 Annual Conference Meeting	2026 Annual Conference Meeting	2027 Annual Conference Meeting	
<b>Elected individual assumes office as Zone Vice President</b>	January 1, 2024	January 1, 2025	January 1, 2026	January 1, 2027	January 1, 2028	



## **QUALIFICATIONS FOR CANDIDATES SEEKING THE POSITION OF ZONE VICE PRESIDENT**

These qualifications for candidates seeking the position of KAR Zone Vice President have been created pursuant to the authority granted to the Board of Directors under Article IV, Section 1 of the Bylaws of the Kansas Association of REALTORS®.

### **1. Leadership Qualities and Ability to Achieve the Mission of the Association:**

- Candidate is aligned with KAR's mission statement, strategic plan and legislative policies.
- Candidate possesses presentation skills and a presence sufficient to serve as a communication link between the state association and local boards/associations.
- Candidate possesses a knowledge and understanding of the Association's programs and initiatives and is able to share information regarding its programs, policies, priorities, objectives, goals and organizational structures.
- Candidate will represent the members' best interests and set aside business and personal conflicts that may reduce the ability of the candidate to fully serve the interests of the Association.
- Candidate will pledge the time and effort to serve in the position to the best of his or her ability.
- Candidate has REALTOR®, civic or governmental experience that would indicate a high level of leadership ability or potential.
- Candidate has the endorsement of either his or her Member Board or Association or another Member Board or Association.

### **2. Experience within the REALTOR® Organization:**

Candidate must have served at least one term as a KAR Director and demonstrate substantial support for the REALTORS® PAC (RPAC) with an investment of at least \$500 per year for the past two years or a major investor of \$1,000 at the time of application. Applicant must demonstrate past service to the association with a minimum of six of the following capacities:

- Service as Chair or Vice Chair of any KAR Committee, Task Force, Forum or other Volunteer Group;
- Service on the KAR Executive Committee;
- Service on the KAR Vision Team; KAR Strat2020; VT23 Strategic Thinking Team;
- Service on the KAR Budget & Finance Committee;
- Service on any KAR Committee;
- Graduate of the KAR Right Track leadership program;
- Service as a President or Officer of a Local Board of Association;
- Director of a Local Board of Association;
- Director on the NAR Board of Directors;
- Chair or Vice Chair of any NAR Committee or volunteer group;
- Appointed and served at least one year on any NAR Committee;
- Officer of a National affiliated organization (CCIM, CRS, IREM, RLI, etc.)



## APPLICATION FOR KAR ZONE VICE PRESIDENT

### PART A. SUMMARY AND RATIONALE FOR APPLICATION AND SCREENING PROCESS

The Kansas Association of REALTORS® (KAR) is one of the largest and most prominent trade associations in the state. Serving as one of its elected officers is a privilege and the KAR Board of Directors has established qualifications for candidates seeking the position of KAR Zone Vice President.

Under Article IV, Section 1 of the KAR Bylaws, any member seeking to become a candidate for the office of Zone Vice President must file an application for candidacy with the Credentials Committee at least 60 days prior to the Annual Conference Meeting of the year which precedes the year in which the election will take place. The Credentials Committee shall evaluate each completed application and determine whether each interested candidate meets the qualifications established by the KAR Board of Directors.

Each potential candidate must return the completed application to Karen Gehle, KAR Chief Executive Officer, by email at [ceo@kansasrealtor.com](mailto:ceo@kansasrealtor.com) or by mail to the following address:

Karen Gehle  
Chief Executive Officer  
Kansas Association of REALTORS®  
3644 SW Burlingame Rd.  
Topeka, KS 66611

### PART B. APPLICANT'S PERSONAL INFORMATION

\_\_\_\_\_  
APPLICANT NAME

\_\_\_\_\_  
APPLICANT NRDS IDENTIFICATION NUMBER

\_\_\_\_\_  
APPLICANT'S MOBILE PHONE NUMBER

\_\_\_\_\_  
APPLICANT'S PREFERRED EMAIL ADDRESS

APPLICANT'S PERSONAL MAILING ADDRESS:

**PART C. APPLICANT'S BUSINESS AND LICENSURE INFORMATION**

\_\_\_\_\_  
APPLICANT'S REAL ESTATE COMPANY NAME

\_\_\_\_\_  
APPLICANT'S POSITION TITLE IN THE COMPANY

\_\_\_\_\_  
BEGINNING DATE WITH CURRENT COMPANY

\_\_\_\_\_  
NAME OF COMPANY'S SUPERVISING BROKER

\_\_\_\_\_  
APPLICANT'S KS REAL ESTATE LICENSE NUMBER

\_\_\_\_\_  
DATE OF REAL ESTATE LICENSE ISSUANCE

**PART D. APPLICANT'S ASSOCIATION ACTIVITIES AND INVOLVEMENT**

As part of the qualifications for the office of Zone Vice President, each applicant must have served at least one term as a Director on the KAR Board of Directors and demonstrate substantial support for the REALTORS® PAC (RPAC) with an investment of at least \$500 per year for the past two years or a major investor of \$1,000 at the time of application.

Director on the KAR Board of Directors \_\_\_\_\_ (Indicate years served as KAR Director)

Demonstrated substantial support for the REALTORS® PAC (RPAC) \_\_\_\_\_  
\_\_\_\_\_  
(Indicate years and amounts invested with RPAC)

Each applicant must demonstrate past service to the association with a minimum of six of the following capacities:

- |                                                                                          |                              |                             |
|------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| 1. Member of the KAR Budget and Finance Committee?                                       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Member of the KAR Executive Committee?                                                | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Member of the KAR Vision Team; KAR Strat2020 VT23 Strategic Thinking Team?            | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Member of any other KAR committee?                                                    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. Chair or Vice Chair of any KAR committee, Task Force, Forum or other Volunteer Group? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. Director on the NAR Board of Directors?                                               | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. Chair or Vice Chair of any NAR Committee or volunteer group?                          | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. Appointed and served at least one year on any NAR Committee?                          | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 9. President or Officer of a Local Board or Association?                                 | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 10. Director of a Local Board or Association?                                            | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 11. Officer of a national affiliated organization (CCIM, CRS, IREM, RLI, etc.)?          | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 12. Graduate of the KAR Right Track Leadership Program?                                  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If you answered "YES" to any of the questions above, please provide a brief description (such as the name and organization of the committee) and the approximate years of service for each item in the space below. If you need more space, please attach a separate piece of paper that contains the requested information.

## **PART E. ENDORSEMENT BY MEMBER BOARD OR ASSOCIATION**

As part of the qualifications for the office of Zone Vice President, each applicant must be endorsed for the position by at least one KAR Member Board or Association. Please provide the name of the endorsing Member Board or Association below and attach a copy of the endorsement letter to this application.

\_\_\_\_\_  
NAME OF ENDORSING MEMBER BOARD/ASSOCIATION

\_\_\_\_\_  
NAME OF APPLICANT'S PRIMARY BOARD/ASSOCIATION

## **PART F. QUESTIONS ON CRIMINAL, FINANCIAL, LEGAL AND LICENSURE HISTORY**

As part of the qualifications for the office of Zone Vice President, each applicant must demonstrate an ability to advance the agenda of the association and a capacity to represent the members' best interests and avoid personal conflicts that would reduce the ability of the candidate to serve the members' interests. Please answer the following questions regarding your criminal, financial, legal and licensure history:

- |                                                                                                |                              |                             |
|------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| 1. Have you had a personal bankruptcy within the last seven years?                             | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Has a foreclosure been filed against any property owned by you within the last seven years? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Are you currently delinquent on the filing or payment of any local, state or federal taxes? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Are you the subject of any pending civil litigation or civil judgments?                     | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. Has your real estate license ever been suspended or revoked for disciplinary reasons?       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. Have you ever been disciplined for a violation of the REALTOR® Code of Ethics?              | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. Have you ever been convicted of any felony offense?                                         | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. Do you have any outstanding warrants or anticipate any warrants for your arrest?            | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If you answered "YES" to any of the questions above, please provide a detailed explanation and date describing each incident in the space below:

# **DESCRIPTION OF THE APPLICATION AND ELECTION PROCESS for KAR ELECTED DIRECTORS**

## **Candidate obtains copy of Application and Election Guidelines**

First, each interested candidate should obtain a copy of the Application and Election Guidelines for Candidates Seeking an Elected Office from the KAR website, their local association/board or request a copy by contacting the KAR Chief Executive Officer (CEO). This guide will assist each interested candidate through the application and election process.

## **Candidate submits completed application**

Second, each interested candidate should submit a completed application to the KAR CEO at least 60 days prior to the Annual Conference Meeting of the year that precedes the year in which the election will take place. In order to ensure the deadline is not missed, the application should be submitted to the KAR CEO no later than August 1<sup>st</sup> of each year.

## **Credentials Committee reviews application to determine if candidate meets desired qualifications**

Third, the Credentials Committee will review all submitted applications for each directorship during an in-person meeting that will take place during the Annual Conference Meeting that precedes the year in which the election for that directorship will take place.

## **Credentials Committee provides written notice of eligibility or ineligibility to each applicant**

No later than November 1<sup>st</sup> following each Annual Conference Meeting, the Credentials Committee shall provide a written notice to each applicant informing the applicant whether he or she is deemed eligible or ineligible for the specified directorship. If the applicant receives a notice of eligibility, the KAR CEO will announce the eligible applicant as a certified candidate to the KAR Board of Directors.

## **If applicant receives notice of ineligibility, 30 days to file for the office by petition signed by at least 25 Directors**

If the applicant receives a notice of ineligibility for the specified office, the applicant may submit a petition for nomination to the office to the KAR CEO within 30 days of receiving the notice of ineligibility. The petition for nomination must contain the completed application and the notice of ineligibility and must be signed by at least 25 current members in good standing of the KAR Board of Directors. If the KAR CEO determines that the petition has met these requirements, the KAR CEO will announce the applicant as a certified candidate for the specified directorship to the KAR Board of Directors.

## **Election for directorship held during the Board of Directors Meeting during KAR Capitol Conference Meeting**

The election for each directorship shall be held immediately upon the Call to Order of the KAR Board of Directors Meeting held during the KAR Capitol Conference Meeting.

## **Elected Directors Assume Directorship**

Following the election each elected individual will assume their directorship. Directors shall serve a two-year term. Directors in even numbered Zones shall be elected commencing to serve in even numbered years. Directors in odd numbered Zones shall be elected commencing to serve in odd numbered years.

## **Member Board Allocation of KAR Elected Directors**

The number of Directors allocated to each Member Board shall be determined by a formula of one Director for each 500 Member Board members or any part thereof. Member board members must hold membership in KAR in order to be included in the formula. The allocation shall be annually based upon the membership of each Member Board as of June 30<sup>th</sup> of the current year.

## TIMELINE OF IMPORTANT DATES FOR APPLICATION AND ELECTION PROCESS FOR KAR ELECTED DIRECTOR CANDIDATES

ANTICIPATED YEAR IN OFFICE	2023 (Odd Zones)	2024 (Even Zones)	2025 (Odd Zones)	2026 (Even Zones)	2027 (Odd Zones)
<b>Submit completed Application for KAR Elected Director to KAR CEO</b>	August 1, 2022	August 1, 2023	August 1, 2024	August 1, 2025	August 1, 2026
<b>Credentials Committee reviews application to determine if candidate meets qualifications</b>	2022 Annual Conference Meeting	2023 Annual Conference Meeting	2024 Annual Conference Meeting	2025 Annual Conference Meeting	2026 Annual Conference Meeting
<b>Credentials Committee provides written notice of eligibility or ineligibility to each applicant for office</b>	No later than November 1, 2022	No later than November 1, 2023	No later than November 1, 2024	No later than November 1, 2025	No later than November 1, 2026
<b>If applicant receives ineligibility notice, 30 days to file for office by petition</b>	No later than December 1, 2022	No later than December 1, 2023	No later than December 1, 2024	No later than December 1, 2025	No later than December 1, 2026
<b>Election for office held during KAR Capitol Conference Board of Directors Meeting</b>	2023 Capitol Conference Meeting	2024 Capitol Conference Meeting	2025 Capitol Conference Meeting	2026 Capitol Conference Meeting	2027 Capitol Conference Meeting
<b>Elected individual assumes position as KAR Elected Director</b>	Following election during 2023 Capitol Conference Board of Directors Meeting.	Following election during 2024 Capitol Conference Board of Directors Meeting.	Following election during 2025 Capitol Conference Board of Directors Meeting.	Following election during 2026 Capitol Conference Board of Directors Meeting.	Following election during 2027 Capitol Conference Board of Directors Meeting.



## **QUALIFICATIONS FOR CANDIDATES SEEKING THE POSITION OF ELECTED DIRECTOR**

These qualifications for candidates seeking the position of KAR Elected Director have been created pursuant to the authority granted to the Board of Directors under Article V, Section 18 of the Bylaws of the Kansas Association of REALTORS®.

### **1. Leadership Qualities and Ability to Achieve the Mission of the Association:**

- Candidate is aligned with KAR's mission statement, strategic plan and legislative policies.
- Candidate possesses a knowledge and understanding of the Association's programs and initiatives and is able to share information regarding its programs, policies, priorities, objectives, goals and organizational structures.
- Candidate will represent KAR's best interests and set aside business and personal conflicts that may reduce the ability of the candidate to fully serve the interests of the Association.
- Candidate will pledge the time and effort to serve in the position to the best of his or her ability.
- Candidate has the endorsement of either his or her Member Board or Association or another Member Board or Association.
- Candidate has been a real estate licensee for a minimum of three years and actively engaged in the real estate business.

### **2. Experience within the REALTOR® Organization:**

As part of the qualifications for the position of Elected Director, each applicant must demonstrate current and past service to the association with a minimum of FIVE of the following capacities:

- Director on the KAR Board of Directors;
- KAR Zone Vice President;
- Member of the KAR Budget and Finance Committee;
- Member of the KAR Executive Committee;
- Member of the KAR Vision Team; KAR Strat2020; VT23 Strategic Thinking Team;
- Member of any other KAR committee, Task Force or Forum;
- Chair or Vice Chair of any KAR committee;
- Director on the NAR Board of Directors;
- Chair or Vice Chair of any NAR Committee or volunteer group;
- Appointed and served at least one year on any NAR Committee;
- President or Officer of a Local REALTOR® Association;
- Director of a Local REALTOR® Association;
- Chair or Vice Chair of a Local REALTOR® Association Committee;
- Member of any Local REALTOR® Association Committee, Task Force or Forum;
- Officer of a national affiliated organization (CCIM, CRS, IREM, RLI, etc.);
- Demonstrate substantial support for the REALTORS® PAC (RPAC);
- Graduate of the KAR Right Track Leadership Program;
- Attended 3 out of the last 5 KAR Annual Conferences;
- Attended 3 out of the last 5 KAR Capitol Conferences;



## APPLICATION FOR KAR ELECTED DIRECTOR

### PART A. SUMMARY AND RATIONALE FOR APPLICATION AND SCREENING PROCESS

The Kansas Association of REALTORS® (KAR) is one of the largest and most prominent trade associations in the state. Serving as one of its elected directors is a privilege and the KAR Board of Directors has established qualifications for candidates seeking the position of Elected Director.

Under Article V, Section 2 of the KAR Bylaws, any member seeking to become a candidate for the position of Elected Director must file an application for candidacy with the Credentials Committee at least 60 days prior to the Annual Conference Meeting of the year which precedes the year in which the election will take place. The Credentials Committee shall evaluate each completed application and determine whether each interested candidate meets the qualifications established by the KAR Board of Directors.

Each potential candidate must return the completed application to Karen Gehle, KAR Chief Executive Officer, by email at [ceo@kansasrealtor.com](mailto:ceo@kansasrealtor.com) or by mail to the following address:

Karen Gehle  
Chief Executive Officer  
Kansas Association of REALTORS®  
3644 SW Burlingame Rd.  
Topeka, KS 66611

### PART B. APPLICANT'S PERSONAL INFORMATION

\_\_\_\_\_  
APPLICANT NAME

\_\_\_\_\_  
APPLICANT NRDS IDENTIFICATION NUMBER

\_\_\_\_\_  
APPLICANT'S MOBILE PHONE NUMBER

\_\_\_\_\_  
APPLICANT'S PREFERRED EMAIL ADDRESS

APPLICANT'S PERSONAL MAILING ADDRESS:

**PART C. APPLICANT'S BUSINESS AND LICENSURE INFORMATION**

APPLICANT'S REAL ESTATE COMPANY NAME

APPLICANT'S POSITION TITLE IN THE COMPANY

BEGINNING DATE WITH CURRENT COMPANY

NAME OF COMPANY'S SUPERVISING BROKER

APPLICANT'S KS REAL ESTATE LICENSE NUMBER

DATE OF REAL ESTATE LICENSE ISSUANCE

**PART D. APPLICANT'S ASSOCIATION ACTIVITIES AND INVOLVEMENT**

As part of the qualifications for the position of Elected Director, each applicant must demonstrate current and past service to the association with a minimum of FIVE of the following capacities:

- |                                                                                 |                              |                             |
|---------------------------------------------------------------------------------|------------------------------|-----------------------------|
| 1. Director on the KAR Board of Directors?                                      | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. KAR Zone Vice President?                                                     | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Member of the KAR Budget and Finance Committee?                              | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Member of the KAR Executive Committee?                                       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. Member of the KAR Vision Team; KAR Strat2020; VT23 Strategic Thinking Team?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. Member of any other KAR committee, Task Force or Forum?                      | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. Chair or Vice Chair of any KAR committee?                                    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. Director on the NAR Board of Directors?                                      | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 9. Chair or Vice Chair of any NAR Committee or volunteer group?                 | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 10. Appointed and served at least one year on any NAR Committee?                | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 11. President or Officer of a Local REALTOR® Association?                       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 12. Director of a Local REALTOR® Association?                                   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 13. Chair or Vice Chair of a Local REALTOR® Association Committee?              | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 14. Member of any Local REALTOR® Association Committee, Task Force or Forum?    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 15. Officer of a national affiliated organization (CCIM, CRS, IREM, RLI, etc.)? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 16. Demonstrated substantial support for the REALTORS® PAC (RPAC)?*             | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 17. Graduate of the KAR Right Track Leadership Program?                         | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 18. Attended 3 out of the last 5 KAR Annual Conferences?                        | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 19. Attended 3 out of the last 5 KAR Capitol Conferences?                       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If you answered "YES" to any of the questions above, please provide a brief description to include approximate years of service; RPAC contribution level; etc. for each item in the space below:

\*Answering "yes" to #16 indicates you have exhibited a strong past support of Kansas RPAC which would be at a level of at least \$500 per year for the last two years or major investor (\$1,000) at the time of application.

## **PART E. ENDORSEMENT BY MEMBER BOARD OR ASSOCIATION**

As part of the qualifications for the position of Elected Director, each applicant must be endorsed for the position by at least one KAR Member Board or Association. Please provide the name of the endorsing Member Board or Association below and attach a copy of the endorsement letter to this application.

NAME OF ENDORSING MEMBER BOARD/ASSOCIATION

NAME OF APPLICANT'S PRIMARY BOARD/ASSOCIATION

## **PART F. QUESTIONS ON CRIMINAL, FINANCIAL, LEGAL AND LICENSURE HISTORY**

As part of the qualifications for the office of First Vice President/Treasurer, each applicant must demonstrate an ability to advance the agenda of the association and a capacity to represent the members' best interests and avoid personal conflicts that would reduce the ability of the candidate to serve the members' interests. Please answer the following questions regarding your criminal, financial, legal and licensure history:

- |                                                                                                |                              |                             |
|------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| 1. Have you had a personal bankruptcy within the last seven years?                             | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Has a foreclosure been filed against any property owned by you within the last seven years? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Are you currently delinquent on the filing or payment of any local, state or federal taxes? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Are you the subject of any pending civil litigation or civil judgments?                     | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. Has your real estate license ever been suspended or revoked for disciplinary reasons?       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. Have you ever been disciplined for a violation of the REALTOR® Code of Ethics?              | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. Have you ever been convicted of any felony offense?                                         | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. Do you have any outstanding warrants or anticipate any warrants for your arrest?            | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If you answered "YES" to any of the questions above, please provide a detailed explanation and date describing each incident in the space below:

If elected, I agree to adhere to and abide by the following requirements and stipulations:

- To faithfully execute the responsibilities of a Director of the State Association;
- To uphold the Bylaws of the State Association and the National Association of REALTORS®;
- To serve as an example of the Code of Ethics of the National Association of REALTORS® in all of my actions, both as a Director and a REALTOR®;
- To not disclose any confidential or sensitive information that I may learn as a Director of the State Association to non-Directors, except to the extent that such disclosure is required by law or authorized by the Board of Directors of the State Association;
- To abide by the State Association's Code of Conduct and the Ownership Disclosure and Conflict of Interest policies, which I have read and understand;
- To seek the opinions of the members of my Member Board or Association on major issues facing the State Association and the real estate industry in general and to convey non-confidential information concerning the actions and decisions of the State Association to my Member Board or Association;
- To represent the welfare of the entire membership of the State Association in the decisions and activities of the State Association, fully understanding that the role of the Director requires that I serve all the members of the State Association, that I represent the members in the decisions and activities I undertake and that my responsibility is always to place the interests of the membership above my personal considerations;
- To fulfill my fiduciary duty to the State Association and to avoid entering into any conflicting agreements that would violate this fiduciary duty;
- To uphold and support the decisions made by the Board of Directors of the State Association as expressed by the will of the majority; and
- To use my best efforts to attend and participate in meetings and events during the KAR Capitol Conference held in February and the KAR Annual Conference held in the fall.
- To attend the required Director orientation held during the KAR Capitol Conference and prior to the first Board of Directors meeting.
- To use my best efforts to attend every meeting of the Board of Directors of the State Association. I understand that if I fail to attend at least two (2) of the regularly scheduled meetings of the Board of Directors during my term, I will be deemed to have resigned from the office of Director of the State Association as of the date of the second absence.

By my signature below, I acknowledge that I am ready, willing and able to accept the requirements and responsibilities to serve as an Elected Director of the Kansas Association of REALTORS®.

---

APPLICANT SIGNATURE

---

APPLICANT PRINTED NAME

---

DATE



## **CAMPAIGN AND ELECTION RULES FOR CANDIDATES SEEKING A KAR ELECTED POSITION**

The following Campaign and Election Rules are established, monitored and enforced by the KAR Credentials Committee and are subject to change from time to time. Requests for clarification or questions should be submitted to the KAR Chief Executive Officer.

- 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.
- Candidates may begin campaigning for Elected Office following announcement as an eligible candidate.
- Candidates must ensure all campaign materials contain truthful and accurate information.
- Candidates may not distribute campaign materials on, or direct anyone to do so on their behalf, or otherwise use The Buzz communication platform to conduct any campaign activity.
- Candidates may not campaign at, or anywhere in the physical vicinity of, a KAR Board of Directors meeting.
- Candidates 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.
- Candidates may not campaign or display campaign materials during KAR Committee meetings and Zone Caucus meetings.
- Candidates may not display campaign advertising on any electronic screen in a hotel's public spaces.
- KAR Officers, Executive Committee members and staff may not campaign for or endorse any Candidate.
- Campaign materials shall be allowed to be displayed during KAR Conferences in public areas and during the KAR Candidate Forum.
- Candidates are allowed to contact KAR Elected Directors.
- Upon request, KAR Staff will provide candidates with a list of KAR Elected Directors with contact information.

# DESCRIPTION OF THE APPLICATION AND ELECTION PROCESS for KAR NAR DIRECTOR

*(Revised 2022)*

## **Allocated NAR Directors**

NAR Directors appointed by the state association are allocated pursuant to the following formula: the number of primary members in the state association as of July 31<sup>st</sup> of the year prior to service divided by the number of primary members in the National Association of REALTOR® as of the same date multiplied by 261. One NAR Director who is a primary member in a local association with 500-1,999 members as of July 31<sup>st</sup> of the year prior to service will be appointed by the state association. One NAR Director who is a primary member in a local association with 499 members or less as of July 31<sup>st</sup> of the year prior to service will be appointed by the state association. Appointed Directors will serve a term of up to three years.

## **Members Interested in Serving as a NAR Director**

Members interested in the position of NATIONAL ASSOCIATION OF REALTORS® (NAR) Director must submit a completed application to the KAR Chief Executive Officer no later than August 15<sup>th</sup> prior to the year in which the term begins.

## **Qualifications to Serve as an NAR Director**

Members completing an NAR Director application are required to satisfy the following qualifications: a) Statement by the applicant describing their involvement in real estate, why they are seeking a position on the NAR Board of Directors and what they believe they can contribute in their role; b) Commitment to support the mission, priorities, and core values of NAR; and c) Acknowledgement they will fulfill all duties and responsibilities of the role including but not limited to preparing for, attending, and participating in meetings and abiding by NAR policies and procedures.

## **Credentials Committee Review of Applicants**

The KAR Credentials Committee will review and evaluate all submitted applications for the position of KAR NAR Director and determine if each applicant meets the stated qualifications and requirements adopted by the NAR Board of Directors.

## **Credentials Committee Provides Notice of Determination**

The KAR Credentials Committee shall provide a written notice of determination of eligibility or ineligibility to each applicant no later than August 30<sup>th</sup>. In the case of determination of ineligibility, the Credentials Committee shall provide the reasoning for the determination in the written notice. If an applicant receives a notice of ineligibility, the applicant may submit a request for reconsideration to the Credentials Committee provided the applicant presents new information not included on the original application. Such request must be received within five calendar days of receiving the notice of ineligibility.

## **Election for NAR Director**

Upon the KAR Credentials Committee's determination that an applicant meets the qualifications and requirements for the position of NAR Director adopted by the NAR Board of Directors, the Credentials Committee shall submit that individual to the Chief Executive Officer as a certified candidate. If there is only one eligible candidate for an open NAR Director position, that eligible candidate shall automatically be declared the NAR Director that position. If there is more than one eligible candidate for any one position of NAR Director, the currently serving NAR Directors along with the KAR Executive Committee will hold an election. The elected member(s) for NAR Director will be submitted to NAR By the September 15<sup>th</sup> deadline.

## TIMELINE OF IMPORTANT DATES FOR APPLICATION AND ELECTION PROCESS FOR KAR NAR DIRECTOR APPLICANTS

ANTICIPATED YEAR TO BEGIN SERVING	2024	2025	2026	2027	2028
<b>Submit completed Application for KAR NAR Director to KAR CEO</b>	August 15, 2023	August 15, 2024	August 15, 2025	August 15, 2026	August 15, 2027
<b>Credentials Committee reviews application to determine if candidate meets qualifications</b>	No later than August 23, 2023	No later than August 23, 2024	No later than August 23, 2025	No later than August 23, 2026	No later than August 23, 2027
<b>Credentials Committee provides written notice of eligibility or ineligibility to each applicant for office</b>	No later than August 30, 2023	No later than August 30, 2024	No later than August 30, 2025	No later than August 30, 2026	No later than August 30, 2027
<b>If applicant receives ineligibility notice, 5 days to submit new information to Credentials Committee</b>	No later than September 4, 2023	No later than September 4, 2024	No later than September 4, 2025	No later than September 4, 2026	No later than September 4, 2027
<b>If more than one candidate for any one NAR Director Position – Election will be held with current NAR Directors and KAR Executive Committee</b>	No later than September 10, 2023	No later than September 10, 2024	No later than September 10, 2025	No later than September 10, 2026	No later than September 10, 2027
<b>NAR Director names submitted to NAR by KAR CEO</b>	No later than September 15, 2023 deadline	No later than September 15, 2024 deadline	No later than September 15, 2025 deadline	No later than September 15, 2026 deadline	No later than September 15, 2027 deadline
<b>Elected individual assumes position of NAR Director</b>	The day following the conclusion of the 2023 NAR Annual Conference in November	The day following the conclusion of the 2024 NAR Annual Conference in November	The day following the conclusion of the 2025 NAR Annual Conference in November	The day following the conclusion of the 2026 NAR Annual Conference in November	The day following the conclusion of the 2027 NAR Annual Conference in November



## **DESIRED QUALIFICATIONS FOR CANDIDATES SEEKING THE POSITION OF KAR NAR DIRECTOR**

### **1. Leadership Qualities and Ability to Achieve the Mission of the Association:**

- Candidate is aligned with NAR's mission statement, strategic plan and legislative policies.
- Candidate possesses a knowledge and understanding of the National Association's programs and initiatives and is able to share information regarding its programs, policies, priorities, objectives, goals and organizational structures.
- Candidate will represent the member's best interests and set aside business and personal conflicts that may reduce the ability of the candidate to fully serve the interests of the Association.
- Candidate will pledge the time and effort to serve in the position to the best of his or her ability.
- Candidate has the endorsement of either his or her Member Board or Member Council or another Member Board or Member Council.

### **2. Experience within the REALTOR® Organization:**

Candidate should have experience in some of the following capacities:

- Attendance at NAR Legislative Meetings in Washington, DC
- Attendance at NAR Annual Conference in the Fall
- Attendance at the NAR Region 9 Conference held in the Spring
- Service as a member on a NAR Committee, Task Force or Forum
- Service as a Vice Chair of a NAR Committee, Task Force or Forum
- Service as a Chair of a NAR Committee, Task Force or Forum
- Service as an appointed NAR Liaison
- Service as a NAR Director
- Service in a KAR leadership position
- Service on the KAR Executive Committee
- Service as a leader in an affiliate organization – CRS, IREM, etc.
- Demonstrated substantial support for the REALTORS® PAC (RPAC)
- Completed the NAR Commitment to Excellence Program
- Participated in the NAR Leadership Academy
- Participated in the KAR Right Track Leadership Program
- Service as a NAR Federal Political Coordinator



## APPLICATION FOR KAR NAR DIRECTOR

### PART A. SUMMARY AND RATIONALE FOR APPLICATION AND SCREENING PROCESS

Under Article V, Section 2 of the KAR Bylaws, NAR Directors appointed by the state association are allocated pursuant to the following formula: the number of primary members in the state association as of July 31<sup>st</sup> of the year prior to service divided by the number of primary members in the National Association of REALTORS® as of the same date multiplied by 261. One NAR Director who is a primary member in a local association with 500-1,999 members as of July 31<sup>st</sup> of the year prior to service will be appointed by the state association. One NAR Director who is a primary member in a local association with 499 members or less as of July 31<sup>st</sup> of the year prior to service will be appointed by the state association. Appointed Directors will serve a term of up to three years.

Members interested in the position of NATIONAL ASSOCIATION OF REALTORS® (NAR) Director must submit a completed application to the KAR Chief Executive Officer no later than August 15<sup>th</sup> prior to the year in which the term begins. Members completing an NAR Director application are required to satisfy the following qualifications: 1) a statement describing their involvement in real estate, why they are seeking a position on the NAR Board of Directors and what they believe they contribute in that role; 2) commitment to support the mission, priorities and core values of NAR and 3) acknowledgement they will fulfill all duties and responsibilities of the role including but not limited to preparing for, attending and participating in meetings and abiding by NAR policies and procedures.

Return completed application to Karen Gehle, KAR Chief Executive Officer, by email at [ceo@kansasrealtor.com](mailto:ceo@kansasrealtor.com) or by mail to the following address:

Kansas Association of REALTORS®  
3644 SW Burlingame Rd.  
Topeka, KS 66611

### PART B. APPLICANT'S PERSONAL INFORMATION

\_\_\_\_\_  
APPLICANT NAME

\_\_\_\_\_  
APPLICANT NRDS IDENTIFICATION NUMBER

\_\_\_\_\_  
APPLICANT'S MOBILE PHONE NUMBER

\_\_\_\_\_  
APPLICANT'S PREFERRED EMAIL ADDRESS

APPLICANT'S PERSONAL MAILING ADDRESS:

**PART C.      APPLICANT'S BUSINESS AND LICENSURE INFORMATION**

\_\_\_\_\_  
APPLICANT'S REAL ESTATE COMPANY NAME

\_\_\_\_\_  
APPLICANT'S POSITION TITLE IN THE COMPANY

\_\_\_\_\_  
BEGINNING DATE WITH CURRENT COMPANY

\_\_\_\_\_  
NAME OF COMPANY'S SUPERVISING BROKER

\_\_\_\_\_  
APPLICANT'S KS REAL ESTATE LICENSE NUMBER

\_\_\_\_\_  
DATE OF REAL ESTATE LICENSE ISSUANCE

**PART D.      INVOLVEMENT**

**Provide a statement describing your involvement in real estate.**

**Describe why you are seeking this position and what you believe you can contribute to this role.**

## PART E. ENDORSEMENT BY MEMBER BOARD OR COUNCIL

It is recommended each applicant secure an endorsement for the position by at least one KAR Member Board/Association or Member Council. Please provide the name of the endorsing Member Board or Council below and attach a copy of the endorsement letter to this application.

\_\_\_\_\_  
NAME OF ENDORSING MEMBER BOARD OR COUNCIL

\_\_\_\_\_  
NAME OF APPLICANT'S PRIMARY BOARD OR COUNCIL

## PART F. QUALIFICATIONS

- ☐ YES ☐ NO I am a REALTOR® in good standing, actively engaged in the business of real estate.
- ☐ YES ☐ NO I have served in some capacity within NAR governance, a state or local association, or NAR Institute, Society, or Council.
- ☐ YES ☐ NO I commit to supporting the mission, priorities, and core values of NAR.
- ☐ YES ☐ NO I commit to fulfilling all the duties and responsibilities of the role and will abide by NAR policies.
- ☐ YES ☐ NO I am willing to satisfy the expectation of my role as an NAR Director. NAR Director Performance Expectations:
- Execute the NAR Volunteer Service Agreement that includes Director duties, responsibilities, and performance expectations.
  - Complete an annual orientation and NAR fiduciary refresher module.
  - Serve on at least one committee, forum, or advisory group to stay informed on key policy positions to act as a local member resource.
  - Demonstrate leadership and communication skills as well as proficient use of technology and social media.
  - Review all materials prior to each meeting and fully participate in each meeting from beginning to end.
  - Forfeit their Director position when they miss two consecutive Board meetings unless the Board of Directors, upon receipt of a written explanation for such absence satisfactory to it, waives this provision.
  - Resign or be removed from the Board in the event of a violation of fiduciary obligation to NAR or a violation of the NAR conflict of interest or harassment policies.

By my signature below, I acknowledge that I am ready, willing, and able to accept the requirements and responsibilities to serve as a NAR Director.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
APPLICANT PRINTED NAME

\_\_\_\_\_  
DATE