

KANSAS REALTORS®
CREDENTIALS COMMITTEE
STATEMENT OF ORGANIZATION AND PROCEDURE
Approved by the Executive Committee – April 15, 2026

The Credentials Committee is a committee created under Article X, Section 3 of the Bylaws of the Kansas REALTORS® (KR).

Section 1 – Purpose

The purpose of the Credentials Committee shall be to review applications for elected officers and directors based upon board of director established candidate qualifications and requirements; monitor and enforce campaign and election rules and monitor and enforce annual training for all elected directors.

Section 2 – Composition

The Credentials Committee shall be composed of the following members:

- Chair – The once removed immediate past KR President
- Vice Chair – The Immediate Past KR President; and
- Six (6) At Large REALTOR® members with no more than two (2) being from any one local association
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Section 3 – Terms

Committee members shall each serve a two-year staggered term and are eligible for reappointment for up to two (2) consecutive terms.

Section 4 – Selection

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

Section 5 – Procedures

1. In the event the Chair is unable to serve, his or her most recent and available predecessor shall serve.
2. Members of the committee are designated to represent the interest of the entire Association and are expected not to make or be bound by any personal commitments.
3. Members of the committee shall not publicly endorse any candidate, speak on behalf of any candidate or participate in any photo opportunities with any candidates. Members of the committee shall not wear or distribute campaign paraphernalia (i.e. buttons, stickers, etc.) for any candidates.
4. All deliberations of the committee shall be held in strict confidence.

5. Committee meetings, being of a confidential nature, shall be closed.
6. A KR staff member shall serve as the staff executive for the purpose of preparing committee meeting information, facilitating meeting logistics and recording the minutes of committee meetings.
7. The Committee shall work with KR Staff to review the annual training on an ongoing basis to ensure topics are relevant and up to date.
8. The Committee shall review and enforce established campaign rules.
9. The Committee shall carry out such duties as may be delegated to it by the Bylaws the Board of Directors, or the Executive Committee.

Section 6 – Meetings

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