

GENERAL POLICIES AND PROCEDURES OF  
THE NATIONAL ASSOCIATION OF REALTORS®  
GOVERNMENT AFFAIRS DIRECTORS

I. Purpose.

The purpose of the National Association of REALTORS® Government Affairs Directors (GADs) is to advance the public policy agenda of the real estate industry. This will be facilitated by the National Association of REALTORS® and will be accomplished through:

- A. educating and providing professional development opportunities for professional staff;
- B. networking opportunities;
- C. providing advice and input as requested to the committees, task forces, and staff of the National Association of REALTORS®; and
- D. providing an avenue for communication between and among the Government Affairs Directors and the National Association of REALTORS®.

II. Membership.

All professional government or political affairs staff members of state or local REALTOR® associations whether employed directly or pursuant to contract comprise the entity known as the National Association of REALTORS® Government Affairs Directors (GADs).

III. Leadership.

- A. The officers of the GADs shall be the Chair and the Vice Chair.
- B. The Chair shall serve a one-year term, beginning at the conclusion of the annual NAR GAD Institute through the next succeeding NAR GAD Institute. The Chair shall perform such duties as are customarily performed by the holder of such office, and as prescribed by these operating guidelines. The Chair shall:
  - i. preside at meetings of the GADs;
  - ii. count or designate members to count election ballots;
  - iii. appoint members of standing committees as prescribed in this document;
  - iv. establish and appoint subcommittees, work groups, and task forces as deemed necessary;
  - v. provide recommendations as requested by NAR for appointment of GADs to NAR Committees, task forces, and work groups;

*Last Amended on 7/16/16 at the GAD Institute in Nashville, TN*

- vi. serve as a liaison to the National Association of REALTORS®;
- vii. serve as a spokesperson for the NAR GADs; and
- viii. serve as Chair for the GAD Advisory Board.

C. The Vice Chair shall perform the duties of the Chair when the Chair is unable. The Vice Chair shall serve a one year-term, beginning at the conclusion of the NAR GAD Institute at which he/she is elected through the next succeeding NAR GAD Institute.

#### IV. Election of Leadership.

A. The position of Chair and Vice Chair shall rotate annually between a GAD affiliated with a state association and one affiliated with a local association.

B. The Vice Chair automatically assumes the position of Chair upon the conclusion of the preceding Chair's term, which shall be the conclusion of the annual NAR GAD Institute.

C. The Vice Chair shall be elected at the NAR GAD Institute by a majority vote of those members present.

D. All qualified candidates will be given a five-minute time period in which to speak on behalf of their candidacy or to have others speak on their behalf on the first full-day of the NAR GAD institute. Candidates will be provided another opportunity to address the GADs immediately prior to balloting.

E. If more than two candidates are running, and no candidate receives a majority of the total votes cast, the candidate receiving the least amount of votes will be dropped from the subsequent ballot. Balloting will continue in this manner until a candidate receives a majority of the votes cast.

F. If the election is not contested, a voice vote may be taken.

#### V. Candidate Qualifications.

A. All candidates must be affiliated with the appropriate type of association (i.e. state or local).

B. Candidates for Vice Chair must submit a Statement of Interest to the designated staff person of the National Association of REALTORS® by April 30 of the year in which the election is being held. All candidates meeting this requirement will have their names placed on the printed ballot. The Statement of Interest should include the candidate's

qualifications, reasons for seeking the position, an indication of support from their association executive, and an affirmation of interest in fulfilling the responsibilities of the position. The names of candidates who have complied with this requirement will be made known during the GAD meeting at the NAR Midyear Legislative Meetings. All candidates meeting these requirements will have their names placed on the ballot.

- C. Any person eligible to seek office that fails to meet the April 30 deadline may announce their candidacy from the floor at the meeting at which the election is being held. He/she will be considered a write-in candidate provided that 10 percent of those present support allowing the write-in candidacy. Names nominated from the floor will not appear on the printed ballot.

#### VI. Officer Vacancies.

- A. Should a vacancy occur in the position of Chair, the Vice Chair will fill the position for the remainder of the Chair's term, as well as the term for which he/she was elected.
- B. If the Vice Chair is unwilling or unable to serve the remainder of the Chair's term, the most immediate past-Chair that is available to serve will fill the position for the remainder of the resigning Chair's term.
- C. Should a vacancy occur in the position of Vice Chair, it will be filled by a vote of the GADs at their next regularly scheduled meeting. Candidates must be affiliated at the same level of REALTOR<sup>®</sup> association (state or local) as the person resigning. If there are no candidates meeting the criteria, any GAD is eligible to fill the vacancy. The vacancy will be announced as soon as possible after confirmation of the position being vacated. The announcement will include the deadline for submitting a Statement of Interest fifteen calendar days prior to the next scheduled GAD meeting. Any person eligible to seek office who fails to meet the deadline may announce his/her candidacy from the floor at the meeting at which the election is being held. He/She will be considered a write-in candidate and his/her name will not appear on the printed ballot. The election shall be conducted pursuant to Section IV.
- D. An officer who no longer serves in the capacity of a GAD for a state or local REALTOR<sup>®</sup> association must resign and create a vacancy in the office.

#### VII. Voting.

- A. All members of the GADs are eligible to vote on all matters that come before the body, including the election of leadership.
- B. Members must be present to vote. Absentee voting is not allowed. Proxies are not allowed.

VIII. Meetings.

The GADs shall meet at the NAR Midyear Legislative Meetings, at the NAR GAD Institute, and at the annual NAR Conference & Expo.

IX. Standing Committees.

A. GAD Advisory Group

i. Composition.

The Chair appoints members of the GAD Advisory Group from interested Government Affairs Directors. The group shall have 15 members – six state GADs, six local GADs, the Chair, the Vice Chair, and the immediate past Chair. The Chair shall strive to appoint members who are reflective of the diversity of the GADs in terms of type of association, length of service, geography, etc. The GAD from the location of the upcoming NAR GAD Institute shall be appointed as an ex officio member of the GAD Advisory Group during the year preceding and the year of that NAR GAD Institute. The GAD Chair or their designee serves as Chair of the GAD Advisory Group.

ii. Terms of Office.

The six state GADs and the six local GADs shall serve two-year terms. The officers and the Immediate Past Chair shall serve one year terms.

iii. Duties.

The GAD Advisory Group, in conjunction with NAR staff, shall provide input and advice to NAR for the development of GAD educational and professional development programs, including (but not limited to) the GAD Institute. The GAD Advisory Group shall establish criteria for the selection of a site for the NAR GAD Institute, analyze potential sites, and make selections for GAD Institute locations.

B. Past Chairs Council.

The Past Chairs Council shall be composed of the former Chairs of the GADs that are still employed or under a contractual relationship with a state or local REALTOR<sup>®</sup> association. The Past Chairs Council shall

provide advice and counsel to the current GAD leadership and NAR staff as requested.

C. Ex-Officio Members.

The Chair and Vice Chair are ex-officio members of all GAD committees, subcommittees, work groups and task forces.

X. NAR GAD Institute Site Selection.

A. Purpose.

The NAR GAD Institute is a multi-day program designed to enhance REALTOR® impact in the public policy arena, through professional development and education of local and state REALTOR® association public policy and political staff.

B. Fees.

An annual registration fee for the NAR GAD Institute shall be established. The fee may be amended from time to time as deemed necessary by NAR.

C. Site Location.

The location of the NAR GAD Institute shall rotate between three regions of the United States or Canada: Eastern (comprised of NAR Regions 1 through 5), Central (comprised of NAR Regions 6 through 10), and Western (comprised of NAR Regions 11 through 13), and shall be as follows:

- i. 2018: Western
- ii. 2019: Central
- iii. 2020: Eastern
- iv. 2021: Western, and so on.

D. Site Nominations.

State and local associations are encouraged to nominate a location in their jurisdiction to host the NAR GAD Institute by submitting a Statement of Interest to the GAD Advisory Group by February 1 at least two years prior to the desired host year. The GAD Advisory Group may consider locations other than state or local associations that have expressed interest in hosting the Institute.

E. Site Selection Criteria.

The criteria for site selection shall include, but not be limited to:

- i. Location within the designated year's region;
- ii. Proximity to a major airport, not to exceed 45 minutes of driving time;

- iii. Proximity to colleges, universities, or other institutions from which potential NAR GAD Institute speakers and presenters could be recruited;
- iv. Reasonable affordability of lodging; however, higher lodging rates shall not be grounds for exclusion if lower airfare or other cost savings could offset such rates;
- v. Research and analysis from NAR staff on estimated travel and lodging costs, as well as the availability and suitability of facilities at the location in mid to late-July. It is preferable that all meeting space be on one property, and that all lodging be on one property or adjacent properties;
- vi. Confirmation of the ability of a GAD from the host state or local association to serve on the GAD Advisory Group; and
- vii. Confirmation of the availability of onsite assistance for NAR staff, which may include providing staff to assist with registration or other activities where having someone from the host location would be beneficial.

#### F. Site Selection.

- i. The GAD Advisory Group is empowered to identify future Institute sites that are determined to meet GAD Institute criteria as described in Section X (e).
- ii. At the Midyear Meeting, the GAD Advisory Group will consider proposed sites and, if approved, they will be forwarded to NAR Convention staff to research. Based on research outcomes, NAR Convention staff will make recommendations from among the proposed sites, and the Institute will be awarded to the location with the best combination of GAD-ranked criteria.
- iii. The site of the NAR GAD Institute shall be selected by majority vote of the GAD Advisory Group at least two years in advance of the scheduled Institute.
- iv. The Chair or his/her designee shall present the decision of the GAD Advisory Group regarding the future GAD Institute locations to the GADs during the Institute.

#### XI. Amendments

These policies and procedures may be amended by the majority vote of the members present and qualified to vote at a membership meeting, provided the substance of such proposed amendment(s) shall be plainly stated in the call for the meeting.