



2008 Election Procedures

The Board of Directors will establish the Election Calendar for the year. Official application forms, policy and other information regarding the election process will be published on the Association's web site 14 calendar days prior to the deadline for candidates to file application. After the official forms and instructions have been published, the following procedures should be followed:

1. The application form will be mailed to any primary member who contacts the Association and requests one.
2. The application form should be completely and accurately filled out and signed by the candidate **in black ink**. By signing the form, the candidate is acknowledging that the information contained therein is complete and accurate. Once the application is filed, the applicant is considered a candidate.
3. Candidates are allowed to include their designations after their names.
4. The application forms are to be returned only within the time limits specified and **will not be accepted if submitted via fax or email**.
5. Once the application form has been filed, it cannot be amended or altered in any way and may not be disclosed to anyone until it is published to all members prior to the elections.
6. The Chief Executive Officer (CEO) will advise the qualified candidates of the duties and responsibilities of the office for which they are running so that they may truly understand what is involved. The CEO will also notify applicants who are not qualified.
7. The completed application forms of all qualified candidates will be published on the Association's web site prior to the elections.
8. In the event that more than three candidates file from any one firm, the Designated REALTOR® of that firm is required to determine which candidates' names will appear on the ballot. In accordance with the Association Bylaws, Article XI, Section 3. Qualifications of Directors, no more than three Directors can be members of the same firm. This restriction will affect the way members cast their votes and will be noted on the official ballot.
9. Member offices cannot hold meetings on Association premises from the day the ballots are made available on the web site until the Board of Tellers counts the ballots.
10. Candidates cannot campaign on Association premises during the election period.
11. Campaign practices shall be governed by the principle that the emphasis shall be on issues rather than personalities. Candidates will be expected to conduct their campaigns in a dignified, professional manner.
12. Candidates' names will appear on the voting ballot exactly as they appear on the candidates' application forms, except that staff is authorized to add candidates' designations on the ballot, if such designations are omitted from the application.
13. Article XI, Section 11(d) provides that all Designated REALTOR® and REALTOR® members will be eligible to vote in the annual elections through a mail-in or drop-off ballot procedures, or by Internet On-Line ballot procedures, or by other policies adopted by the Board of Directors, which policies shall be adopted no later than 90 days prior to the week set for the elections. A member shall also be allowed to vote by mail using an official paper ballot, or vote in person at the Association, so long as only one vote is cast by the member.
 - A. All Designated REALTOR® and REALTOR® members in good standing, who have complied with the Association's orientation requirements and been admitted to full membership on the date that the Voting Rolls close will be included on the Voting Rolls and permitted to vote. Those with e-mail addresses will be sent an e-mail with the link to the web site to cast their ballot within the prescribed election period. Once a member votes on-line, that vote will be noted on the Association's voting register. The on-line voting records will not show how the member voted – only that he/she voted, and who did not vote. Members who request a ballot to be mailed to them, and members with no e-mail addresses in their records, will be sent, to their home addresses, an official ballot and return envelope within the time frame specified by the election calendar. If no home address is available, the preferred mailing address for the member will be used. The ballot will explain that no more than three Directors can be members of the same firm.
 - B. Designated REALTORS® and REALTORS® who cast a vote by mail, or in person, must return the original ballot in an official envelope. **Copied ballots are not acceptable. Faxed ballots and proxy votes are not allowed.** All ballots received after close of business on the date set forth in the Election Calendar will be discarded.
 - C. The official ballot envelope for mail-in or drop-off ballots must be signed under penalty of perjury in the designated place by the Designated REALTOR® or REALTOR® member who has been issued the ballot and must include the member's FREC License number for the ballot to be counted. The license number must match the number in our membership records, or the ballot will be null and void. In the case of those members voting in person, they may remain anonymous by not using an envelope, but they must sign the voting register as proof that they voted. Members who vote in person will be required to show I.D. and to sign the voting roster to ensure that only one vote is cast.
 - D. For mail-in and drop-off ballots, the Chief Executive Officer will verify the authenticity of the official ballot envelope and will retain all ballots in their sealed envelopes until such time as the Board of Tellers begins to count votes.
 - E. The voting period will last for seven (7) calendar days after the polls are opened.
 - F. After checking the results of the on-line voting and after counting all mail-in and drop-off ballots, the Board of Tellers will certify the vote. The President or the President's designee will notify the candidates of the results.
 - G. There will be no recount once the Board of Tellers certifies the results.
 - H. For campaign purposes only, candidates may purchase labels with members' home addresses at a cost of \$195.