



APPLICATION AND ELECTION GUIDELINES FOR CANDIDATES SEEKING AN ELECTED OFFICE

First Vice President/Treasurer

Zone Vice President

KAR Elected Director

KAR NAR Director

TABLE OF CONTENTS

Kansas REALTORS® Code of Conduct

Description of the Application and Election Process for First Vice President/Treasurer and Zone Vice President.....

Timeline of Important Dates for Application and Election Process for First Vice President/Treasurer Candidates

Qualifications for Candidates Seeking the Position of KAR First Vice President/Treasurer

Application for Position of KAR First Vice President/Treasurer

Timeline of Important Dates for Application and Election Process for Zone Vice President Candidates

Qualifications for Candidates Seeking the Position of KAR Zone Vice President

Application for Position of KAR Zone Vice President

Description of the Application and Election Process for KAR Elected Directors.....

Timeline of Important Dates for Application and Election Process for KAR Elected Directors.....

Qualifications for Candidates Seeking the Position of KAR Elected Director.....

Application for Position of KAR Elected Director.....

Campaign and Election Rules for Candidates Seeking a KAR Elected Position

Description of the Application and Election Process for KAR NAR Director

Timeline of Important Dates for Application and Election Process for KAR NAR Director.....

Qualifications for Candidates Seeking the Position of KAR NAR Director.....

Application for Position of KAR NAR Director

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 1st 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 1st 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 Winter Advocacy 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 Winter Advocacy 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 1st 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.

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 1st 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 1st 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 Winter Advocacy 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 Winter Advocacy 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 30th of the current year.

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 Winter Advocacy Conference Meeting	2023 Winter Advocacy Conference Meeting	2024 Winter Advocacy Conference Meeting	2025 Winter Advocacy Conference Meeting	2026 Winter Advocacy Conference Meeting	2027 Winter Advocacy 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	

**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)	
Submit completed Application for KAR Zone Vice President 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 Winter Advocacy Conference Meeting	2023 Winter Advocacy Conference Meeting	2024 Winter Advocacy Conference Meeting	2025 Winter Advocacy Conference Meeting	2026 Winter Advocacy Conference Meeting	2027 Winter Advocacy Conference Meeting	
Elected individual serves as non-voting member of Executive Committee	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 Zone Vice President 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 Zone Vice President	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.)



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.)



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®.