

PRESIDENT-ELECT

PURPOSE:

The President-Elect serves as the second highest officer. It is understood that barring unforeseen circumstances, the President-Elect will assume the Presidency at the end of his/her one year term. The President-Elect assumes all the responsibilities of the President in his/her absence, assists the President in carrying out the functions of that office and performs specific duties delegated by the President.

DUTIES AND RESPONSIBILITIES:

The President-Elect shall conduct his/herself always in a manner which exemplifies the letter and the spirit of the Code of Ethics of the NATIONAL ASSOCIATION of REALTORS®.

The President-Elect will be required to attend the Board's Annual Professional Standards Seminar, or any Florida REALTORS® Professional Standards seminar, or any equivalent course thereto as determined by the Board of Directors.

The President-Elect assumes the duties of the President in his/her absence

The President-Elect will serve as a member of the Board of Directors as a liaison to all the committees on behalf of the President.

The President-Elect meets (along with the President and the Chief Executive Officer) with each committee chairperson before the beginning of the year to outline the purpose and duties of the committee and subsequently monitors their progress. It is further recommended that the President-Elect meet with each committee at least twice during his/her term in office.

The President-Elect presents committee recommendations to the Board of Directors in a Chairperson's absence,

The President-Elect assists the President in the performance of his/her duties whenever requested.

The President-Elect attends the Florida REALTOR® mid-winter meeting and Annual Convention as a voting Florida REALTORS® Director, CEO Symposium and the District 9 Meetings and represents the Board with other associations or organizations as requested by the President.

Upon election, in consultation with committee chairpersons and the Chief Executive Officer, the President-Elect shall develop a list of suitable, qualified members to serve as committee Vice-chairpersons for the upcoming year.

The President-Elect attends General Membership Meetings, major Association programs and Association sponsored projects.

The President-Elect is strongly encouraged to be a Political Action Committee contributor.

The President-Elect with the assistance of the Chief Executive Officer, will prepare and hold a leadership training and planning session for Directors, Officers and Committee Chairpersons, no later than December of the year preceding his/her presidency.

The President-Elect will have a working knowledge of Central Panhandle Association of Realtors® Bylaws, Policy Manual and MLS Rules and Regulations, The NATIONAL ASSOCIATION of REALTORS® *Code of Ethics and Arbitration Manual* and Robert's Rules of Order.

The President-Elect should be familiar with the Association's Strategic Plan in order to assist in implementation of the objectives and strategies.

The President-Elect is strongly encouraged to attend the Great American REALTOR® Day.

Board of Directors must participate in at least one CPAR committee per year of their term. (Added 6/25)

MINIMUM QUALIFICATIONS:

The candidate must have the commitment to move up to the office of President understanding that this is a **three (3)** year commitment (1 year President-Elect, 1 year President and 1 year Past-President).

The President and President-Elect shall have served a minimum of two (2) years as a member of the Board of Directors of the Central Panhandle Association of Realtors® and shall have served a minimum of one year as a Committee member.

A graduate of the Leadership Academy or can demonstrate similar leadership experience.

All nominees shall be Realtor® in good standing for a minimum of three (3) years or have transferred from another Board of Realtors® with no interruption in membership.

TERM:

President-Elect serves for a term of one **(1)** year.

SECRETARY

PURPOSE:

The Secretary ensures that electronic records are maintained of all Board and committee meetings. This work is done with the cooperation of the Chief Executive Officer. (Amended 5/21)

DUTIES AND RESPONSIBILITIES:

The Secretary shall conduct his/herself at all times in a manner which exemplifies the letter and the spirit of the Code of Ethics of the NATIONAL ASSOCIATION of REALTORS®.

The Secretary will be required to attend the Board's Annual Professional Standards Seminar, or any Florida REALTORS® Professional Standards seminar, or any equivalent course thereto as determined by the Board of Directors.

The Secretary serves as a member of the Board of Directors.

The Secretary shall serve as the Chairperson of the Bylaw/Policy Committee.

The Secretary shall have a working knowledge of the Central Panhandle Association of Realtors® Bylaws, Policy Manual, MLS Rules and Regulations, The NATIONAL ASSOCIATION of REALTORS® *Code of Ethics and Arbitration Manual* and Robert's Rules of Order.

The Secretary shall be responsible for certifying a quorum for voting purposes at Board business meetings.

The Secretary shall be responsible for the performance of such other duties as prescribed by the Bylaws and the Board of Directors.

The Secretary shall attend General Membership Meetings of the Central Panhandle Association of Realtors®, major Board/Association functions and participate in Association sponsored projects.

The Secretary is strongly encouraged to be a Political Action Committee contributor.

The Secretary is encouraged to attend the District 9 Summit, the Great American REALTOR® Day and Florida REALTOR® Meetings.

Board of Directors must participate in at least one CPAR committee per year of their term. (Added 6/25)

MINIMUM QUALIFICATIONS:

The candidate shall have been a REALTOR® member in good standing of the Central Panhandle Association of Realtors® for a minimum of three (3) years or have transferred from another Board of Realtors® with no interruption in membership. Candidate shall have actively participated on a CPAR Committee within the last three (3) years. (Amended 9/2023)

A graduate of the Leadership Academy or can demonstrate similar leadership experience.

TERM:

The Secretary is elected for a term of two (2) years.

BOARD OF DIRECTORS

PURPOSE:

The Board of Directors serves as the governing policy making body of the Central Panhandle Association of Realtors®. The election of a Director is based upon his/her outstanding qualifications, unselfish dedication and willingness to serve the profession. Each Director is charged to serve in the best interest of the entire REALTOR® membership, the REALTOR® organization and the industry. Individually, each Director is considered to represent the industry and should demonstrate integrity, dedication and loyalty to established Board policy. The Director is to be informed on current issues, prevailing attitudes and known membership needs. Collectively, the Board of Directors is dedicated to the progress and advancement of the real estate profession.

COMPOSITION OF THE BOARD OF DIRECTORS:

The governing body of the Association shall be a Board of Directors consisting of the elected officers and Directors of the Association. Directors shall be elected to serve for staggered two-year terms with half of the terms expiring each year.

DUTIES AND RESPONSIBILITIES:

Within the limits of the Board's Bylaws and policies, each individual Director, and the Board of Directors collectively, is responsible for and has commensurate authority to accomplish the duties set forth below:

Each Director shall conduct his/herself at all times in a manner which exemplifies the letter and the spirit of the Code of Ethics of the NATIONAL ASSOCIATION of REALTORS®.

Each Director will be required to attend the Board's Annual Professional Standards Seminar, or any Florida REALTORS® Professional Standards seminar, or any equivalent course thereto as determined by the Board of Directors.

Each Director shall attend all regular and special meetings of the Board of Directors and the business meeting of the Association. Regular meetings are held as determined by the board.

The Board establishes basic policies that will further the goals and objectives of the Association.

The Board establishes, approves and determines the priority of existing and future programs which will benefit the Association membership and the real estate profession.

The Board reviews from time to time the relevancy and validity of current programs and services.

The Board studies the needs of the Association membership.

The Board supports and defends all policies and programs adopted by the Board of Directors.

Attendance at the following programs is strongly recommended: (Provided by the Association)

- Board of Directors Training
- Professional Standards Training
- Roberts Rules of Order

The Board members shall represent the Association at meetings of Florida REALTORS® and/or NATIONAL ASSOCIATION of REALTORS® when in the best interest of the Association, as determined by action of the Board of Directors.

The Board members shall have a working knowledge of the Central Panhandle Association of Realtors® Bylaws, Policy Manual, MLS Rules and Regulations, The NATIONAL ASSOCIATION of REALTORS® *Code of Ethics and Arbitration Manual* and Robert's Rules of Order.

The Board shall be familiar with the Association's Strategic Plan and assist in the implementation of the objectives and strategies.

The Board members are encouraged to attend the District 9 Summit, the Great American REALTOR® Day and Florida REALTOR® Meetings.

The Board members are strongly encouraged to be a Political Action Committee contributor.

The Board members shall make every attempt to attend all major functions of the Association.

All Officers and Directors agree to sign mandatory Confidentiality forms and, if refused, that Officer and/or Director cannot serve.

Board of Directors must participate in at least one CPAR committee per year of their term. (Added 6/25)

MINIMUM QUALIFICATIONS:

The candidate shall have been a REALTOR® member in good standing of the Central Panhandle Association of Realtors® for a minimum of three (3) years or have transferred from another Board of Realtors® with no interruption in membership. Candidate shall have actively participated on a CPAR Committee within the last three (3) years. (Amended 9/2023)

ATTENDANCE:

Director's attendance at every meeting is expected. A Director who misses more than two (2) meetings without an excuse deemed valid by the Board of Directors shall be construed as a resignation. Written notice shall be served of this requirement after the first absence.

AGENDA:

To have an item placed on the Directors agenda, contact the Association President or Chief Executive Officer.

MEETING PROCEDURES:

Robert's Rules of Order, latest edition, shall be recognized as the authority governing the meetings of the Board, its Board of Directors, and Committees, in all instances wherein its provisions do not conflict with the Board's Bylaws.

VIRTUAL MEETING ATTENDANCE

Board members utilizing virtual platforms to attend Board Meetings must adhere to the following:

- Uphold confidentiality – must be in private room or with headphones on
- No participating while driving
- Be respectful, prepared and on time
- Cameras must be on
- Uphold professionalism while on camera
- Remain muted unless speaking
- Stay engaged

All meetings must be attended in person unless approved by the President in advance. (Added 9/2024)

RECORDINGS OR TRANSCRIPTS

Meetings shall not be recorded manually, via AI, or used to create transcripts unless otherwise approved.

ELECTRONIC TRANSACTION OF BUSINESS:

To the fullest extent permitted by the Bylaws of the Association, the Board of Directors may conduct business by electronic means.