



IDAHO REALTORS®
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ELECTION POLICY AND APPLICATIONS

2025 Edition

The Idaho REALTORS® application period for candidates is open.

IR is seeking qualified candidates for the following positions:

- First Vice President;
- South District Vice President;
- West District Vice President; and
- NAR Director Small Boards (< 499 members).

This Election Packet includes an election timeline, candidate application(s) and a full description of the duties and obligations for each available position.

To apply as a candidate, the following must be returned by email to dhensley@idahorealtors.com no later than 5pm MDT on the assigned deadlines:

- Signed & dated candidate application; OR
- Signed & dated NAR application (**NAR positions only**); AND
- Nomination email (from your local association); AND
- A high resolution, color digital photo (headshot) of yourself.

All submissions must be typed. No late applications will be accepted.

You will receive an email letting you know if your application is complete. An incomplete application does NOT extend the deadline. Please feel free to contact the CEO at the email address above if you have any questions.

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1. Open Positions & Electorate

2026 Positions

- *First Vice President (President 1/1/2028)

- *South District Vice President (term 1/1/2026-12/31/2027)

- *West District Vice President (term 1/1/2026-12/31/2027)

- *NAR Director (Small Boards) (term 12/1/2025-11/30/2028)

WHO ELECTS WHOM?

1. The First Vice President will be elected from eligible candidates by the Board of Directors only. The First Vice President automatically advances to President Elect the next year and President the year after.

2. District Vice Presidents will be elected from eligible candidates by the members of their district only, online and at the general membership meeting, to serve a 2-year term.

3. NAR Director (Small Boards) will be elected from eligible candidates by Idaho REALTOR® members from local associations/boards with less than 499 members as determined on July 31. The election will be conducted online in accordance with the timeframes and deadlines set forth by the Executive Committee in this election guideline. A person elected to this position shall serve a 3-year term.

2. Important Election Dates/Deadlines

June 2: IR provides notification of open positions.

July 7: **ONLY** for an incumbent District Vice President who elects to run for the position of First Vice President during his/her term, such person shall serve notice of their intention which shall be received on or before **July 7th** during the year in which the election shall be held.

July 21: Applications from candidates and official nominations from local associations for individuals seeking office must be received by the IR office **no later than 5 PM MDT**.

August 4: IR will publish official notice of all candidates. "Official Notice" shall mean direct mail or electronic means to every member, printed notice in IR publications, on the IR website, or distribution to the local Board/Associations.

August 11: Any additional members seeking to have their names placed on the official ballots must submit a written petition signed by at least 25 members to the IR office by **5 PM MDT**. Eligibility will be verified.

August 18: If any additional candidates are eligible for the ballot (based on petition procedures outlined in the bylaws), their candidacy must be noticed by IR to the membership through direct mail or electronic means, printed notice in IR publications, on the IR website, or distribution to the local Board/Associations.

August 22: Online voting for the office of **District Vice President** and **NAR Director** will open and be collected electronically. Each REALTOR® member will be required to enter identification information, as determined by IR, in order to place their individual vote.

September 1: Candidates' written responses to the First Vice President questionnaire due by **5 PM MDT**.

September 1: Official online voting for District Vice Presidents and NAR Directors will close at **5:00 PM MDT**. Results of the NAR Director election announced by **September 8th**.

October 3: In-person voting for **First Vice President** and **DVPs** is held during Board of Directors and General Membership Meetings respectively.

December 1: *NAR Director (Small Boards) takes office.*

January 1: Effective date for all IR elected officers to take office.

3. Election Policy

The following general policies apply to all candidates for IR leadership (First Vice President, District Vice Presidents, and NAR Directors). There are additional requirements for First Vice President Candidates. The additional First Vice President Candidate election policies follow this general section.

Campaign activities are at the discretion of the candidate, but subject to the following guidelines. All election activities will be monitored by the Presiding Officer which is the current First Vice President.

MAILINGS

Only upon written request, a candidate will be furnished (within 4 business days) one electronic list of members eligible to vote in their race. Any campaign materials and their distribution costs will be paid by the candidate.

HOSPITALITY FUNCTIONS

Candidates may, at their own expense, host hospitality functions during IR events if they do not conflict with any IR sponsored functions.

CAMPAIGN MATERIALS

- Eligible Candidates **may not begin campaigning** for elected office until the list of eligible candidates has been released on August 5th.
- Campaign materials must accurately specify the office and year for which the Eligible Candidate is running for election.
- All campaign materials must contain truthful and accurate information.
- **To ensure compliance with campaign guidelines and policy, candidates must submit campaign materials to the IR CEO prior to release.**
- Eligible Candidates may not solicit or accept endorsements or any type of campaign involvement or support from members of the IR Executive Committee.
- No implications of IR support or endorsement of the candidate.
- Candidates made aware of campaign violations committed by others on their behalf shall make best efforts to remediate the violation.
- A specific location will be designated by the Executive Committee for the display/distribution of all campaign materials during IR Convention.
- No materials will be attached to ANY part of the convention facility (i.e. walls).
- There shall be no campaign events or public display of campaign materials (banners, flyers, brochures, other signage, distribution of campaign materials, etc.) at any IR convention sponsored events (including registration bags).
- No campaigning at IR Board of Directors or General Membership meetings.
- Materials may be displayed/distributed in "private" areas (i.e. candidate's hotel room or formally sponsored hospitality functions).

- No campaign materials may be delivered to IR members' hotel rooms during IR Convention.
- All displayed campaign materials must be removed from all public spaces by no later than 10pm the night before the IR Board of Directors & General Membership meetings.

SPEECHES

- Each candidate for First Vice President and District Vice President and/or a representative will be allowed a **total of five (5) minutes** to address the General Membership and Board of Directors prior to balloting, to be utilized as desired (i.e. one 5-minute speech, two 2 1/2-minute speeches by a nominator and the candidate, etc. It's up to the candidate).
- Speeches will be timed by the Presiding Officer for compliance.

FIRST VICE PRESIDENT - ADDITIONAL POLICY

The Presiding Officer will administer the First Vice President Election. Because the First Vice President ascends to President Elect and then President, the Board of Directors requires candidates for this position to respond to questions. Therefore, the First Vice President candidate forum may be held during the regular Board of Directors meeting.

- Each candidate will provide **written** responses to 5-10 questions prepared by IR by **September 1st**. The written responses will be sent to the Board of Directors at least one week prior to the Board meeting.
- During the Board of Directors meeting at convention, the Presiding Officer will then conduct a modified First Vice President Candidate forum.
- During the forum, the Presiding Officer will pose up to 5 additional questions to the candidates that were not provided earlier.
- Responses will be limited to two minutes. The Presiding Officer will serve as timer informing the candidate of time remaining at thirty-seconds.
- The forum held during the regular Board meeting will be for no more than 30 minutes.
- After the question and answer period, each candidate will be allowed a **total of five (5) minutes** to address the Board of Directors prior to balloting, to be utilized as desired (i.e. one 5-minute speech, two 2½-minute speeches by a nominator and the candidate, etc.) Speeches will be timed by the Presiding Officer for compliance.

4. Eligibility Requirements

A. First Vice President and District Vice President

The President and CEO together shall verify the eligibility of each candidate. The IR Bylaws outline the

minimum qualifications for the office of First Vice President and District Vice President. The candidates shall be REALTOR® members who have served a minimum of three (3) years as a combination of at least two of the following:

1. Local Board/Association Director;
2. Local Board/Association President;
3. State Association Director;
4. Institute, Society, and/or Council President;
5. State Committee Member; or
6. Graduate of either National or Idaho REALTORS® Leadership Academy.

B. National Association of REALTORS® Director – State Allocated, Small Boards, and Mid-Sized Boards

NAR shall verify the eligibility of each candidate. The NAR Bylaws outline the minimum qualifications for the office of National Director.

Each applicant must satisfy the following qualifications to serve as an NAR Director:

- ✓ Be a REALTOR® member in good standing, actively engaged in the business of real estate.
- ✓ Have served in some capacity within NAR governance, a state or local association, or NAR Institute, Society, or Council.
- ✓ Complete a written application that includes the following:
 - ✓ Provide a statement describing their involvement in real estate, why they are seeking a position on the NAR Board of Directors, and what they believe they can contribute in their role.
 - ✓ Commitment to supporting the [mission](#), [priorities](#), and [core values](#) of NAR.
 - ✓ Acknowledge that the applicant will fulfill all [duties and responsibilities of the role](#) and abide by [NAR policies](#).

5. Nominations

To be placed on the official ballot, **all** candidates for office must submit **an email or letter of nomination from their local Board/association**, in addition to their application(s), to IR by **July 21st at 5 PM MDT.**

Additional First Vice President Policy: If an incumbent District Vice President seeks the First Vice Presidency during the middle of his/her two year term as a DVP, they must notify the CEO by **July 7th** and the DVP must resign their DVP position effective **December 31st** of the year of the First VP election to provide the opportunity for members in their district to elect a new DVP to complete the remaining year of the incumbent's term should the incumbent DVP win the First VP election.

Additional Nominations for all open positions: Any individuals who wish to be considered for election and placed on the official ballot after the initial deadline of **July 21st** passes must submit a written petition supporting their candidacy signed by at least 25 active REALTOR® members. Petitions must be submitted via email to the IR CEO by **August 11th at 5 PM MDT.**

6. Notifications

ADDITIONAL NOTIFICATION: If applicable, on **August 18th** final official notice of additional candidates via direct mail or electronic means to every member, or printed notice in IR publications or on the IR website, or distribution to the local Board/Associations.

NOMINATIONS FROM THE FLOOR PROHIBITED: Nominations cannot be made from the floor for ANY office.

7. Voting and Vote Totals

SECRET BALLOT REQUIRED

All votes cast in an IR election shall be by secret ballot.

ONLINE VOTING

IR shall provide for an online voting system for the election of a District Vice President and NAR Directors as set forth below:

1. Online votes will be collected electronically. An online ballot may be used when voting for District Vice President candidates by members in that district. Each member will be required to enter membership identification information to place their vote. Voting will be available **August 22 – September 1 at 5 PM MDT.**
2. Online voting will be conducted for NAR Director positions. Each member will be required to enter membership identification to place their vote. Voting will be available **August 22 – September 1 at 5 PM MDT.** The candidate receiving the most votes will be elected Mid-Size Boards NAR Director.
3. IR Staff will verify that each online ballot received is from a qualified REALTOR® member. Online vote totals will be given to the Presiding Officer and in the case of DVP elections added to the election totals on Election Day.

PLURALITY VOTING

The candidate in each race that receives the most votes will be declared the winner. In the event an IR election is uncontested, those members eligible to vote may elect by a voice consent vote. **Tie**

Breaker: The secret ballot of the presiding officer shall be kept separate and utilized only if needed to break a tie vote in the First Vice President, NAR Director and/or DVP election.

VOTE TOTALS

Vote totals will NOT be announced. Only the candidate who wins the election will be announced.

8. Proxies for Board of Directors

1. The Board of Directors consists of the Executive Committee, NAR Directors, State Directors, Local Board/Association Presidents, and the Presidents of the Institutes, Societies and Councils.
2. In the event a ***State Director and/or local Board President*** is unable to attend the Board meeting, a proxy can be issued by the local Board/Association president naming another member of the Board/Association as a voting proxy for the absent State Director and/or local Board President.
3. ***Proxies cannot be issued for members of the Executive Committee or Institute, NAR Directors, or Society or Council Presidents.*** If they are absent, their vote is forfeited.
4. Proxies are used on issues and elections voted on by the Board of Directors. The Board approves the budget, ratifies bylaws, elects the First Vice President, etc.
5. Board of Director Proxies must be submitted to the CEO **seven (7) calendar days** prior to the Board of Director's meeting, must be in writing, and must be signed by the local Board/Association President. The CEO will provide copies to the President and presiding officer.

9. Officer Job Descriptions & Responsibilities

GENERAL INFORMATION

The Executive Committee is comprised of the following:

- President
- President Elect who automatically advances to President
- First Vice President who automatically advances to President Elect, then President
- Immediate Past President
- District Vice Presidents
- Chief Executive Officer (CEO), who serves as ex-officio, non-voting member

RESPONSIBILITIES

The Executive Committee meets up to ten times per year and is empowered to:

- Conduct the business of the IR between meetings of the Board of Directors
- Make recommendations to the Board of Directors on bylaws, budgets, planning and goals, etc.
- Make adjustments to the overall budget approved by the Board of Directors by a maximum of 2.5% to address timely and critical needs.

REPORTS

DVPs are required to report during each Executive Committee meeting outlining important information from each of the Local Boards in their area.

Following (within 2 weeks) the NAR meetings, DVPs shall submit a brief written report of the meetings they attended. The report should highlight significant points of Committee and Forum business and reference resource materials that may be of interest to other Directors or IR staff.

MEETINGS AND ATTENDANCE

Members of the Executive Committee, Board of Directors and Committees are reimbursed for and expected to attend noticed meetings. Meetings are scheduled in advance to reduce potential scheduling conflicts. The Executive Committee when attending mandatory meetings/events will participate and be engaged. It is also recommended to make an appearance at meetings/events that are voluntary to attend but held to benefit the organization.

Members who miss two or more meetings of the Executive Committee, Committees or Task Forces may be replaced pursuant to IR policy and Bylaws.

Members of the Executive Committee and Board of Directors shall advise the President or CEO if they are unable to attend meetings.

OFFICE OF FIRST VICE PRESIDENT – One-year term beginning January 1st.

1. DUTIES

- It is the duty of the First Vice President (after the President Elect) to perform the duties of the President in the event of the President's absence or disability and, to perform such other duties as may be assigned by the Board of Directors pursuant to the IR Bylaws.
- The First Vice President shall be a voting member of the IR Executive Committee.
- On many occasions, the First Vice President may be called on by the President to represent the Association at important meetings, luncheons, dinners, business meetings, etc., where representation of the Association is deemed important.
- The First Vice President will serve as the Treasurer of IR.
- The First Vice President shall meet monthly with CEO & Financial Services Director to review the finances and report to the Executive Committee.
- The First Vice President shall make plans for the following year including the appointment of committee vice-chair appointments.
- It shall be the goal of the First Vice President to travel to all IR local Boards/Associations of REALTORS® during the years serving as the President Elect and First Vice President in order to have the opportunity to meet with members throughout the state in anticipation of their year as IR President.

- The First Vice President shall work closely with the President, President Elect and the CEO on policy and budget issues as well as working closely with District Vice Presidents and Committee Chairs on activities, policy recommendations, etc.
- The First Vice President shall be responsible for contacting any local officers who will serve as local Presidents during his/her term as IR President.
- The First Vice President shall be responsible for administering IR's election process.
- The person is encouraged to attend and participate in committee meetings as an ex-officio member.
- The First Vice President shall have specific responsibilities regarding attendance at NAR meetings, Committees, Forums, etc.

2. GENERAL WORKING KNOWLEDGE

The First Vice President must be knowledgeable and conversant in all areas of Association operation including:

- The Constitution, Bylaws, and governing policies of the NATIONAL ASSOCIATION OF REALTORS®;
- The Bylaws and operating policies of the Idaho REALTORS®, Inc. including the REALTORS® Political Action Committee (RPAC) and Legal Review/Issues Mobilization Fund; and
- Parliamentary Procedure – Robert's Rules of Order.

3. TIME CONSIDERATIONS

In-State Activities (Attendance Mandatory)

- IR Executive Committee meetings
- IR Annual Conference
- IR Board of Directors meetings
- IR Executive Retreat
- IR Leadership Summit
- IR Day at the Capitol / Legislative Reception

Out-Of-State Activities (Attendance Mandatory)

- NAR Midyear Legislative Meetings
- NAR Annual Convention

4. COVERED EXPENDITURES

Association-related expenses are reimbursed by the Association in accordance with IR policies. The maximum amount that is reimbursed is established in the annual operating budget (spouse or guest expenses are not reimbursed). The following expenses are covered unless otherwise amended:

NAR Business Meetings

NAR Midyear Legislative Meetings

- Registration, hotel, per diem (arrangements by IR Staff)
- Travel (arrangements by individual copy to IR Staff)

NAR NXT

- Registration, hotel, per diem (arrangements by IR Staff)
- Travel (arrangements by individual copy to IR Staff)

IR Business Meetings

Two Board of Directors meetings

- Hotel (arrangements by IR Staff)
- Travel (arrangements by individual copy to IR Staff)

All Executive Committee meetings

- Hotel (arrangements by IR Staff)
- Travel (arrangements by individual copy to IR Staff)

IR Day at the Capitol / Leadership Summit

- Hotel (arrangements by IR Staff)
- Travel (arrangements by individual copy to IR Staff)

IR Executive Retreat

- Hotel (arrangements by IR Staff)
- Travel (arrangements by individual copy to IR Staff)

IR Annual Conference

- Registration, hotel (arrangements by IR Staff)
- Travel (arrangements by individual copy to IR Staff)

5. COMMITTEES

The First Vice President serves as an ex-officio non-voting member of all IR Committees except for the following: Professional Standards and Grievance. They serve on Bylaws as a voting member.

OFFICE OF DISTRICT VICE PRESIDENT – Two-year term beginning January 1st.

1. DISTRICTS AND BOARD JURISDICTIONS

North District

- Coeur d'Alene Regional REALTORS®
- Latah County Board of REALTORS®
- Lewis Clark Board of REALTORS®
- Selkirk Association of REALTORS®

East District

- Greater Blackfoot Association of REALTORS®
- Greater Idaho Falls Association of REALTORS®
- Greater Pocatello Association of REALTORS®
- Upper Valley Association of REALTORS®

South District

- Mini-Cassia Association of REALTORS®
- Sun Valley Board of REALTORS®
- Western Magic Valley REALTORS®

West District

- Boise Regional REALTORS®
- Caldwell Board of REALTORS®
- Mountain Central Association of REALTORS®
- Nampa Association of REALTORS®

2. DUTIES & RESPONSIBILITIES

The District Vice Presidents (DVPs) of the Idaho REALTORS® are responsible for acting as the direct liaison to the local Boards/Associations and members in their respective districts. In addition, DVPs shall be assigned responsibility of specific issue areas and committees by the IR President.

- **COMMITTEE AND TASK FORCE APPOINTMENTS:** In general, all standing Committees and Task Forces should have district representation with at least one member per district plus a District Vice President and the President who shall be a voting member of each Committee and/or Task Force. Individual Committees may need a different structure, and any such structure shall be approved by the Executive Committee or the Board of Directors if it requires changes to the Association's bylaws. The President has the final approval regarding Committee and Task Force appointments.
- DVPs are voting members of the IR Executive Committee and are required to attend all meetings.
- DVPs are considered the direct link to local Boards/Associations within a district and must also visit local Boards/Associations in their area. This may include conducting leadership installations, making presentations on IR issues, etc.
- DVPs will consistently contact the local AEs, Presidents and State Directors in their districts to discuss timely issues and to get feedback.
- DVPs should make themselves available to members to discuss issues, concerns, etc. and to discuss such matters with the Executive Committee.
- When necessary, the DVP will assist IR Committee and Task Force members in working with local Board/Association Committees and leadership.
- DVPs are considered the representative of the President and shall assist the President in fulfillment of presidential responsibilities.
- DVPs shall have specific responsibilities regarding attendance at NAR meetings, Committees, forums, Region 12 Caucus, etc. as assigned by the IR President.
- DVPs when attending mandatory meetings/events will participate and be engaged. If applicable, DVPs will make an appearance at meetings/events that are voluntary to attend but held to benefit the organization.

3. TIME CONSIDERATIONS

In-State Activities (Attendance Mandatory)

- IR Executive Committee meetings
- IR Annual Conference
- IR Board of Directors meetings
- IR Executive Retreat
- IR Leadership Summit
- IR Day at the Capitol / Legislative Reception (encouraged)

Out-of-State Activities (May select one to attend with reimbursement per year)

- NAR Midyear Legislative Meetings
- NAR NXT

4. COVERED EXPENDITURES

Association-related expenses are reimbursed by the Association in accordance with IR policies. The maximum amount that is reimbursed is established in the annual operating budget (spouse or guest expenses are not reimbursed). The following expenses are covered unless otherwise amended:

NAR Business Meetings

NAR Midyear Legislative Meetings

- Registration, hotel, per diem (arrangements by IR Staff)
- Travel (arrangements by individual copy to IR Staff)

Or

NAR NXT

- Registration, hotel, per diem (arrangements by IR Staff)
- Travel (arrangements by individual copy to IR Staff)

IR Business Meetings

Two Board of Directors meetings

- Hotel (arrangements by IR Staff)
- Travel (arrangements by individual copy to IR Staff)

All Executive Committee meetings

- Hotel (arrangements by IR Staff)
- Travel (arrangements by individual copy to IR Staff)

IR Leadership Summit / IR Day at the Capitol

- Hotel (arrangements by IR Staff)
- Travel (arrangements by individual copy to IR Staff)

IR Executive Retreat

- Hotel (arrangements by IR Staff)
- Travel (arrangements by individual copy to IR Staff)

IR Convention

- Registration, hotel (arrangements by IR Staff)
- Travel (arrangements by individual copy to IR Staff)

ROLE OF NATIONAL DIRECTOR

Each of the State Allocated NAR Directors are elected to represent the entire REALTOR® membership in Idaho on matters of the National Association of REALTORS®.

Small and Mid-sized National Directors are elected to represent the REALTOR® members of our small and mid-sized local associations respectively on matters of the National Association of REALTORS®.

NAR Directors will serve as liaisons to State Association Committees and Task Forces as assigned by the IR President.

Idaho REALTORS® is part of Region 12 of the National Association of REALTORS®. Region 12 includes the states of Alaska, Idaho, Montana, Oregon and Washington. As a region, the five states work together and support each other on issues of specific state or regional concern. The NAR Directors work together to support REALTORS® from Idaho as well as other states to obtain leadership positions and appointments at NAR.

NAR Directors shall attend at least 4 IR Executive Committee meetings, all IR Board of Director meetings, all NAR Board of Director meetings, IR Leadership Summit and IR Day at the Capitol.

IR CANDIDATE APPLICATION

Position being sought: _____ First Vice President
_____ South District Vice President
_____ West District Vice President

Candidate Name: _____

Mailing Address: _____

Email: _____

Mobile Phone: _____

Brokerage Name: _____

Nominating Local Board: _____

NRDS# (M1) _____ Today's Date: _____

How many years have you been a member of Idaho REALTORS®? _____

Eligibility Requirements

First Vice President and District Vice President

The President and CEO together shall verify the eligibility of each candidate. The IR Bylaws outline the minimum qualifications for the office of First Vice President and District Vice President: The candidates shall be REALTOR® members who have served a minimum of three (3) years as a combination of at least two of the following:

- Local Board/Association President; DATE(S) _____
- Local Board/Association Director; DATE(S) _____
- State Association Director; DATE(S) _____
- Institute, Society, and/or Council President; DATE(S) _____
- State Committee/Task Force Member; DATE(S) _____
- Graduate of either national or state leadership academy. DATE _____

I, _____ acknowledge that I have read the election packet in its entirety and am fully aware of the duties and travel obligations that are applicable to the position that I am seeking. Further, I understand that the position that I am seeking may be a multi-year commitment and, therefore, I am prepared to organize my personal and business schedule accordingly.

Candidate Signature

Date

NAR DIRECTOR CANDIDATE APPLICATION

Position being sought: _____ NAR Director-Small Boards

Candidate Name: _____

Mailing Address: _____

Email: _____

Mobile Phone: _____

Brokerage Name: _____

Nominating Local Board: _____

NRDS# (M1) _____ Today's Date: _____

How many years have you been a member of Idaho REALTORS®? _____

Eligibility Requirements

Each applicant must satisfy the following qualifications to serve as an NAR Director:

- ☒ Be a REALTOR® member in good standing, actively engaged in the business of real estate.
- ☒ Have served in some capacity within NAR governance, a state or local association, or NAR Institute, Society, or Council.
- ☒ Complete a written application that includes the following:
 - ☒ Provide a statement describing their involvement in real estate, why they are seeking a position on the NAR Board of Directors, and what they believe they can contribute in their role.
 - ☒ Commitment to supporting the [mission](#), [priorities](#), and [core values](#) of NAR.
 - ☒ Acknowledge that the applicant will fulfill all [duties and responsibilities of the role](#) and abide by [NAR policies](#).

I, _____ acknowledge that I have read the election packet in its entirety and am fully aware of the duties and travel obligations that are applicable to the position that I am seeking. Further, I understand that the position that I am seeking may be a multi-year commitment and, therefore, I am prepared to organize my personal and business schedule accordingly. I also understand that I am required to fill out an application through NAR, which will be provided by IR separate from this process.

Candidate Signature

Date

