

Kansas Association of REALTORS®
Forms Committee
Statement of Organization and Procedure

The Kansas Association of REALTORS® provides a database of real estate forms for all its members as a service that comes with membership. The KAR Forms Committee has been created by the KAR Executive Committee to review any issue surrounding the creation, delivery and use of KAR Forms.

Section 1 – Composition

A. The Forms Committee shall consist of nine (9) REALTORS® appointed by the President-Elect of the Kansas Association of REALTORS® to three-year staggered terms. Committee members shall be appointed based on the following criteria: 1) Regular use and familiarity with a wide range of KAR Forms; 2) Geographical representation with at least one member from each KAR Zone, with no more than three members coming from any single KAR Zone.

B. The President-Elect of the Kansas Association of REALTORS® shall annually designate the Chair and Vice Chair of the committee. Committee members shall serve three-year staggered terms and shall be eligible for reappointment to successive terms.

C. No committee member shall serve more than two (2) consecutive three-year terms, with the exception of the committee members serving as Chair and Vice Chair, whose term on the committee shall be extended, coincident with the completion of their respective terms as Chair and Vice Chair. A committee member may serve a third successive term of three (3) years if there are no other qualified and willing candidates for the position.

Section 2 – Vacancies

A. When there is a vacancy on the committee, the President of the Kansas Association of REALTORS® shall appoint a REALTOR® to fill the vacant position pursuant to Section 1(A).

B. Any REALTOR® appointed to fill a vacant position on the committee shall be eligible to serve two (2) full three-year terms in addition to any portion of the term left by the vacancy to which they are appointed.

Section 3 – Responsibilities

A. The Forms Committee shall develop, market, and provide members with comprehensive and legally approved real estate forms. The Forms Committee shall stay abreast of current and anticipated changes in law and regulation, assess their potential impact on the residential real estate industry, and establish policies regarding new forms and suggested modifications to existing forms. Forms shall be approved by the State Association Legal Counsel (or their designee) prior to release to the general membership.

B. The Forms Committee is the established committee that reviews, edits, drafts, and votes on any changes to forms that are copyrighted and published by the Kansas Association of REALTORS®.

C. The Forms Committee shall recommend and evaluate training needed on KAR forms.

Section 4 – Meetings

- A. The Forms Committee shall hold at least one scheduled meeting per year.
- B. The Chief Executive Officer of the Kansas Association of REALTORS® (or their designee) shall serve as the staff liaison for the Forms Committee.
- C. A quorum of at least a majority of the committee members must be present to constitute a quorum and conduct business.
- D. A majority vote of the committee members present shall be required for action on all committee matters.
- E. In lieu of in-person meetings, the Chair of the Forms Committee may require that the business of the committee be conducted through an electronic meeting. The satisfaction of the majority vote and quorum requirements for the purposes of a conference call or electronic meeting shall be the same required for in-person meetings.

Section 5- Form Review Process

- A. Forms are reviewed throughout the year; updates are released annually or as necessary to protect consumers because of a change in law, practice, or market condition.
- B. The Forms Committee shall conduct a review of all KAR Forms at least once every three years. A schedule of forms to be evaluated each year shall be determined by the Chair of the Forms Committee in consultation with KAR Staff.
- C. Suggestions for new forms or edits to existing forms shall be made to the KAR Forms Committee. The KAR Forms Committee Chair directly or by a majority vote of the Forms Committee electronically can place a new form or an existing form for review on the agenda of the next scheduled meeting of the Forms Committee.
- D. The following criteria shall be considered by the Forms Committee when reviewing forms:
 - I. Provide consumers with forms that provide important protections and flexibility.
 - II. Forms should be clear and easy to understand by consumers and members.
 - III. Forms should be balanced and fair, with reasonable options that work well in all parts of the State.