

Columbia Board of REALTORS®

Updated for 2006 Terms

ELECTIONS AND  
NOMINATIONS GUIDELINES

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## **Introduction**

The Columbia Board of REALTORS® is now over 61 years old and is approaching 600 members. Our power comes from our membership and our strength lies in the foresight and participation of our leadership. There are many ways to be active in your Board – from planning a golfing outing or serving on a Committee to attending weekly MLS meetings. Your participation is always welcome. We need and encourage your involvement.

Navigating the road to elected leadership can be a little daunting at first. This manual is intended to show you the process and inspire you to “step up to the plate”.

The governing body of the Columbia Board of REALTORS® is a Board of Directors consisting of the Leadership Team whose members are the Immediate Past President, President, President-Elect, Treasurer, and MLS Chairman along with fourteen REALTOR members of the Association. Four of these members are appointed by each company that has over 10% of the membership, two are from companies with less than ten percent and one comes from Specialty Companies. (I.e., Appraisal, Commercial, Auction, Prop Management. The other seven members of the Board are elected at-large. While the Bylaws of the Association have created a formal system for nominating and electing the individuals who serve on the Board of Directors, many CBOR members do not understand how the process works. This pamphlet is intended to assist potential nominees, candidates and the general membership by providing an overview of the process.

## **The Nomination Process**

### **Nominations Committee**

The Immediate Past President of the Board serves as the Chair of the Nominating Committee. The President of CBOR appoints the rest of the Nominations Committee, comprised of the following:

- ❖ (4) - A representative from each company with over 10% of the membership who is not currently serving on the board of directors
- ❖ (2) - Representatives from companies with less than 10% of the membership who are not currently serving on the board of directors
- ❖ (1)- Representative from a specialty company who is not currently serving on the Board of Directors

The primary task of the nominating committee is to identify, interview and select a slate of candidates for the Annual Election to the Board of Directors.

In June of each year, the Nominating Committee begins accepting nominations for potential candidates from the general membership. Any REALTOR member of the Association may submit the name of one or more fellow CBOR members to the Nominating Committee for possible consideration as a candidate for any open positions on the Board of Directors or the MLS Committee. The deadline for submitting nominations can be found on the Election Timeline Schedule.

The Nominating Committee will issue an official report with a recommended list of candidates by forty-five days in advance of the annual meeting (see schedule). In 2005, the Nominations Committee will nominate candidates for:

President-Elect (Automatically becomes President in second year)

Treasurer – One-year term

MLS Chairman – One-year term

(3) Elected At-Large Representatives to the Board of Directors for two-year terms

(4) MLS Committee Members for two-year terms

(2) MAR State Directors for two-year terms – Maybe and additional one if our membership numbers allow

(1) REDI Director for a 1-year term

(1) HOPE Foundation Member – 3 year term

The following positions will also be voted on (see **Special Election Section**):

Small Companies will elect one Representative to the Board for a term ending in 2007. They will elect one representative to the MLS Committee for a two-year term ending in 2007.

Specialty Companies will not elect a Representative to the Board but will elect a Representative to the MLS Committee for a term ending in 2007

At the time of writing (May 2, 2005), our membership count stands at 575. The official count date is July 31. In 2004, RE/MAX Boone Realty, House of Brokers, Gaslight Properties GMAC and Plaza Real Estate Services each exceeded 10% of the membership. Provided the counts are above 10% on July 31<sup>st</sup>, 2005, the following will happen:

House of Brokers and Plaza Real Estate Services will appoint their Designee for a two-year term to the MLS Committee.

Gaslight Properties and RE/MAX will appoint their Designee to the Board of Directors.

Under the provisions in the bylaws, the Nominating Committee is required to select at least one candidate for each office (including REDI Director) and at least two candidates for each local and State Directors' position to be filled on the Board of Directors. The report of the Nominations Committee will be emailed to each at least 21 days preceding the election (see schedule). Additional candidates for the offices to be filled may be placed in nomination by petition signed by at least 20 percent of the voting members. That petition must be filed with the Treasurer at least 14 days before the election. The Treasurer shall send notice of such additional nominations by petition to all REALTOR® Members before the election. Nominations may be made at the annual meeting by nominations from the floor, provided two seconds to the nominations are received.

**Expiring Terms:**

**CBOR Board of Directors**

Elected Small Company Representative to the Board of Directors:

Betty Pauley                                      Assist2Sell

Elected At Large Representatives:

Audrey Speiler                                      House of Brokers  
Greg Harmon                                        Gaslight Properties GMAC  
Scott Ragsdale                                      Coldwell Banker

MAR Directors:

Barrett Glascock                                      South County Realty  
Brent Jones    Keller Williams

At the time of writing (5/2/05) we are 25 members away from having an additional MAR Director. These members must join by 7/31/05 to be counted.

REDI Director:

Rhonda Carlson                                      RE/MAX Boone Realty

**MLS Committee**

Elected at Large

CJ Strawn    RE/MAX  
Jason Jokerst                                        Cityscape Appraisals  
Larry Joe Wayland                                      Keller Williams  
Mike Scalise    RE/MAX

Elected Specialty Company:

Pat Bess    Assured Property Management

Elected Small Company

Roger Fries    Roger Fries, Broker

Any members nominated to any office of the Board shall, upon nomination, submit to the President, or his designee, a signed statement specifying said Member understands the duties and responsibilities, including attendance requirements, of the office to which he has been nominated, and consents to serve in the office if elected.

## **Special Elections**

The cut off for determining the percentage of members of a company will be the same date as established by NAR and MAR for reporting purposes, which is July 31<sup>st</sup> of each year.

### **Small Companies**

Small Companies will elect one Representative to the Board for a term ending in 2007. They will elect one representative to the MLS Committee for a two-year term ending in 2007.

From our Merger Documents:

The companies with less than 10% of the members shall elect on a date set each year by the Board of Directors two (2) representatives to serve on the Board of Directors and MLS committee.

### **Specialty Companies**

Specialty Companies will elect one Representative to the MLS Committee for a term ending in 2007.

From our Merger Documents:

The Specialty companies shall elect on a date set each year by the Board of Directors one (1) representative to serve on the Board of Directors and MLS committee. For purposes of electing a director from a specialty company, a company must declare themselves in writing as a specialty company with the Columbia Board of REALTORS® office at least 96 hours prior to the election. Once said declaration is on file at the CBOR office said company would be considered a specialty company in future years for elections unless said company declares in writing otherwise.

### **Appointed Representatives**

House of Brokers and Plaza Real Estate Services will appoint their Designee for a two-year term to the Board of Directors.

Gaslight Properties and RE/MAX will appoint their Designee to the MLS Committee for two-year terms.

Each company with over 10% of the members shall submit on a date set each year by the Board of Directors the name of their representative to serve on the Board of Directors and MLS ' committee.

If companies with over 10% of the members or companies with less than 10% of the members or the specialty companies do not submit or elect members to the Board of Directors and MLS committee on the date each year as determined by the Board of Directors, then those positions will be declared vacant and members to those positions will be nominated by the nominating committee and submitted for general election at the annual meeting.

Should there be less than 4 companies with 10% of the membership then for each less an additional at large representative will be elected by the general membership. Should there be more than 4 companies with 10% of the membership then for each more one less at large representative will be elected by the general membership.

## **The Election Process**

Elections of Officers and Directors are held at our Annual Meeting (see schedule). The ballot shall contain the names of all candidates and the offices for which they are nominated. Voting shall be allowed in person at the Association office up to ten (10) business days prior to election day, however each member shall only be entitled to cast one ballot. Newly elected officers are to immediately begin preparations for the forthcoming year and have the authority to appoint Committee Chairs and members for appointments subject to approval of appropriate authority in accordance with the Board Policy Manual and these By-laws.

The President, with the approval of the Directors, shall appoint an Election Committee of three REALTOR® Members to conduct the election. In the case of a tie vote, lot shall determine the issue.

## **Frequently Asked Questions about the Nomination and Election Process**

Who can run for the Board of Directors and who may submit a nomination?

Only REALTOR members of CBOR are eligible to run for election and to submit nominations on behalf of their fellow REALTOR members. Affiliate members are ineligible to participate in the REALTOR® nomination and election process. However, they may nominate other Affiliates to be their representative on the Board.

How do I nominate someone for a position on the Board of Directors?

The Nominating Committee recommends that you start by discussing your intention with the person you wish to nominate. Prior to submitting a nomination, you should confirm that the potential nominee is willing to serve if elected. Once you have confirmed that your nominee is willing and able to serve, you may submit your nomination in writing, to the Chair of the Nominations Committee or the CEO.

May I nominate myself?

Of course, we welcome your interest.

When can I begin campaigning?

All candidates may begin campaigning, if they desire, once the Nominating Committee has released its official recommendations for the slate of candidates.

When is the election?

Please see the Election Timeline Schedule.

Will anyone run against me?

For State Directors, Board members and MLS Committee members, there must be at least one additional name on the ballot than there are slots to be filled. Unfortunately, someone will not be elected. However, everyone appreciates your courage and involvement.

## Job Descriptions

### Organization of the Columbia Board of REALTORS®

1. The power of the Board is derived from the membership.
2. The governing body of the Board shall be a Board of Directors (hereinafter referred to as Directors) consisting of the elected officers, the immediate past President, one representative from each company which has at least 10% of the total membership who shall be appointed by the company. Those companies whose licensees do not total 10% of the entire membership of the Columbia Board of REALTORS® shall jointly elect two representatives, and the Specialty members shall jointly elect one representative, seven At-Large representatives serving staggered two-year terms and the MLS Committee Chair. The non-voting ex-officio members of the board shall be an Affiliate member and the Regional Economic Development Incorporated (REDI) representative, State Directors, National Directors, Chief Executive Officer and the past Missouri Association of REALTORS® (MAR) Presidents. All Directors shall be elected or appointed in accordance with Article XI of the By-laws. The Chief Executive Officer (CEO) is the chief staff executive officer of the Board.
3. The Leadership Team (officers) consists of the Past-President, the President, the President-Elect and the MLS Chairman, along with the Chief Executive Officer.

## **Board of Directors**

1. Function: To serve as the governing body for the general membership in conducting the ongoing operations of the Board and establishing and maintaining the policies of the Board.
2. Duties, responsibilities and authority: Within the limits of the By-laws and Rules and Regulations, the Directors have the responsibility and the commensurate authority to accomplish the duties set forth below.
  - a. To approve or disapprove Committee Chairs presented by the President.
  - b. To make financial decisions concerning the Board and approve the budget for the succeeding year.
  - c. To receive Committee reports.
  - d. To approve or disapprove motions from Committees.
  - e. To direct Board committees to review policies and/or situations and request appropriate recommendations.
  - f. To accept or reject new members.
  - g. To approve or disapprove changes in these Rules & Regulations.
  - h. To hear appeals of Professional Standards decisions.
  - i. To make policy decisions affecting the ongoing operations of the Board.
  - j. To address any subject affecting the Board not specifically denied by either the By-laws or these Regulations.
3. Two absences during the calendar year from Board of Directors meetings constitute resignation at the discretion of the President.
4. New members are expected to attend the MAR Board Leadership Conference held in November of each year.
5. All members are expected to attend both the Heritage Celebration when we honor our past Leadership and the Installation Banquet held in December of each year. Additionally, they are expected to attend the Board of Directors Orientation (to be announced) as well as many Board functions throughout the year.

## **President**

1. **Function:** To serve as chief elected officer representing the entire membership; to provide personal leadership to the other officers, Committee Chairs, staff and membership; to establish goals and objectives for the organization during his term of office; to act as spokesperson for the Board; and to evaluate and monitor organizational performance and effectiveness.
2. **Duties, Responsibility and Authority:** Within the limits of the By-laws and these Rules & Regulations the President is responsible and has commensurate authority to accomplish the duties set forth below.
  - a. To preside at and attend all meetings of the Directors and coordinate agenda material with the CEO.
  - b. To submit all Committee Chairs for approval by the Directors, and to outline the purpose and duties of each Committee and monitor progress.
  - c. To be an ex-officio member of all Committees except Nominations and Credentials, REALTOR® Of The Year, REALTOR® Salesperson Of The Year and Joel Radman Award, and Awards Committee.
  - d. To see that the Directors, and other officers are kept fully informed of the condition and operation of the Board.
  - e. To work with the CEO to assure that basic policies and programs that will further the goals and objectives of the association are planned, formulated and presented to the Directors.
  - f. To see that the organizational structure and policies of the Board are reviewed annually with the CEO.
  - g. To promote interest and active participation in the Board on the part of the membership and report activities of the Directors to the membership.
  - h. To act as spokesperson for the Board to the press, the public, legislative bodies and related organizations.
  - i. In cooperation with the President-Elect, Treasurer, Finance and Budget Committees and staff to operate within the approved annual budget.

## Travel

The President represents the Columbia Board of REALTORS® during the year of his/her tenure and as such, is expected to attend and represent our interests at numerous meetings and functions. It is a large time commitment and appreciated by every member.

The President is expected to attend all CBOR Board of Director meetings.

The President is expected to attend the Capitol Conference in Jefferson City held in January of each year to meet with our elected representatives as well as attend the Board of Directors meeting. The President is automatically a State Director and a voting member of that body. Additionally, the President is expected to attend the quarterly MAR Board of Directors meetings, the MAR annual convention and the MAR Board Leadership Forum. The President is encouraged to participate in state committees by being an active member or monitoring their progress.

The President is expected to attend both the NAR Annual Convention and the NAR Mid-Year convention held in Washington, D.C. The President is expected to attend all Board Forums held at those meetings as well as "Round Tables" and state and regional caucuses. The Presidents mileage, airfare and hotel rooms are reimbursed.

## **President-Elect**

The President-Elect shall have such duties and responsibilities as assigned by the President. This shall normally include fulfilling the functions of the President in his absence; serving as an ex-officio member of the Finance Committee, chairing the Budget Committee to draft the budget for the following year; and developing detailed familiarity with the administration of the Board. The President-Elect shall: perform the Treasurer's duty of supervising the disbursement of funds during the absence of the Treasurer; select a Vice-Chair for all standing committees as potential chair for the following year; and select members to serve on task forces, subject to approval by the President. The President-Elect shall be primarily responsible for preparing to assume the office of President. The President-elect shall identify the specific goals and objectives for the coming year and address implementing those goals. The President-Elect serves as a member of the CBOR Leadership Team and is an officer of the organization. The President-Elect automatically becomes the President.

## **Travel**

The President-Elect represents the Columbia Board of REALTORS® during the year of his/her tenure and as such, is expected to attend and represent our interests at numerous meetings and functions. It is a large time commitment and appreciated by every member.

The President-Elect is expected to attend all CBOR Board of Director meetings.

The President-Elect is expected to attend the Capitol Conference in Jefferson City held in January of each year to meet with our elected representatives as well as attend the Board of Directors meeting. Additionally, the President-Elect is expected to attend the quarterly MAR Board of Directors meetings, the MAR annual convention and the MAR Board Leadership Forum. The President-Elect is encouraged to participate in state committees by being an active member or monitoring their progress.

The President-Elect is expected to attend the NAR Leadership Summit with the CEO held annually in Chicago. The President-Elect is expected to attend both the NAR Annual Convention and the NAR Mid-Year convention held in Washington, D.C. The President-Elect is expected to attend all Board Forums held at those meetings as well as "Round Tables" and state and regional caucuses. The President-Elect's mileage, airfare and hotel rooms are reimbursed.

## **Treasurer**

The Treasurer is a member of CBOR Leadership Team and serves as an officer of the organization. The Treasurer shall have such duties and responsibilities as assigned by the President. These shall include responsibility for all assets of the Board, supervising disbursement of funds (to include review for acceptance of bills, invoices, statements, and expense vouchers approved for payment by the CEO, and signing of checks for the disbursement of funds); depositing income; and presenting a monthly financial report on a standard form easily understood by all members. The Treasurer shall be Chair of the Finance Committee, and shall appoint members to fill vacancies on the Finance Committee subject to the approval of the President. The Treasurer is expected to attend the MAR Board Leadership Forum. Registration fees and mileage will be reimbursed.

\*NOTE: The Treasurer does not have to move through the Leadership Chairs.

## **MLS Committee Chair**

The MLS Committee Chair shall have such duties and responsibilities as assigned by the President, and shall serve as Chair of the MLS Committee. The MLS Committee Chair is a member of CBOR Leadership Team and serves as an officer of the organization. The MLS Chair shall recommend members to the President for appointments to serve as task force participants on MLS subcommittees. The MLS Committee Chair will not necessarily “move up” to become President-Elect. The MLS Committee Chair is expected to attend the MAR Board Leadership Forum. Registration fees and mileage will be reimbursed.

## **State Director**

A state director is a person that our local board has chosen as our state representative. Many issues will come to your attention and it is your job and responsibility to the membership to ascertain their viewpoints. You are the voice for our board and to the best of your ability you should become involved in state committees and activities to insure that our members views are expressed accordingly. However when it comes time to vote, it is your responsibility to vote in a manner that you feel is best for the entire state organization.

As a state director you will be asked to volunteer your time and knowledge. There is travel involved and time away from home. Your attendance at meetings is imperative and requires a commitment on your part. You will receive some compensation from the local board (\$100 per diem plus mileage), but it is possible that you will incur some out of pocket expenses.

### **State Responsibilities**

A state director is expected to attend all state meetings. The meetings are held at various locations around the state. There are at least 3 meetings per year and many times four. Meetings are held in January, April, June (president's discretion), September/October State Convention. Meetings are held during the week. Meetings are 2 days, with WCR meeting the day prior to the committee meetings. Committee meetings are the first day and Board of Directors and District Briefings on the second.

Participating on Committees is an educational way to learn more about the state issues and bring back valuable information to our local board. Many committees are open to anyone. Some committees are limited to a specific number of members, often providing representation from different regions of the state. On some committees, the President or another executive officer specifically appoints members to the committee. Committee meetings start at 8:15am and continue at different times during the day. You can request to be on a committee by submitting the required form to MAR. Committee requests are made at the end of September. The MAR staff, between meetings, researches much of the work on a state committee. Frequently, you are reviewing recommendations or proposals at the committee meeting. Due to the large size of many committees and the limitation of time, if there is additional work to be done, a task force can be appointed from within the committee. If you are concerned with the time commitment involved, ask someone who has served before or a previous chair.

Day two is the board of directors and the district briefings. At your first meeting ever you should attend the New Director orientation the morning of day two. The district briefing session is a meeting held immediately prior to the BOD meeting to review the issues you will be voting on. A member from the executive committee will review the motions and state the recommendation from the executive committee. This is the time to ask questions in a smaller group and address any concerns that you may have about any of the business at hand. You are divided into rooms with other directors from your district or region of the state.

The Board of Directors will begin immediately following the end of the district briefings. Directors have a specific seat and are directed where to sit by volunteers. Meetings are run according to Roberts Rules of Order. Motions will be presented and voted on. Again you are there to represent the best interests of the members. It is important to check in so that you can be counted present at the meeting.

The meetings are over as soon as the Board of Directors adjourns, usually early in the afternoon.

### **Local Responsibilities**

As a state director you are also an advisory member of our local board. You are our expert on state activities and our local BOD will look to you for information and guidance on issues that affect our local board. You should provide a report to the local board, following state meetings of committee activities and motions that could concern the local board. Many times this report is compiled as a group effort from the state directors immediately following the state board of directors meeting while the information is

fresh on your mind. If you sit on state committees, make sure the corresponding local committee is kept notified of information and upcoming issues.

Being a state director is a rewarding way to serve your REALTOR organization, but requires a commitment on your part. If you have any questions contact your local officers or CEO for more information.

### **Travel**

Upon receipt of your written report to the Board of Directors and verification of your attendance at the Board of Directors meeting from MAR, you may file an expense reimbursement form with CBOR for \$100 for each night you are required to stay in a hotel and mileage to and from the state meetings.

### **Attendance**

Any State Director of the Columbia Board of REALTORS® who is absent at two Missouri Association of REALTORS® meetings shall be requested to resign. The President upon recommendation of the Nominations and Credentials Committee shall then fill the office directorship. The Director whose office is to be declared vacant must be provided thirty (30) days notice and provided an opportunity to appear before the Committee.

### **Fiduciary Responsibilities**

Cognizant of the fact that advance notice is not always provided concerning issues to be decided at the Missouri Association of REALTORS® meetings, all State Directors of the Columbia Board of REALTORS® attending the meetings are authorized to state the position of the Columbia Board of REALTORS® on said issues. Such position shall be determined by a majority vote taken in a caucus of said Directors. Notice of a caucus when such a vote is taken will be provided by that State Director appointed by the President for that purpose.

## **Regional Economic Development Inc. (R.E.D.I.) Representative**

As long as the Columbia Board of REALTORS® remains a member of the R.E.D.I., it shall be necessary to have a representative to R.E.D.I. This Representative shall be an ex-officio member of the CBOR Board of Directors, shall be nominated by the Nominations & Credentials Committee and elected by the Board of Directors. The term of office shall be for a one year period of time and shall be subject to annual evaluation by the Board of Directors.

The R.E.D.I. Director shall be responsible for the following:

- a. Maintain communications between the Columbia Board of REALTORS® and the Community R.E.D.I. Director, Staff and Officers.
- b. Represent Columbia Board of REALTORS® at various functions on as needed or requested basis.
- c. Provide R.E.D.I. with market housing information on a periodic basis.
- d. Communicate concerns of Columbia Board of REALTORS® to R.E.D.I. to ensure Columbia Board of REALTORS® membership objectives are served (whether those be commercial, residential, farm, zoning, property rights, etc.)
- e. Be available for non-partisan consultations direct to Community R.E.D.I. Director to share information.
- f. Have a broad understanding of Columbia Board of REALTORS® functions.
- g. Monitor R.E.D.I.'s activities to ensure compliance of real estate law.
- h. Be able to put together a task force, oversight committee, or focus group to address specific issues of REALTOR® participants, consisting of a minimum of 3 REALTORS® from different firms.
- i. Report to Columbia Board of REALTORS® at least quarterly.
- j. Participate in Legislative Council Meetings and report to Legislative Council Chairperson.



## **State Leadership**

Recognizing that leadership development is an essential element in the process of improving our Association and profession, the Missouri Association of REALTORS® has developed a Leadership Academy. Through this program, MAR attempts to identify emerging REALTOR® leaders in the state, encourages them with motivational activities, and assists in sharpening their leadership skills in the hope that they will exert a strong positive influence on the future of the Association and profession.

The participants work together in a training course that combines individual study, group sessions, and actual project experience in leadership. Sessions include identification of leadership skills, team-building exercises, procedures for goal setting, personal profile analysis, network building, and improving communication skills. Although not automatic, many graduates of the program quickly participate in key leadership committees at the state level.

## **Objectives**

- ❖ To identify Missouri REALTORS® who have demonstrated leadership potential and an interest in the REALTOR® organization.
- ❖ To train participants by developing leadership skills.
- ❖ To motivate participants by:
  - Increasing awareness of real estate and association management issues and challenges.
  - Involvement in problem-solving activities on issues of current interest
  - Providing a network of leaders across the state who are actively involved in improving our Associations and profession

## **Application Procedure**

All MAR members are eligible to apply to the REALTORS® Leadership Academy.

Applications are reviewed and participants are selected by the MAR Leadership Academy Steering Committee. Efforts are made to balance participants according to business specialty, geography, and gender.

Tuition for the Leadership Academy for 2005-2006 is \$2500, MAR will subsidize approximately \$1300.00. The participants, their boards/associations or other sponsors will pay the balance of \$1195.00. The tuition covers speakers, the training sessions, meals, overnight accommodations and instructional materials.

Additional costs to the participants will include transportation from home to the meeting or retreat site and select minimal expenses that may be incurred.

## **Selection Criteria**

Participation in the REALTORS® Leadership Academy is open to REALTORS® living in the state of Missouri. A maximum of 12 to 16 individuals will be appointed to participate in the program. Since the number of appointments to the REALTORS® Leadership Academy is limited, applicants who are not selected are encouraged to reapply in subsequent years.

Participants will be chosen by the REALTORS® Leadership Academy Steering Committee based upon the information completed on this application. The Committee will be seeking representation from a cross-section of the profession. These potential leaders will be active in their local boards, real estate specialty areas, or community-based organizations and other volunteer venues.

If you are interested in participating, please see your CEO for an application.

**Agreements to Serve  
Agreement to Serve as an Officer**

I, \_\_\_\_\_, acknowledge that I have been nominated to serve as \_\_\_\_\_ of the Columbia Board of REALTORS® for \_\_\_\_.

I fully understand that this office requires that I serve the members of the Board and that I represent the members in the decisions and activities of the Board. I acknowledge my responsibility to always place the interest of the Association above my personal considerations.

I understand that e-mail communication is the primary form of communication for this Board. I will read my e-mail and promptly notify the CBOR office if my address changes.

I pledge to faithfully execute the responsibilities of the office for which I have been nominated. I further pledge to uphold the bylaws of the NATIONAL ASSOCIATION OF REALTORS®, the Missouri Association of REALTORS®, and the Columbia Board of REALTORS®.

Recognizing that I cannot adequately represent the views of the membership if I am not present at meetings, I pledge to attend every meeting of the Board of Directors and agree that my signature below constitutes a resignation if I am absent from any two (2) meetings.

I will, to the best of my ability, serve as an example of this Association's Code of Ethics in all my actions, both as an officer of the local Board and as a REALTOR®. I will uphold and support the decisions made by the Directors of the Columbia Board of REALTORS®, and will abide by the *Standards of Conduct* attached.

\_\_\_\_\_  
Signature  
\_\_\_\_\_

## Agreement to Serve as Director

I, \_\_\_\_\_, acknowledge that I have been nominated to serve as a Director of the Columbia Board of REALTORS® for a two-year term beginning January 1, \_\_\_\_.

I fully understand that this position requires that I serve the members of the Board and that I represent the members in the decisions and activities of the Board. I acknowledge my responsibility to always place the interest of the Association above my personal considerations.

I understand that e-mail communication is the primary form of communication for this Board. I will read my e-mail and promptly notify the CBOR office if my address changes.

I pledge to faithfully execute the responsibilities of the office for which I have been nominated. I further pledge to uphold the bylaws of the NATIONAL ASSOCIATION OF REALTORS®, the Missouri Association of REALTORS®, and the Columbia Board of REALTORS®.

Recognizing that I cannot adequately represent the views of the membership if I am not present at meetings, I pledge to attend every meeting of the Board of Directors and agree that my signature below constitutes a resignation if I am absent from any two (2) meetings.

I will, to the best of my ability, serve as an example of this Association's Code of Ethics in all my actions, both as an officer of the local Board and as a REALTOR®. I will uphold and support the decisions made by the Directors of the Columbia Board of REALTORS® and will abide by the *Standards of Conduct* attached.

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Signature

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## Agreement to Serve on Committee

I acknowledge that I have been chosen to be a member of the \_\_\_\_\_ Committee of the Columbia Board of REALTORS®. I recognize that this is an appointment through \_\_\_\_\_.

I fully understand the duties of this committee and that it is my responsibility to keep informed of the actions and decisions of the committee. I understand that e-mail communication is the primary form of communication for this Committee. I will read my e-mail and promptly notify the CBOR office if my address changes.

I pledge to uphold the decisions made by the committee, and to vote not my personal view, but rather what I think will best represent all members of the Columbia Board of REALTORS®.

Recognizing that I cannot adequately represent the views of the membership if I am not present at meetings, I pledge to attend every meeting of the committee and agree that my signature below constitutes a resignation if I am absent from any two (2) consecutive meetings or three (3) meetings total.

I will, to the best of my ability, serve as an example of this Association's Code of Ethics in all my actions, both as a member of this committee and as a REALTOR®. I further agree to abide by the Standards of Conduct.

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Signature

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Date

## Standards of Conduct

- Maintain the highest standards of personal conduct.
- Actively promote and encourage the highest degree of ethics at all levels within the real estate industry.
- Maintain loyalty to the REALTOR® association, and pursue its objectives in ways that are consistent with member and public interest.
- Abide by association policies, procedures, and laws impacting REALTOR® associations.
- Strive for excellence in all aspects of leading and managing the association.
- Serve all association members fairly and impartially.
- Accept no personal compensation from business-related activities, which might create a conflict of interest, without full disclosure and knowledge of the association's governing board.
- Maintain confidentiality of privileged information entrusted or known by virtue of an office or position, unless disclosure is necessary to protect the interests of the association.
- Refuse to engage in, or countenance, activities for personal gain at the expense of the association or the real estate industry.
- Refuse to engage in, or countenance, unlawful discrimination.
- Ensure that communicated data and information is accurate and truthful.
- Cooperate and promote a positive public image and role for the REALTOR® association and the real estate industry.
- Ensure that the objective of all association actions and pursuits is to provide the best possible services for the REALTOR® member.

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Initial & Date



## Nominations Form

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(Date)

I, \_\_\_\_\_ would like to submit the name of  
(your name)

\_\_\_\_\_ to be considered for the office of:  
(you may nominate yourself)

- President-Elect – One-year term, automatically becomes President
- Treasurer – One-year term
- MLS Chairman – One-year term
- Elected At-Large Representatives to the Board of Directors for two-year terms
- MLS Committee Members for two-year terms
- MAR State Directors for two-year terms
- (1) HOPE Foundation Member – 3 year term

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(Signature of Nominee if not you)

**All nominations must be received in the Board office by July 26, 2005  
At noon.**

Please give a brief description of the Candidate's qualifications and Board activities:

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## Sample Nominations Announcement

To: Columbia Board of REALTORS® Members

From: Nominations Committee

Re: Annual Meeting and Elections

In accordance with our Bylaws the Nominations committee met on July 27 to nominate potential candidates for the 2005 Leadership Positions. Nominations were solicited from our membership and attached are the nominees and proposed slate.

**The elections will be conducted at the Annual Meeting on September 15 at 9:00am at the Columbia Board of REALTORS® office.**

Should any member wish to be placed in nomination or run from the floor the procedures are as follows; or you can contact the board office for more information.

Article XI, Section 7 (a)

...Additional candidates for the offices to be filled may be placed in nomination by petition signed by at least 20 percent of the voting members. That petition shall be filed with the Treasurer at least 14 days before the election. The Treasurer shall send notice of such additional nominations by petition to all REALTOR® Members before the election. Nominations may be made at the annual meeting by nominations from the floor, provided two seconds to the nominations are received and the provisions of Paragraph (d) of this section are met.

- (d) Any members nominated to any office of the Board shall, upon nomination, submit to the President, or his designee, a signed statement specifying said Member understands the duties and responsibilities, including attendance requirements, of the office to which he has been nominated, and consents to serve in the office if elected.

We hope to see everyone at the Annual meetings. If you would like to be involved in the governance of our board or be considered for positions in the future please let Carol Van Gorp or any of the officers know. This is your association and every member is a valuable resource.

Thank you,

Elizabeth Mendenhall  
Immediate Past President  
Nominations Committee Chair



## **CBOR Small Company Sample Ballot**

1. Elect Chair of Nominations for Small Company
2. Determine Procedure for Election
3. Elect New Representatives

### **Incumbents with Terms Expiring**

#### **Board of Directors**

Betty Pauley Assist2Sell

#### **MLS Committee**

Roger Fries Roger Fries, Broker

### **Board of Directors Nominee – Two Year Term**

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### **MLS Committee Nominee – Two Year Term**

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## **CBOR Specialty Company Sample Ballot**

1. Elect Chair of Nominations for Specialty Company
2. Determine Procedure for Election
3. Elect New Representatives

### **Incumbents with Terms Expiring**

#### **MLS Committee**

Pat Bess Assured Property Management

### **MLS Committee Nominee – Two Year Term**

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## 2005 Election Time Line

Item	Projected Date	Actual Date
BOD Set Declaration Date for Large REP and specialty company status by e-mail (suggested Date July 22)	June BOD Meeting	
Notice Sent to DR's to declare and when Small/specialty election will take place		
Nomination Committee - Meeting	June 21, 2005 1:00	
Reminder message sent to DR's about meeting		
Deadline for Specialty company declaration (96 hours before meeting)	5:00 pm Friday, July 22nd	
Small/Specialty Company election set	Tuesday, July 26th, 11:00 am	
Nominations Committee meeting (45 days before election) also will be deadline for nominations from membership	July 26 <sup>th</sup> , 1:00 (must hold by deadline Aug 1)	
MAR/NAR Member Count date – cutoff for determining percentage of members of a company	July 31	
Consent to serve signed by nominated officers		
Ballot mailed to Members 21 says prior to election	Wednesday, August 24	
BOD approve election judges	Thursday, August 25 BOD meeting	
Date to be determined by BOD that Large Co's have to submit Director names		
Notice to membership of Annual meeting and slate of officers/directors (21 days before election)	August 24	
Notice to Membership of Bylaws changes (seven days before vote)	September 7	
Reminder message to		

membership for Annual meeting		
<b>Deadline for Petitions – 14 days prior to election</b>	Wednesday, August 31	
Create Election Ballots		
Tentative CBOR ballot open	???if vote online.	
Tentative Annual Meeting CBOR Annual Elections meeting	Wednesday, September 14	
CBOR Board of Directors	September 22	
Turn in State Directors to MAR	Ten Days prior to October meeting	
Notify MAR, NAR of officers and committee chairs		

Election Judges:

## 2005 CBOR Board of Directors

**Officers – Underline indicates expiring term**

<u>President</u>	<u>Dave Davis</u>	<u>Keller Williams</u>	<u>(2005)</u>
<u>President-Elect</u>	<u>Steve Strawn</u>	<u>RE/MAX Boone Realty</u>	<u>(2005)</u>
<u>Treasurer</u>	<u>Jim Estes</u>	<u>Gaslight Properties</u>	<u>(2005)</u>
<u>MLS Chair</u>	<u>Brent Jones</u>	<u>Keller Williams</u>	<u>(2005)</u>
<u>Im. Past Pres.</u>	<u>Leslie Bowman</u>	<u>House of Brokers</u>	<u>(2005)</u>

Directors

**Large Company Designees**

<u>Andy Babel</u>	<u>Plaza Real Estate Services</u>	<u>(2006)</u>
<u>Carol Denninghoff</u>	<u>House of Brokers</u>	<u>(2006)</u>
<u>Dave Denton</u>	<u>Gaslight Properties GMAC</u>	<u>(2005)</u>
<u>Kenny Hubble</u>	<u>RE/MAX Boone Realty</u>	<u>(2005)</u>

**Elected Small Company Representatives**

<u>Betty Pauley</u>	<u>Assist2Sell</u>	<u>(2005)</u>
<u>Shelly Deters</u>	<u>Elliott-Deters</u>	<u>(2006)</u>

**Elected Specialty Company Representative**

<u>Ellen Webber</u>	<u>Homkor of Missouri</u>	<u>(2006)</u>
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**Elected At-Large Representatives**

<u>Audrey Speiler</u>	<u>House of Brokers</u>	<u>(2005)</u>
<u>Doug Wheeler</u>	<u>RE/MAX Boone Realty</u>	<u>(2006)</u>
<u>Greg Harmon</u>	<u>Gaslight Properties GMAC</u>	<u>(2005)</u>
<u>Laura Morrow</u>	<u>Plaza Real Estate Services</u>	<u>(2006)</u>
<u>Scott Ragsdale</u>	<u>Coldwell Banker</u>	<u>(2005)</u>
<u>Shannon O'Brien Calvert</u>	<u>House of Brokers</u>	<u>(2006)</u>
<u>Susan Horak</u>	<u>RE/MAX Boone Realty</u>	<u>(2006)</u>

**Ex-Officio Members**

<u>Dan Brown</u>	<u>Union Planter's Bank</u>	<u>Affiliate Rep.</u>	<u>(2005)</u>
<u>Lou Glauser</u>	<u>Glauser Realty</u>	<u>Past MAR President</u>	
<u>Richard Mendenhall</u>	<u>RE/MAX Boone Realty</u>	<u>Past MAR President</u>	
<u>Carol Van Gorp</u>	<u>Columbia Board of REALTORS</u>	<u>Chief Executive Officer</u>	

Advisory Members

<u>Barrett Glascock</u>	<u>South County Realty</u>	<u>MAR Director</u>	<u>(2005)</u>
<u>Brent Jones</u>	<u>House of Brokers</u>	<u>MAR Director</u>	<u>(2005)</u>
<u>Elizabeth Mendenhall</u>	<u>RE/MAX Boone Realty</u>	<u>NAR Director</u>	<u>(2006)</u>
<u>Glen Strothmann</u>	<u>RE/MAX Boone Realty</u>	<u>MAR/NAR Director</u>	<u>(2005)</u>
<u>Leslie Bowman</u>	<u>House of Brokers</u>	<u>MAR Director</u>	<u>(2006)</u>
<u>Patrick Bryant</u>	<u>Columbia Commercial</u>	<u>MAR Director</u>	<u>(2006)</u>
<u>Rhonda Carlson</u>	<u>RE/MAX Boone Realty</u>	<u>REDI Rep.</u>	<u>(2005)</u>
<u>Sam Bornhauser</u>	<u>Plaza Real Estate Services</u>	<u>MAR Director</u>	<u>(2006)</u>

### MLS Committee

CJ Strawn	RE/MAX Boone Realty	(2005) Elected
Diane Wanserski	Gaslight Properties	(2006) Elected
Jason Jokerst	Cityscape Appraisals	(2005) Elected
Kim Coleman	Gaslight Properties	(2006) Large Designee
Larry Joe Wayland	Plaza Real Estate	(2005) Elected
Mike Scalise	RE/MAX Boone Realty	(2005) Elected
Pat Bess	Assured Property Management	(2005) Specialty Company
Patty O'Brian	House of Brokers	(2006) Elected
Randi Bishop	RE/MAX Boone Realty	(2006) Small Company
Rena Crane	Crane & Crane	(2006) Elected
Roger Fries	Roger Fries, Broker	(2005) Small Company
Sam Bornhauser	Plaza Real Estate	(2005) Large Designee
Sissy Christian	House of Brokers	(2005) Large Designee
Sheri Radman	RE/MAX Boone Realty	(2006) Large Designee

### 2005 Nominating Committee

Leslie Bowman	House of Brokers, Inc.	Chairman
Carolyn Denton	Gaslight Properties	
Elizabeth Mendenhall	RE/MAX Boone Realty	
Gary Meyer	House of Brokers	
Marshelle Clark	Assist 2 Sell	
Pat Bess	First Tier REALTORS®, Inc.	
Paul Land	Plaza Real Estate Services	
Steve Willey	American Real Estate	