



**Guam Association of REALTORS®**  
Your Voice for Real Estate on Guam

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**GUAM ASSOCIATION OF REALTORS®, Inc.**  
**NOMINATION GUIDELINES - 2023**

***Reference: Article XI – Officers and Directors***

**Elected Officers.** The elected Officers of the Association shall consist of a President, a President-Elect, Immediate Past President, a Vice President/Treasurer and a Secretary. The Vice President and Treasurer may be the same person. The Elected Officers shall be elected for terms of one year except for the President-Elect, who shall serve the first elected year as President-Elect, the second year as President, and the third year as the Immediate Past President.

**Term of Office.**

(a) All Elected Officers shall serve for a one year term commencing on January 1 of each year succeeding their election, or until their successors are elected and qualified. All Elected Officers shall be Members of the Board of Directors.

(b) The Officers shall have additional titles for the purposes of representation at the national level wherein the President by virtue of his position shall be a one year term National Director; the President-Elect shall be a one-year term State Realtor Political Action Committee Chairperson, and the immediate past President shall serve as the State Broker Involvement Counsel Representative.

(c) Term Limits. No Member shall serve in the same position more than two consecutive years as Vice President/Treasurer or Secretary.

**Duties of Officers.**

(a) President. The President shall be the Chief Presiding Officer of the Association and the Chairman of the Board of Directors. The President shall preside over meetings of Members, Directors, and Executive Committees, if established by the Board of Directors. The President shall have such additional titles as the Board of Directors deems necessary for the purpose of the Association's representation at the national level, or as may be required by NAR®. The President shall have the power to appoint one or more Directors to participate in one or more committees to represent the Association at the national level before NAR®, including but not limited to the State Representative for Membership Policy & Board Jurisdiction Committee, the State Representative for Multiple Listing and Issues & Policies Committee, the State Representative for Professional Standards Committee, the State Representative for Housing Opportunity, the State Representative

for Risk Management Committee; the Federal Political Coordinator, and to serve as a representative of the political advocacy team of NAR, namely the REALTOR® Party.

The President shall also have such other powers and duties as may be directed by the Board of Directors, and such powers and duties as set forth in the most current edition of Robert's Rules of Order.

(b) President-Elect. In the absence or disability of the President, the President-Elect shall preside over meetings of Members, Directors, and Executive Committees, if established by the Board of Directors. The President-Elect shall perform all other duties of the President in the absence or disability of the President. The President-Elect shall have such duties as may be assigned by the

President, or as may be assigned by the Board of Directors, or as may be set forth elsewhere in these Bylaws.

(c) Vice President/Treasurer. In the absence or disability of the President and President-Elect, the Vice President shall assume all duties of the President. The Vice President/Treasurer shall review the annual budget, prepare and present periodic financial reports at duly assigned meetings, The Vice President/Treasurer shall have such other duties as may be assigned by the President, or as may be assigned by the board of Directors, or as may be set forth elsewhere in these Bylaws.

(d) Secretary. The Secretary shall keep notes at duly assigned Board Meetings and other Association meetings, which will be used for the official minutes of such meetings.

**Board of Directors.** The governing body of the Association shall be a Board of Directors, consisting of the Elected Officers, the Immediate Past President of the Association, and seven (7) elected REALTOR® Members of the Association. Directors shall be elected to serve for the full terms of three (3) years, except that at organization, one-third of the Directors shall be elected for terms of one (1), two (2), and three (3) years, respectively, or for lesser terms as may be necessary to complete the first fiscal year. Thereafter, as many Directors shall be elected each year as are required to fill vacancies, serving the remainder terms of the vacated position.

**Duties and Responsibilities.** Members of the Board of Directors shall act at all times in the best interests of the Association. In the event that any Director assumes a position that brings his or her personal interests into conflict with the Association, such Director shall immediately disclose such conflict to the Board of Directors. The Board of Directors shall have overall responsibility for the property, business and finances of the Association, including approval of budgets, Membership dues, and policies. Each Director shall read and understand the Association's Bylaws and the Association's Code of Ethics and Arbitration.

**Term Limits.** No Director shall serve for more than two consecutive 3-year terms; provided, however, that if a Director is elected to serve as an Officer of the Association while in office, the term during which such Director is so elected shall not be counted for the purpose of this prohibition.

**National Directors.** The Board shall appoint two (2) National Directors for a three (3) year term, who need not be a current Director or Officer of the Association, to represent the Association in national meetings. The National Director must have at least five (5) years of active experience in the real estate business, and a minimum of two (2) years' experience as either an Officer or Director of the Association. The National Director shall have such authority and responsibility as established in NAR® Bylaws or other governing documents, and at a minimum must perform the following additional duties: (1) disseminate NAR® information to the Association's Directors and Officers, as directed by the President; (2) serve as a voting Member and attend Association Board of Directors meetings; (3) submit reports on NAR® meetings and other meetings attended on behalf of the Association, as requested by the President. No National Director shall be appointed by the Board for consecutive terms.

**Eligibility for Elective Position.**

(a) To be eligible for election as an Officer or Director of the Association, an individual shall be an active Member of the Association in good standing, nominated in accordance with the procedure set forth in these Bylaws, and shall have (1) no record of formal or official sanctions involving unprofessional conduct rendered by a court or other lawful authority within the past three years, (2) no violations of civil rights laws, real estate license laws, or other laws prohibiting unprofessional conduct, and (3) no felony or misdemeanor convictions involving moral turpitude.

(b) The following factors shall also be considered in the determination of eligibility (1) final findings of Code of Ethics violations or violations of other Membership duties within the past three years; (2) pending ethics complaints (or hearings) or arbitration requests (or hearings); (3) unsatisfied discipline pending; unpaid arbitration awards or unpaid financial obligations to the Association; (4) any material and knowing misuse of the term REALTOR® or REALTORS®, or (5) individuals in elected office should commit to becoming an active contributor to RPAC.

(c) President-Elect. Individuals running for the position of President-Elect must have held a leadership position for at least two (2) full years as an Officer or Director of the Board and at least one (1) full year of active role as a committee chair or vice chair within the Association or in another REALTOR® Association or in other locally recognized and reputable organization, as determined by the nomination committee. The individual must have demonstrated active participation in past Association meetings and events as well as other related projects and initiatives. The individual must have at least five (5) years of active experience in the real estate business. PROVIDED, however, that one or more of these requirements may be waived if there is no individual willing to serve in the position who meets these requirements. The individual must also hold a broker license or the individual must have seven (7) years of active experience in the real estate business as a member of GAR.

(d) Director, Vice-President/Treasurer, Secretary. Individuals running for the position of Director, Vice-President/Treasurer or Secretary must have at least two (2) full years in an active role as either Chair or Member of a Committee. The individual must have demonstrated active participation in past Association meetings and events as well as other related projects and initiatives. Such individuals must also have at least five (5) years of active experience in the real estate business. PROVIDED, however, that one or more of these requirements may be waived if

there is no individual willing to serve in the position who meets these requirements.

## **Article XII – Election of Officers and Directors**

### **Section 1. Nomination Committee.**

(a) The President shall appoint a nominating committee for the purpose of nominating candidates for elective office and the Realtor® of the Year award consisting of not less than (5) REALTOR® Members who are familiar with the Association’s activities. The Immediate Past President shall serve as the nominating committee’s chairperson. The President’s appointments to the nominating committee shall be presented to the Board of Directors for approval during the first Board of Directors’ meeting of the fiscal year.

(b) The chair of the nominating committee shall call meetings as often as necessary for purposes of organizing itself and reviewing each candidate’s application to verify compliance with the qualifications for each elected office. The nominating committee may in its discretion interview some or all candidates.

(c) Sessions of the committee, being of a confidential nature, are closed to Members except by invitation. The Chief Executive Officer shall attend all nominating committee meetings for the purpose of recording information until the committee report is approved and filed.

(d) Nominations (including self-nominations) shall be submitted in writing at such times established by the nominating committee.

(e) Candidates for elected office shall apply for only one (1) such office

(f) The Chief Executive Officer shall send notice of all such nominations for elected office by mail or by electronic transmission to all Association Members eligible to vote at least three (3) weeks preceding the election.

### **Section 2. Election Committee.**

(a) The President with the approval of the Board of Directors shall appoint an election committee of no less than (3) REALTOR® Members to conduct the election.

(b) No election committee Member shall be a candidate for any elective position.

(c) All discussions within the nominating committee shall be held in strict confidence. The Chief Executive Officer shall be present at meetings for the purposes of recording information until the final election results are tallied.

(d) The election of Officers and Directors shall take place within a 72-hour period preceding the date of the annual meeting. Members may vote at any convenient location where internet access is available. Voting shall only take place during this 72-hour period. Proxy voting is not permitted.

(e) Where permitted by territorial law and in accordance with applicable territorial requirements, election of Officers and Directors shall be conducted electronically through e-voting, in accordance with procedures as established by the Board of Directors.

(f) Where electronic means are not available, election shall be by ballot and all votes shall be cast in person.

(g) Eligible voters are REALTOR® Members whether primary or secondary in good standing whose financial obligation to the Association are paid in full

(h) The newly elected Officers and Directors shall be announced at the annual meeting and will be installed during the Association's inaugural event.

## **REALTOR® of the Year**

This program involves the selection of a GAR REALTOR® member who has contributed the most to the advancement of his/her community and to the REALTOR® organization at all levels, as well as who has had significant involvement in civic and charitable activities. The awardee will be determined by the GAR Nominating and Credentialing Committee and will then be submitted to the Association CEO for announcement at the annual election meeting.

**Award Criteria:** GAR's REALTOR® of the Year nominees will be judged on the following criteria. The "Community Services and Involvement and/or Humanitarian Services" and "State/Local Board Activity" are two of the most heavily weighted categories during the scoring process. Involvement on the National level is not a qualifying requirement but will merit additional credit.

- **COMMUNITY SERVICES AND INVOLVEMENT AND/OR HUMANITARIAN SERVICES: Activities**

connected with work for youth and religious groups etc.; cultural contributions to the community; civic club memberships and offices held; public welfare campaigns; programs to benefit Senior Citizens; political offices held such school, tax, planning, zoning boards, etc. Humanitarian Services include Good Samaritan deeds; helping others in distress or need.

- **STATE/LOCAL ASSOCIATION ACTIVITIES:** Board offices held; committee chairmanships and membership ~~and chairmanships~~; seminar activity; educational programs and other special assignments; membership and offices held in local chapters or institutes, etc.

- Offices and chairmanships held (with dates); committee work; involvement with seminars and special assignments; attendance at NJ REALTORS® conventions and educational conferences.

- **REALTOR® "SPIRIT":** Faithfulness to bylaws/regulations of the Code of Ethics and his or her local board/association; furtherance of principles of good real estate practice among other REALTORS® and the general public.
- **BUSINESS ACCOMPLISHMENTS:** Recognized for good business conduct, service to clients and fellow REALTORS®, creative and imaginative business skills in sales and advertising programs, rehabilitation work, land utilization, etc.; include industry-related affiliations, directorships, trusteeships, designations etc.
- **NATIONAL ASSOCIATION OF REALTORS®:** National office and committee work (with dates); involvement with Institutes, Societies and Councils; designations received such as CRS, CRB, CCIM, GRI, etc.; attendance at NAR Annual Conference, Directors' meetings, etc.

**Period Covered:** The nominee must have participated in the aforementioned activities during the period he/she has been a REALTOR®, with a substantial amount of activity completed during the current calendar year.

**Procedure:** There shall be a standard Form used for the ROTY nomination. There shall be a standard Form for the Nomination Taskforce to utilize in reviewing, scoring and evaluating the ROTY nominees.