

## **NARPM Nominating Committee Policies Updated 2023**

### **1. Committee Term**

By the 15<sup>th</sup> of February of each year, the Past President (Chair) shall recommend to the President the appointment of members to the Nominating Committee. The President, along with the Chair shall approve the appointment(s) of Members of this committee. Should the President and Nominating Chair not be able to come to a consensus on the committee appointment, the President-Elect will be called on to make the final decision. The committee's term of service shall be for one (1) year.

### **2. Process**

Background: The Nominating Committee (referred to as NC throughout this policy) is comprised of individuals, one from each of the NARPM® regions and the Past President. The region map is located on the website. The objective of the NC is to identify, from the self-nominations submitted by interested candidates, a slate of nominations to be voted upon by the membership and elected to vacant terms to the Board of Directors.

To accomplish the objective, it is important to implement a system or process that ensures fairness and equitable consideration for each candidate. The process used by NC protects against one member from controlling or overly influencing the votes of the other members.

NARPM needs transparency/openness throughout the entire Nomination process, but do not change the current nominating structure of one person per position.

- a. Openness includes more communication to the members about the opportunity to serve on the Nominating committee.

### **3. NC Chair**

The NC Chair will be the facilitator of the NC process. The NC Chair will participate fully in the process but will not share his/her individual preferences for selection criteria or candidates unless the votes are tied, extremely close, or the NC can't make a final determination. For example, the NC Chair will participate and comment on specific criteria choices, sharing his/her opinion of which specific criteria should be used as the benchmark for all candidates. Should the process become stalled and discussion stagnant, the NC Chair, in the interest of time and to move the process forward, might ask for final comments from each NC member and call for the vote. If there is a tie vote, the NC Chair will cast his/her deciding vote.

### **4. Soliciting Applications**

Determine different mechanisms to get the members the information on elections. Focus on making elections well known across all NARPM communication channels (article in Residential Resource)

The first step in the process is for Staff to prepare a list of all members who are eligible to apply for a position. The NC Chair will write an article for the Residential Resource to encourage applications. The NC Chair will write a blast email to be sent to each eligible member to encourage application. NARPM® will solicit names for RVP candidates directly from the current RVP's and the Chief Executive Officer will notify all potential candidates that they were recommended with a link to the application. A web page on [www.narpm.org](http://www.narpm.org) is to be updated each year by staff with the application and all required information.

The Chief Executive Officer will provide the NC with a copy of the overall review of the factual evaluations that were conducted at the end of the year on the board members for officer positions and for those RVP/Directors who reapply for another term. The Chief Executive Officer will also add a statement to the application that NC will contact the committee chair(s) during reference checks, or other persons that they worked with during their NARPM® volunteer time (excluding National President and President-Elect) and ask the same set of factual questions on their performance as a volunteer. This contact should be made via email request by the Chief Executive Officer and then all comments forwarded to the NC.

For all RVP Candidates, National staff will request the candidates' individual chapter's President, President-Elect, and/or Past President, to complete a survey on the candidates and ask questions about their service to the chapter and if they completed tasks that were assigned. Also, National staff will ask if they would recommend the Candidate for a position on the National Board of Directors and the reason for that choice.

When searching for candidates, the committee will try to obtain a minimum of one qualified applicant from each region. According to the bylaws, "The NC shall strive to choose one Director from each of the NARPM® regions. If no one applies, or no one is eligible, qualified, or able to serve from a region, then the NC shall recommend a Director/Regional Vice President candidate from another NARPM® region." At the discretion of the committee, the NC shall have the authority to select the best qualified candidate for a region over other qualified candidates as defined in the bylaws, even if the best candidate resides in another region.

If there are no qualified applicants for a region, the NC may feel it is necessary to recruit candidates. There should be an ongoing process to encourage members to apply for the Board. The RVP should assist in the search for potential applicants within their regions for open positions.

Look at the make-up of the board each year and determine where there may be gaps. Identify people who fill the gaps and invite them to apply. Use the invite emails that the CEO sends out from RVP's seeking candidate applications; Invite Ambassadors to apply and request Chapter Presidents to submit names of potential candidates.

A candidate for RVP/Director shall hold the RMP® designation at the time of submitting the self-nomination application.

Candidates for an Officers position shall hold the MPM® designation at the time of submitting the self-nomination application.

To begin the process the NC reviews the candidate questions that were used by at least the past five (5) previous year's NC. Each committee member is asked to give their input on how the questions need to address items that are critical for NARPM® for the following year. NC needs to make sure the questions solicit the best person for the position. The committee will be reminded to make the majority of candidate questions singular, as multiple parts make it difficult to answer on a telephone interview, so therefore do not use more than one question with multiple parts. If needed, the Committee should be able to ask follow up questions. Should the NC feel clarification is needed on any of the responses on the self-nomination application, the Chair shall do so at the beginning of the nominating interview.

The Application will be a four-step process:

Candidates complete an application that includes qualifications and requirements. National staff will notify all applicants who failed to meet the minimum requirements. Staff will provide the NC a compilation of qualified candidates along with their contact information and notify each applicant if their application was approved or not. National staff will confirm the candidates have served in volunteer positions within National/Regional as stated in their application.

The deadline for Officer Candidate(s) applications shall be four (4) weeks earlier than the RVP/Directors positions so the NC will know if candidates may be needed to fill a potentially vacant region.

National staff shall supply the NC with Peer Evaluations form for each candidate and the committee members will submit their scoring based on their overall impression of the Peer Evaluations. Each candidate will be asked to supply a video addressing questions asked of the NC committee. These videos become the property of NARPM and will be used on the website when candidates are announced to the members.

Officers and for those RVP/Directors who reapply for another term: Each Director who desires to be considered for an Officer position must submit a completed application and must participate in the interview process even though their current term has not expired. Existing Directors fulfilling the remainder of their term will not need to complete another application, or be interviewed, until their term is complete. The Peer Evaluations supplied to the NC shall come from the prior year board members.

RVP/Directors: The Peer Evaluations supplied to the NC shall come from the candidate's prior National Committee Chairman, Vice-Chair, and assigned staff member. If a candidate has no prior national committee experience, the Peer Evaluation will come from the chapter leaders that worked directly with the candidate.

Candidates complete a video addressing a list of questions, that includes the profile skills needed to serve, will be included on the application form, and submit to the committee prior to the interviews. During this time, the NC will finalize all interview questions and forward a copy of these questions to the President and President-Elect.

The NC schedules a virtual meeting with the President and President-Elect who shall lend perspective to the NC. The Nominating Committee interviews the President and/or President-Elect to gain perspective of what skills are needed to serve on the board. Under no circumstances will the President or President-Elect be present during live interviews of prospective board candidates however they will review all candidates with the Committee, prior to the final vote, in order to provide their perspective.

The identity of the members of the NC shall be shared with all candidates during the interview process. The NC Chair will ask candidates all questions to assure consistency.

National staff outlines the Officer and Director Interview format with time schedules and questions that the NC Chair is to ask. This format will be used to ensure that the same questions are asked of each candidate. If questions are provided outside of the application, the members of the NC will submit scoring for each candidate's responses to these questions.

National staff shall supply the NC with the Peer Evaluations forms for each candidate and the committee members will submit their scoring based on their overall impression of the Peer evaluations.

Candidate interviews are held virtually, and several questions could be asked that help in elaborating those answers that were submitted in writing prior to the interview. All interviews are allotted a time of 3-5 minutes per question with the total interview not to exceed 30 minutes.

Officer candidates will be interviewed first, followed by any Director candidates.

a. The Interview Process

During the interview process and upon the completion of each question, the NC members will submit their scores. Upon the completion of the last interview, all scoring from each NC member will also be complete. The members of the NC will submit scoring for each candidate's application from a scale of 0-5, with 0 being "totally unsatisfactory" and 5 being "Outstanding". Each section scored shall have the same weight.

Staff will inform candidates to be ready 30 minutes ahead of the set interview time, in the event the committee is running ahead of time.

NC shall not discuss interviews and/or candidates outside the set meeting dates. All information is to be shared with the entire committee, and no side bar conversation will be allowed to happen outside the meetings.

b. Final Discussions and Selection

On the final day of interviews, the NC will review the survey tally on candidates that was completed by the committee members. Upon the completion of this review, the NC will conduct final discussions and scoring. The NC Chair will identify and invite discussion where there are multiple candidates or candidates that failed to meet a minimum combined average score of 4. Staff will report final scores, and motions to select a slate of Officers and Directors will be entertained. If the members feel that a candidate's scoring is not appropriate, changes may be made but it must be a vote by the majority of NC members. The Chair may vote to create or break a tie. The Chair shall prepare a recommended slate of Nominees for the Board of Directors meeting.

Each of the candidates must have completed the application and participated in the interview process prior to their names being added to the ballot. The Nominating Committee shall allow only one director from a NARPM® company/brokerage to sit on the NARPM® Board of Directors.

The Board of Directors will meet within ten (10) days of receiving the Committee report. If the directors do not agree with the slate, it will be returned to the Nominating Committee for further deliberation. Should the Committee choose not to make changes, the slate will be forwarded to the membership as set.

c. Notifying Applicants of the Selection

The NC Chair shall notify all applicants of the committee selections at the conclusion of voting by the Board of Directors. Those not selected will be encouraged by the NC Chair to apply as an Ambassador for the Region in the coming year.

The Chair is to remind Candidates when contacting those who were selected for the slate that they are not to announce their selection from the nominations committee until after the slate is notified of the membership. Candidates are to remember they are not elected until the membership has the final vote. If a candidate violates this policy it may jeopardize their candidacy on the slate.

d. Ratifying by BOD

A motion for ratification of the slate is drafted for vote by the board of directors. All current directors who applied for positions will be asked to leave the room. Should the Board of Directors be unable to ratify the slate as presented, the slate from the NC will be sent directly to the members for solicitation of write-in candidates and then for a final vote. Should the President deem it necessary, ratification will be done through a vote by the directors on the officer candidate, followed by vote of RVP candidates. If necessary, the officer's vote can be held by each vacant office.

e. Post Selection

After all NC business has been completed for this election process, the Chair will schedule a call to review how the process worked and if recommendations should be made to the following year's committee. NC will also look at the list of potential candidates to determine who should speak with these people for the following year.

5. Write-in Candidates

Candidates, other than those nominated by the NC, may be nominated if said candidates' names are presented in writing to the NC 30 days before the election, accompanied by the signatures of one hundred (100) of the professional members. Each Candidate must complete the application and participate in the interview process.

6. Election:

All candidate bios and videos will be placed on the website, along with their photos. The membership will be notified of the location of the bios prior to the opening of the elections. Information for the bios will be taken from the member's self-nomination application.

Dates and criteria for elections will follow requirements in the NARPM® Bylaws.

7. Terms

Those applying for the position/positions on the national Board shall be notified that they are to serve a two (2) year term, unless filling a vacated Director position with a term remaining.