

## **Denver Metro Association of REALTORS®**

### **Credentials Policy**

#### **Purpose of Credentials Policy**

The purpose of the Credential Policy is to determine the qualification of candidates seeking election to the leadership positions specified in the Bylaws of the Denver Metro Association of REALTORS®. The Credentials Policy is to function as a guideline for the Association to uniformly and consistently consider all candidate applications, applying the rules, policies and limitations set forth in determining whether candidates are qualified to serve in their respective elected positions. The Credentials Policy will be carried out by the DMAR Chief Executive Officer (CEO) and a Senior Staff designee, referred to as Credentials Officials, in accordance with the following procedures.

#### **Credentials Process**

The credentials process is to ensure that candidates meet all stated criteria for the desired position. Credentials officials shall rely upon information contained in the written applications from the candidates and perform a background check on each candidate to verify compliance.

Credentials Officials will submit the slate of qualified candidates seeking election as DMAR Directors to the DMAR membership.

Credentials Officials will submit the slate of qualified candidates seeking election as CAR, NAR, and REcolorado Directors to the DMAR Board of Directors.

Any appeals by an applicant regarding the decision of the Credentials Officials shall be made to the Leadership Council.

#### **Credentials Timeline**

Candidates for DMAR Director positions and CAR, NAR, and REcolorado Director positions must complete applications and provide required information to DMAR CEO by the date specified in the notice to members, which date shall be at least two weeks prior to announcement of the slate of Directors. The annual election of the DMAR Board of Directors will be held at a date set annually by the Board of Directors, no later than the end of July. Election of the CAR, NAR, and REcolorado Directors shall be held at a regularly scheduled DMAR Board of Directors meeting at a date set annually by the Board of Directors.

#### **Criteria for DMAR Board of Directors**

The candidate must be a voting member in good standing with a minimum of two years as an active REALTOR® member, and a voting member in good standing of the Denver Metro Association of REALTORS® for a minimum of one year prior to the election date.

The candidate must not be associated with a physical office location that already has two members serving on the Board of Directors for the ensuing year, nor shall there be more than two candidates from any one office location, nor shall there be more than one candidate from a physical office location that has a member serving for the ensuing year.

The candidate must pledge to spend the time and effort to serve in the position to the best of such person's ability. The candidate must commit to attend all DMAR Board of Directors' meetings in each elective year.

The candidate must not have been found in violation of Colorado Real Estate License Law within five (5) years preceding the date of the election.

The candidate must not have been found in violation of NAR's Code of Ethics within three (3) years preceding the date of the election.

The candidate must not have been convicted of a felony within five (5) years preceding the date of the election.

The Director must maintain all criteria while serving their term in office. In the event the Director fails to maintain the criteria set forth for their position, they shall resign or be removed from office immediately upon failing to meet said criteria.

Board of Director members are not eligible to serve as directors or officers if currently serving as a director or officer of another local REALTOR® Board/Association, or serving as a CAR, NAR, or REcolorado Director.

### **Criteria for Colorado Association of REALTORS® (CAR) Directors**

The candidate must be a voting member in good standing with a minimum of two years as an active REALTOR® member, and a voting member in good standing of the Denver Metro Association of REALTORS® for a minimum of one year prior to the election date.

The candidate must pledge to spend the time and effort to serve in the position to the best of such person's ability. The candidate must commit to attend all CAR Board of Directors' meetings and twenty-five percent of DMAR Board of Directors meetings during each elective year. The CAR Director must not miss more than one regularly scheduled CAR Board of Directors meetings or two consecutive meetings.

The candidate must not have been found in violation of Colorado Real Estate License Law within five (5) years preceding the date of the election.

The candidate must not have been found in violation of NAR's Code of Ethics within three (3) years preceding the date of the election.

The candidate must not have been convicted of a felony within five (5) years preceding the date of the election.

The CAR Director must maintain all criteria while serving their term in office. In the event the CAR Director fails to maintain the criteria set forth for their position, they shall resign or be removed from office immediately upon failing to meet said criteria.

CAR Directors shall be elected for three-year terms and shall serve no more than six consecutive years

as elected/appointed by DMAR Directors.

**Criteria for National Association of REALTORS® (NAR) NAR Directors**

The candidate must be a voting member in good standing with a minimum of two years as an active REALTOR® member, and a voting member in good standing of the Denver Metro Association of REALTORS® for a minimum of one year prior to the election date.

The candidate must pledge to spend the time and effort to serve in the position to the best of such person's ability. The candidate must commit to attend all NAR Board of Directors' meetings and twenty-five percent of DMAR Board of Directors meetings during each elective year. The NAR Director must not miss more than one regularly scheduled NAR Board of Directors meetings or two consecutive meetings.

The candidate must not have been found in violation of Colorado Real Estate License Law within five (5) years preceding the date of the election.

The candidate must not have been found in violation of NAR's Code of Ethics within three (3) years preceding the date of the election.

The candidate must not have been convicted of a felony within five (5) years preceding the date of the election.

The NAR Director must maintain all criteria while serving their term in office. In the event the candidate fails to maintain the criteria set forth for their position, they shall resign or be removed from office immediately upon failing to meet said criteria.

The candidate receiving the highest number of votes will serve a two-year term; all other candidates will serve a one-year term. NAR Directors shall serve no more than six consecutive years as elected/appointed by DMAR Board of Directors.

**Criteria for REcolorado Directors**

The candidate must be a voting member in good standing with a minimum of two years as an active REALTOR® member, and a voting member in good standing of the Denver Metro Association of REALTORS® for a minimum of one year prior to the election date.

The candidate must pledge to spend the time and effort to serve in the position to the best of such person's ability. The candidate must commit to attend all REcolorado Board of Directors' meetings and twenty-five percent of DMAR Board of Directors meetings in each elective year. The REcolorado Director shall not miss more than one regularly scheduled REcolorado Board of Directors meeting or two consecutive meetings.

The candidate must not have been found in violation of Colorado Real Estate License Law within five (5) years preceding the date of the election.

The candidate must not have been found in violation of NAR's Code of Ethics within three (3) years preceding the date of the election.

The candidate must not have been convicted of a felony within five (5) years preceding the date of the election.

The candidate must maintain all criteria while serving their term in office. In the event the candidate fails to maintain the criteria set forth for their position, they shall resign or be removed from office immediately upon failing to meet said criteria.

**Candidate Forum**

DMAR shall schedule a block of time at a DMAR Board of Directors meeting prior to the election for Directors to hear from the candidates seeking positions as CAR, NAR, and REcolorado Directors.