



ELECTION GUIDELINES FOR CANDIDATES SEEKING A STATE OFFICE



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DESCRIPTION OF THE APPLICATION AND ELECTION PROCESS

Notice of vacant positions and application deadline will be posted on the ARA website no later than the 2nd Wednesday of January each year by the ARA Staff Liaison for the Credentials Committee

Candidate obtains copy of Application and Election Guidelines

First, each interested candidate should obtain a copy of the Application and Election Guidelines from the ARA website or through the ARA Forms Provider. This document will help guide each interested candidate through the application and election process.

Candidate submits completed application(s) for any position(s) to ARA Staff Liaison of the Credentials Committee email: credentials@arkansasrealtors.com as directed below

Second, each interested candidate should submit an electronically completed application(s) to the ARA Staff Liaison for the Credentials Committee (credentials@arkansasrealtors.com) through an eSign session in Form Simplicity by the posted deadline of the year in which the election will take place.

Credentials Committee determines if candidate meets requirements and desired qualifications for the office

Third, the Credentials Committee will review all submitted applications for each vacancy of all elected positions that meeting will take place prior to the mid-year Meeting that precedes the year in which the election for that office will take place.

Credentials Committee provides written notice of eligibility or ineligibility to each applicant

No later than April 10th, the Credentials Committee Chair shall provide a written notice to each applicant informing the applicant whether he or she is eligible or ineligible for the specified office. If the applicant receives a notice of eligibility for the specified office, the ARA Credentials Committee Chair will announce the eligible applicant as a certified candidate for the specified office to the ARA Board of Directors.

If applicant receives notice of ineligibility, 15 days to file by petition for the office

If the applicant receives a notice of ineligibility for the specified office, the applicant may submit a petition for nomination to the office to the ARA Staff Liaison of the Credentials Committee within 15 days of the notice of ineligibility. The petition for nomination must contain the completed application and the notice of ineligibility and must be signed by at least 100 current members in good standing of ARA. Petition shall include printed name, signature and NRDS # of each petitioner. If the ARA Staff Liaison for the Credentials Committee determines that the petition has met these requirements, the Credentials Committee will meet to certify the applicant as a certified candidate for the specified office to the ARA Board of Directors.

President-Elect, Secretary-Treasurer, District Vice President, Past President Director, NAR Director and Region 9 VP (the, "Elected Positions") are elected by the ARA Board of Directors at the ARA mid-year meetings

Applicant may apply for any/all "Elected Positions" in the same election, but may not additionally apply for a "Slated/Elected Positions" in the same election.

Zone Director and Director at Large (the, "Slated/Elected Positions") are chosen by the Credentials Committee and elected by the ARA Board of Directors at the ARA mid-year meetings

Applicant may apply for any/all "Slated/Elected Positions" in the same election, but may not additionally apply for an "Elected Position" in the same election.

Various appointments such as AREC Commissioner recommendation and AREF are also Slated/Elected Positions and are chosen by the Credentials Committee and elected by the ARA Board of Directors at the ARA mid-year meetings. Applicants for these positions may apply for other positions per guidelines listed above.

Elections shall be held during the Board of Directors Meeting during the ARA mid-year Meeting.

Any vacancies created after these elections shall be noticed to members and candidates asked to submit applications for Credentialing. Elections will be held at a later meeting of the ARA Board of Directors in that same year.

Candidates for contested elected positions will make a 2-minute presentation at the mid-year Board of Directors meeting

Elected individual assumes office

Each elected individual will assume the specified office on January 1st of the year that follows the installation according to the ARA Bylaws Article II, Section 1.

REQUIRED & DESIRED QUALIFICATIONS FOR CANDIDATES SEEKING THE POSITION OF PRESIDENT-ELECT

Required Qualifications: Under Article III, Section 3 of the ARA Bylaws, any member seeking to become a candidate for the position of President-Elect must have served or currently be serving either as Secretary/Treasurer or as a District Vice President on the Board of Directors. This position will be elected by the ARA Board of Directors at the annual mid-year meetings.

Desired Qualifications (experience within the REALTOR® Organization):

Candidate should have served in some of the following capacities:

- ARA Zone Director/Director at Large
- Member of the ARA Finance Committee
- Member of the ARA Executive Committee
- Member of any other ARA committee, Task Force or PAG
- Chair or Vice Chair of any ARA committee
- Director on the NAR Board of Directors
- President or Officer of a Local REALTOR® Association
- Director of a Local REALTOR® Association
- Leader of an affiliated Council or Chapter (CCIM, CRS, IREM, RLI, etc.)
- Demonstrated substantial support for the REALTORS® PAC (RPAC)
- Participated in the ARA Graduate REALTOR® Leadership Academy
- Attended 3 out of the last 5 ARA Annual Conferences
- Attended 3 out of the last 5 ARA mid-year or winter meetings

Leadership Qualities and Ability to Achieve the Mission of the Association:

- Candidate is aligned with ARA's mission statement, strategic plan and legislative policies.
- Candidate has leadership ability to advance the agenda and vision of the Association with his or her own style and the talent to mobilize members and local associations.
- Candidate is open to new ideas and concepts even when taking a new direction may involve risk.
- Candidate has personal leadership abilities to help influence the establishment of the goals and objectives of the Association and is diligent and persistent in carrying ideas and directions forward that may challenge the status quo and provoke significant discussion within the Association.
- Candidate demonstrates the ability to think strategically and operationally, depending upon the nature of the issue.
- Candidate possesses presentation skills and a presence sufficient to serve as the chief spokesperson and leader of the Association.
- Candidate possesses a knowledge and understanding of the Association's programs and initiatives and is able to counsel the Association's governing bodies regarding its programs, policies, priorities, objectives, goals and organizational structures.
- Candidate is able to set up alternative management of his or her real estate business to allow the candidate to commit the required time and energy to the position.
- Candidate will represent the members' best interests and set aside business and personal conflicts that may reduce the ability of the candidate to fully serve the interests of the Association.
- Candidate has the endorsement of either his or her Member Board or Member Council or another Member Board or Member Council.

REQUIRED & DESIRED QUALIFICATIONS FOR CANDIDATES SEEKING THE POSITION OF SECRETARY/TREASURER

Required Qualifications: Under Article III, Section 3 of the ARA Bylaws, any candidate for Secretary-Treasurer must be a Member in good standing of the Arkansas REALTORS® Association and must have served a minimum of two full years on the Board of Directors prior to certification. This position will be elected by the ARA Board of Directors at the annual mid-year meetings.

Desired Qualifications (experience within the REALTOR® Organization)

Candidate should have served in some of the following capacities:

- ARA Zone Director/Director at Large
- Member of the ARA Finance Committee
- Member of the ARA Executive Committee
- Member of any other ARA committee, Task Force or PAG
- Chair or Vice Chair of any ARA committee
- Director on the NAR Board of Directors
- President or Officer of a Local REALTOR® Association
- Director of a Local REALTOR® Association
- Leader of an affiliated Council or Chapter (CCIM, CRS, IREM, RLI, etc.)
- Demonstrated substantial support for the REALTORS® PAC (RPAC)
- Participated in the ARA Graduate REALTOR® Leadership Academy
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- Candidate possesses a knowledge and understanding of the Association's programs and initiatives and is able to counsel the Association's governing bodies regarding its programs, policies, priorities, objectives, goals and organizational structures.
- Candidate is able to set up alternative management of his or her real estate business to allow the candidate to commit the required time and energy to the position.
- Candidate will represent the members' best interests and set aside business and personal conflicts that may reduce the ability of the candidate to fully serve the interests of the Association.
- Candidate has the endorsement of either his or her Member Board or Member Council or another Member Board or Member Council.

REQUIRED & DESIRED QUALIFICATIONS FOR CANDIDATES SEEKING THE POSITION OF DISTRICT VICE PRESIDENT

Required Qualifications: Under Article III, Section 3 of the ARA Bylaws, any candidate for District Vice President must be a Member in good standing of the Arkansas REALTORS® Association and have served a minimum of one full year on the Board of Directors prior to certification. This position will be elected by the ARA Board of Directors at the annual mid-year meetings.

Desired Qualifications (experience within the REALTOR® Organization)

Candidate should have served in some of the following capacities:

- ARA Zone Director/Director at Large
- Member of the ARA Finance Committee
- Member of the ARA Executive Committee
- Member of any other ARA committee, Task Force or PAG
- Chair or Vice Chair of any ARA committee
- Director on the NAR Board of Directors
- President or Officer of a Local REALTOR® Association
- Director of a Local REALTOR® Association
- Leader of an affiliated Council or Chapter (CCIM, CRS, IREM, RLI, etc.)
- Demonstrated substantial support for the REALTORS® PAC (RPAC)
- Participated in the ARA Graduate REALTOR® Leadership Academy
- Attended 3 out of the last 5 ARA Annual Conferences
- Attended 3 out of the last 5 ARA mid-year or winter meetings

Leadership Qualities and Ability to Achieve the Mission of the Association:

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- Candidate has leadership ability to advance the agenda and vision of the Association with his or her own style and the talent to mobilize members and local associations.
- Candidate is open to new ideas and concepts even when taking a new direction may involve risk.
- Candidate has personal leadership abilities to help influence the establishment of the goals and objectives of the Association and is diligent and persistent in carrying ideas and directions forward that may challenge the status quo and provoke significant discussion within the Association.
- Candidate demonstrates the ability to think strategically and operationally, depending upon the nature of the issue.
- Candidate possesses presentation skills and a presence sufficient to serve as the chief spokesperson and leader of the Association.
- Candidate possesses a knowledge and understanding of the Association's programs and initiatives and is able to counsel the Association's governing bodies regarding its programs, policies, priorities, objectives, goals and organizational structures.
- Candidate is able to set up alternative management of his or her real estate business to allow the candidate to commit the required time and energy to the position.
- Candidate will represent the members' best interests and set aside business and personal conflicts that may reduce the ability of the candidate to fully serve the interests of the Association.
- Candidate has the endorsement of either his or her Member Board or Member Council or another Member Board or Member Council.

REQUIRED & DESIRED QUALIFICATIONS FOR CANDIDATES SEEKING THE POSITION OF ZONE DIRECTOR

Required Qualifications: Under Article III, Section 3 of the ARA Bylaws, any candidate for Zone Director must be a Member in good standing of the Arkansas REALTORS® Association for two full years prior to certification and from the Zone of which the member is applying. This position will be selected by the Credentials Committee and elected by the ARA Board of Directors at the annual mid-year meetings.

Desired Qualifications (experience within the REALTOR® Organization)

Candidate should have served in some of the following capacities:

- ARA Board of Directors
- ARA Zone Director/Director at Large
- Member of the ARA Finance Committee
- Member of the ARA Executive Committee
- Member of any other ARA committee, Task Force or PAG
- Chair or Vice Chair of any ARA committee
- Director on the NAR Board of Directors
- President or Officer of a Local REALTOR® Association
- Director of a Local REALTOR® Association
- Leader of an affiliated Council or Chapter (CCIM, CRS, IREM, RLI, etc.)
- Demonstrated substantial support for the REALTORS® PAC (RPAC)
- Participated in the ARA Graduate REALTOR® Leadership Academy
- Attended 3 out of the last 5 ARA Annual Conferences
- Attended 3 out of the last 5 ARA mid-year or winter meetings

Leadership Qualities and Ability to Achieve the Mission of the Association:

- Candidate is aligned with ARA's mission statement, strategic plan and legislative policies.
- Candidate has leadership ability to advance the agenda and vision of the Association with his or her own style and the talent to mobilize members and local associations.
- Candidate is open to new ideas and concepts even when taking a new direction may involve risk.
- Candidate has personal leadership abilities to help influence the establishment of the goals and objectives of the Association and is diligent and persistent in carrying ideas and directions forward that may challenge the status quo and provoke significant discussion within the Association.
- Candidate demonstrates the ability to think strategically and operationally, depending upon the nature of the issue.
- Candidate possesses presentation skills and a presence sufficient to serve as the chief spokesperson and leader of the Association.
- Candidate possesses a knowledge and understanding of the Association's programs and initiatives and is able to counsel the Association's governing bodies regarding its programs, policies, priorities, objectives, goals and organizational structures.
- Candidate is able to set up alternative management of his or her real estate business to allow the candidate to commit the required time and energy to the position.
- Candidate will represent the members' best interests and set aside business and personal conflicts that may reduce the ability of the candidate to fully serve the interests of the Association.
- Candidate has the endorsement of either his or her Member Board or Member Council or another Member Board or Member Council.

REQUIRED & DESIRED QUALIFICATIONS FOR CANDIDATES SEEKING THE POSITION OF DIRECTOR AT LARGE

Required Qualifications: Under Article III, Section 3 of the ARA Bylaws, any candidate for Director at Large must be a Member in good standing of the Arkansas REALTORS® Association for two full years prior to certification. This position will be selected by the Credentials Committee and elected by the ARA Board of Directors at the annual mid-year meetings.

Desired Qualifications (experience within the REALTOR® Organization)

Candidate should have served in some of the following capacities:

- ARA Board of Directors
- ARA Zone Director/Director at Large
- Member of the ARA Finance Committee
- Member of the ARA Executive Committee
- Member of any other ARA committee, Task Force or PAG
- Chair or Vice Chair of any ARA committee
- Director on the NAR Board of Directors
- President or Officer of a Local REALTOR® Association
- Director of a Local REALTOR® Association
- Leader of an affiliated Council or Chapter (CCIM, CRS, IREM, RLI, etc.)
- Demonstrated substantial support for the REALTORS® PAC (RPAC)
- Participated in the ARA Graduate REALTOR® Leadership Academy
- Attended 3 out of the last 5 ARA Annual Conferences
- Attended 3 out of the last 5 ARA mid-year or winter meetings

Leadership Qualities and Ability to Achieve the Mission of the Association:

- Candidate is aligned with ARA's mission statement, strategic plan and legislative policies.
- Candidate has leadership ability to advance the agenda and vision of the Association with his or her own style and the talent to mobilize members and local associations.
- Candidate is open to new ideas and concepts even when taking a new direction may involve risk.
- Candidate has personal leadership abilities to help influence the establishment of the goals and objectives of the Association and is diligent and persistent in carrying ideas and directions forward that may challenge the status quo and provoke significant discussion within the Association.
- Candidate demonstrates the ability to think strategically and operationally, depending upon the nature of the issue.
- Candidate possesses presentation skills and a presence sufficient to serve as the chief spokesperson and leader of the Association.
- Candidate possesses a knowledge and understanding of the Association's programs and initiatives and is able to counsel the Association's governing bodies regarding its programs, policies, priorities, objectives, goals and organizational structures.
- Candidate is able to set up alternative management of his or her real estate business to allow the candidate to commit the required time and energy to the position.
- Candidate will represent the members' best interests and set aside business and personal conflicts that may reduce the ability of the candidate to fully serve the interests of the Association.
- Candidate has the endorsement of either his or her Member Board or Member Council or another Member Board or Member Council.

REQUIRED & DESIRED QUALIFICATIONS FOR CANDIDATES SEEKING THE POSITION OF PAST PRESIDENT DIRECTOR

Required Qualifications: Under Article III, Section 3 of the ARA Bylaws, any candidate for Past President Director must be a Member in good standing of the Arkansas REALTORS® Association. This position will be elected by the ARA Board of Directors at the annual mid-year meetings.

Desired Qualifications (experience within the REALTOR® Organization)

Candidate should have served in some of the following capacities:

- ARA Zone Director/Director at Large
- Member of the ARA Finance Committee
- Member of the ARA Executive Committee
- Member of any other ARA committee, Task Force or PAG
- Chair or Vice Chair of any ARA committee
- Director on the NAR Board of Directors
- President or Officer of a Local REALTOR® Association
- Director of a Local REALTOR® Association
- Leader of an affiliated Council or Chapter (CCIM, CRS, IREM, RLI, etc.)
- Demonstrated substantial support for the REALTORS® PAC (RPAC)
- Participated in the ARA Graduate REALTOR® Leadership Academy
- Attended 3 out of the last 5 ARA Annual Conferences
- Attended 3 out of the last 5 ARA mid-year or winter meetings

Leadership Qualities and Ability to Achieve the Mission of the Association:

- Candidate is aligned with ARA's mission statement, strategic plan and legislative policies.
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- Candidate is able to set up alternative management of his or her real estate business to allow the candidate to commit the required time and energy to the position.
- Candidate will represent the members' best interests and set aside business and personal conflicts that may reduce the ability of the candidate to fully serve the interests of the Association.
- Candidate has the endorsement of either his or her Member Board or Member Council or another Member Board or Member Council.

REQUIRED & DESIRED QUALIFICATIONS FOR CANDIDATES SEEKING THE POSITION OF NAR DIRECTOR

Required Qualifications: Under Article III, Section 3 of the ARA Bylaws, any candidate for NAR Director must be a Member in good standing of the Arkansas REALTORS® Association. This position will be elected by the ARA Board of Directors at the annual mid-year meetings.

Desired Qualifications (experience within the REALTOR® Organization)

Candidate should have served in some of the following capacities:

- ARA Board of Directors
- ARA Zone Director/Director at Large
- Member of the ARA Finance Committee
- Member of the ARA Executive Committee
- Member of any other ARA committee, Task Force or PAG
- Chair or Vice Chair of any ARA committee
- Director on the NAR Board of Directors
- President or Officer of a Local REALTOR® Association
- Director of a Local REALTOR® Association
- Leader of an affiliated Council or Chapter (CCIM, CRS, IREM, RLI, etc.)
- Demonstrated substantial support for the REALTORS® PAC (RPAC)
- Participated in the ARA Graduate REALTOR® Leadership Academy
- Attended 3 out of the last 5 ARA Annual Conferences
- Attended 3 out of the last 5 ARA mid-year or winter meetings

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- Candidate has the endorsement of either his or her Member Board or Member Council or another Member Board or Member Council.

REQUIRED & DESIRED QUALIFICATIONS FOR CANDIDATES SEEKING THE RECOMMENDATION OF AREC COMMISSIONER

Required Qualifications: Under Article IV, Section 2 of the ARA Bylaws, nominees for appointment to the Arkansas Real Estate Commission shall comply in full and at all times with the requirements and qualifications set forth in Arkansas Real Estate Licensing Law. This position will be selected by the Credentials Committee and elected by the ARA Board of Directors at the annual mid-year meetings.

Desired Qualifications (experience within the REALTOR® Organization)

Candidate should have served in some of the following capacities:

- ARA Board of Directors
- ARA Zone Director/Director at Large
- Member of the ARA Finance Committee
- Member of the ARA Executive Committee
- Member of any other ARA committee, Task Force or PAG
- Chair or Vice Chair of any ARA committee
- Director on the NAR Board of Directors
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- Participated in the ARA Graduate REALTOR® Leadership Academy
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- Candidate will represent the members' best interests and set aside business and personal conflicts that may reduce the ability of the candidate to fully serve the interests of the Association.
- Candidate has the endorsement of either his or her Member Board or Member Council or another Member Board or Member Council.

REQUIRED & DESIRED QUALIFICATIONS FOR CANDIDATES SEEKING THE POSITION OF AREF BOARD OF DIRECTORS

Required Qualifications: This position will be selected by the Credentials Committee and elected by the ARA Board of Directors at the annual mid-year meetings.

Desired Qualifications (experience within the REALTOR® Organization)

Candidate should have served in some of the following capacities:

- ARA Board of Directors
- ARA Zone Director/Director at Large
- Member of the ARA Finance Committee
- Member of the ARA Executive Committee
- Member of any other ARA committee, Task Force or PAG
- Chair or Vice Chair of any ARA committee
- Director on the NAR Board of Directors
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- Director of a Local REALTOR® Association
- Leader of an affiliated Council or Chapter (CCIM, CRS, IREM, RLI, etc.)
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CODE OF CONDUCT

To promote a positive public image and role for the REALTOR® Association and the real estate industry, all Executive Committee Members, Directors and Committee Chairs shall strive to:

- Act in the best interests of and fulfill obligations to the organization and its members;
- Actively promote and encourage the highest degree of ethics at all levels within the real estate industry and to act honestly, fairly, ethically and with integrity;
- Maintain the highest standards of personal conduct by acting in a professional, courteous and respectful manner;
- Comply with all federal, state or local laws governing the organization and to understand and adhere to all governing documents, laws and regulations applicable to the organization;
- Act in good faith responsibly with due care, competence and diligence without allowing their independent judgment to be subordinated;
- Follow all policies regarding conflicts of interest and ownership disclosures of the organization;
- Make available and to share with the Board of Directors any information that may be appropriate to ensure the proper conduct and sound operation of the organization's governance and management;
- Respect and maintain the confidentiality of information relating to the affairs of the organization acquired in the course of service, except when authorized or legally required to disclose such information and to use information acquired in the course of business only for organizational, not personal, purposes;
- Maintain loyalty to the REALTOR® association and pursue its objectives in ways that are consistent with member and public interest;
- Serve all association members fairly and impartially and to strive for excellence in all aspects of leading and managing the association;
- Engage in no activities for personal gain at the expense of the association or the real estate industry;
- Refuse to engage in or countenance unlawful discrimination;
- Seek members' input and opinion in matters coming up for consideration by the management of the association;
- Ensure the objective of all associations actions and pursuits is to provide the best possible services for REALTOR® members.

Campaign Rules & Etiquette

(last updated 4/6/2022)

1. Campaigning is only allowed after the Credentialing notification has been received by the applicant and must cease no later than 11:59pm the day prior to the election in June.
2. All campaign materials will be subject to the proper use of the REALTOR® Logo and/or ARA Logo and must be sent to credentials@arkansasrealtors.com for logo approval prior to distribution.
3. Any and all campaign expenses are the responsibility of the applicant and will not be reimbursed by ARA.
4. Membership contact information/lists will not be provided by ARA to candidates.
5. Complaints concerning campaign materials may be submitted in writing to the ARA @ credentials@arkansasrealtors.com.

Campaign Rules may be subject to change at any time. These changes will be communicated with candidates as soon as available.