

GKAR

Greater Kalamazoo Association of REALTORS®

POLICY MANUAL

Excerpts pertaining to Annual GKAR Elections

NAR Approved April 28th, 2016
Revised, May 2025

GKAR LEADERSHIP

BOARD OF DIRECTORS

The responsibilities of Directors include, but are not limited to the following:

6. Directors shall be vigilant in the search for members who have been or can be effective, knowledgeable participants in GKAR committees or task forces, encouraging them to serve in that capacity and recommending them to the President or President-Elect. Directors shall not endorse or campaign for any specific candidate running for a position on the GKAR Board of Directors. (*Adopted 05/23*)

GKAR ELECTIONS

Elections for the Board of Directors will be held annually per the GKAR *Bylaws*. The President-Elect, Treasurer (two [2]-year term), three (3) Directors-at-Large (three [3]-year terms), and any vacant unexpired terms shall be elected at this time.

CANDIDATE ELIGIBILITY

All REALTOR® Members in good standing are eligible to be elected to any Officer or Director-at-Large position. President is not eligible to be elected to any Officer or Director-at-Large position without a one (1) year gap in service. (*Amended 12/15*)

DEADLINES AND RESPONSIBILITIES

The Board of Directors shall establish the date, time, and location of the Annual Election prior to the appointment of the Nominating Committee and the Elections Committee.

APPOINTMENT OF THE NOMINATING AND ELECTION COMMITTEES

The President shall present to the Board of Directors a slate of candidates for their approval to serve as the Nominating Committee and shall include at least one Member with prior service on the Nominating Committee, not later than July 31st. (See also GKAR *Bylaws*, Article XI, Section 4a) (*Amended 11/21*)

Coincidentally with the appointment of the Nominating Committee, the Board of Directors shall provide to the Nominating Committee:

1. the date, time, and location of the Annual Election,
2. a list of all expiring Director-at-Large positions requiring nomination and election,
3. the specific Membership notification deadlines as called for in the GKAR *Bylaws*, and
4. an updated, electronic list of all Members in good standing as of August 1st of that year. The deadline dates shall be expressed as actual calendar dates of that year.

The President shall present to the Board of Directors a slate of candidates for their approval to serve as the Elections Committee and shall include at least one Member with prior service on the Elections Committee, not later than July 31st. (See also GKAR *Bylaws*, Article XI, Section 4c) (*Amended 11/21*)

Coincidentally with the appointment of the Elections Committee, the Board of Directors shall provide to the Elections Committee:

1. the date, time, and location of the Annual Election,
2. a list of all expiring Director-at-Large positions requiring election, and
3. an updated, electronic list of all Members in good standing as of August 1st of that year.

REPORTING TO THE MEMBERS

The Report of the Nominating Committee shall be published to all Members not later than one (1) week after completion of the Committee's deliberations, but prior to the deadline for publication as called for in the GKAR *Bylaws*, which is three (3) weeks prior to the Annual Election, and is not subject to prior review by the Board of Directors. This notification shall be posted on www.GKAR.com/elections and emailed to all Members that have provided the Association with a current, valid email address. (See also GKAR *Bylaws*, Article XI, Section 4a)

One (1) week (seven [7] calendar days) prior to the Annual Election, the Chief Executive Officer shall publish to all Members a list of all candidates for all open Officer and Director-at-Large positions. This shall be included with the official notice to all Members as a reminder of the date and time of the Annual Election. (*Adopted 11/16*)

NOMINATING COMMITTEE PROCEDURES AND RESPONSIBILITIES

The Nominating Committee shall publish to the Membership a list of all positions that shall be open for the Annual Election. The Nominating Committee shall establish a procedure for individual Members to place their name with the Committee for possible nomination with a reasonable time to respond. In the event a firm, partnership, or corporation has three (3) Members currently serving unexpired terms, no further nominees are eligible, whether by the Nominating Committee or by petition. The Committee may also solicit Members to run for any position open. The Committee is encouraged to consider any Member based on the skills, talents, and commitment to the industry that they may bring to the directorate. In its deliberations, the Committee may also consider factors that would potentially provide diversity in the directorate such as geographic location of office affiliations, industry specialties, and company affiliations. Any considerations that could be considered discriminatory are specifically precluded. (*Amended 05/22*)

ELECTION PROCEDURES

All votes shall be cast electronically at the website designated by the Board of Directors. There shall be no absentee ballots. Each Member may vote one (1) time during the designated voting period as determined by the Board of Directors. Write-in candidates shall be allowed. The Election Committee shall determine the validity of write-in votes based on recognition of the vote cast.

It is the responsibility of the Election Committee and GKAR Staff liaison to create the online ballot, test the ballot and review the results. They shall monitor the conduct of the election and shall meet to determine the results at the end of the election period. The online ballot will be set up where the voter is not required to vote on all open positions by adding a line “none of the above” to complete their vote. The list of Members who have voted shall not include reference to their votes cast. Vote tallies during the election period shall be kept confidential within the Election Committee and GKAR Staff liaison. Decisions of the Elections Committee are final.

The Election Committee shall be required to tabulate all votes cast and certify the results. The Election Committee will tabulate the votes as follows: President-Elect will be tabulated first; Treasurer will be tabulated second; and Directors At-Large will be tabulated last. All nominees shall be considered elected in the order of those receiving the greatest number of votes cast, unless it would result in more than three (3) Directors, including Officers, from any one firm, partnership, or corporation serving on the Board of Directors at the same time. In that event, the nominee(s) from the same firm, partnership, or corporation, receiving the greater number of votes for the eligible directorship(s), shall be considered elected, and the other nominee(s) from that firm, partnership, or corporation shall be disqualified. In the event of such disqualification, the Election Committee shall assign directorship(s) to other nominees, not of the same firm, partnership, or corporation, in order of those receiving the next greatest number of votes cast. (*Adopted 05/22*)

The Election Committee shall report the results of the Election to the President of the Board of Directors who shall contact all of the Candidates in the Election regarding who won or lost. The published announcement to the Membership will only include the winners’ names and not the results of those elected. It is requested of all Candidates to reserve any public comment until GKAR can publish the official results of the Election. Any Member may request verbal or written tallied results of the Election to the Elections Committee, Chief Executive Officer, or Board of Directors for thirty (30) days after the conclusion of the Election. Tie votes shall be determined by lot (random drawing), conducted by the Election Committee. If two (2) or more persons received an equal number of votes for the same office, the election will be determined in the following manner. GKAR Staff liaison shall prepare as many slips of paper as there are such persons, and write the word “elected” on as many slips of paper as there are offices to be filled, and the words “not elected” on the remaining slips, and fold the same so as to conceal the writing and so that they may appear as near alike as possible. An Election Committee Member will appoint any such person to draw a slip. Those drawn on which is written the word “elected” shall be deemed elected to the office. (*Amended 09/15*)

Election Committee Members shall not be eligible for election. In the event an Election Committee Member chooses to run for a position, they must resign from the Committee not less than ten (10) days prior to the Election. Their replacement shall be appointed by the President. Once appointed, Elections Committee Members shall not actively campaign for a candidate. Decisions of the Elections Committee are final.

In the event the election of a person(s) to any Officer or Director-at-Large position results in a vacancy of a Director-at-Large position, that vacancy will not be considered to have occurred until the installation of the Officers and Directors for the following year. After the installation of the new Officers and Directors, that Board of Directors shall then recognize the vacancy and appoint a Member in good standing to fill that position until the next annual election.

It is the responsibility of the GKAR Staff to invite newly elected Board Members to attend the October, November, and December Board of Directors meetings and the Treasurer-Elect to the same Budget and Finance Committee meetings.