



**Standing Rules for the Florida State Chapter of the  
Women's Council of REALTORS®  
Amended August 2015**

1. The State Chapter may choose to have a yearly fund raiser earmarked for RPAC.
2. Officers including District Vice-Presidents, Governors, Committee Chairmen and Local Chapter Presidents shall have a leadership retreat to be held at a location chosen by the President.
3. A booth is to be set up annually at the Florida Realtors® Convention, an Events Task Force responsibility.
4. The State Chapter will pay for the hospitality suite.
5. The installation banquet and awards presentation will be held at the Mid-Winter Business Meetings.
6. A designated area shall be set aside for Governing Board at all State meetings.
7. The recommendation of any candidate for election must come from the candidate's Local Chapter. A Member-at-Large may be recommended by any Chapter.
8. Nominating:

Nominations from the floor: Nominations may be made from the floor at the Annual Meeting by any voting member, provided that the candidate has satisfied all of the following requirements.

- A. The Candidate so nominated shall have signed a consent to serve form.
- B. Any candidate who wishes to run from the floor shall have met the minimum requirements and completed the application screening and nominating process.
- C. A verbal announcement by the chair of the nominating committee to the voting delegates that the candidate is/is not qualified to run from the floor for said position.
- D. 1 - The candidate for office may officially announce his/her candidacy and begin campaign activities no earlier than 30 (thirty) days following the last Governing Board meeting of the year preceding the year of election.  
2 – There may be announcements and brochures containing only information about the candidate themselves and can be distributed inside or outside of the meeting rooms.

- 3 – All campaign communications shall contain factually accurate information;
- 4 – Electronic media communications to members shall be allowed and must include an “opt-out” provision.
- 5 – Members of the State Leadership Team may promote their own candidacy, but shall not participate in the candidacy of any candidate outside of the meeting of the Nominating Committee.
- 6 – Only these activities as listed are allowed.

9. Nomination Committee Procedure  
State Officers:

- A. The Nominating Committee Chairman is to distribute recommendation forms to all local Chapter Presidents ninety (90) days prior to the Annual Convention. (This distribution is to include a letter of explanation and candidate qualifications and to include the deadline for return).
- B. The Local Chapter Presidents through the authorization of Governing Board are to return the recommendation forms to the Nominating Committee Chairman at least sixty (60) days prior to the election of officers at the Annual Convention. The completed forms are to have the Chapter’s recommended candidates’ names. Recommended candidates’ names submitted must be from the Local Chapter’s membership, unless a Member-at-Large. If the Chapter has no candidates’, the form should be returned marked “none”.
- C. Each candidate will be sent a Consent to Serve form and an appropriate job description as found in the Leadership Policy & Procedure Manual which is to be returned at least 45 days prior to the Annual Convention.
- D. The Chairman will send applications to the nominating committee at least 21 days prior to the annual convention.
- E. The Nominating Committee will meet at the Annual Convention. After interviewing each candidate, the Nominating Committee Chairman will notify all candidates prior to posting the slate of nominees on the door of the WCR suite. The slate shall be posted no later than 12 hours prior to the Annual Business and Election of Officers Meeting.

National Officers:

- A. The Nominating Committee shall send forms to qualified candidates for Region Vice-President in November (14 months prior to the year Florida is to fill the position). Nominees for Region Vice-President will be interviewed by the Nominating Committee prior to the State Chapter recommending their candidate to National.

1. To qualify for Regional Vice President, the candidate must have served as Florida State President.
- B. Nominating Committee shall send forms to qualified candidates' for National Line Office during the specified National time line. Nominees for National Line office shall be interviewed by the State Nominating Committee after the State National Focus Committee recommends the candidate.
10. Minimum requirements for application of WCR State Line Officer position and all District Vice Presidents:
    - A. Each candidate must be a member of WCR for at least two (2) years.
    - B. Each candidate must have served as a Local Chapter President.
    - C. Each State Line Officer candidate shall have served as a State Chapter committee/forum task force chairman and/or Vice Chair and/or a State Governor or a Florida Realtors Chairman or Vice Chairman in the past three (3) years proceeding application.
    - D. Each candidate for State Line Officer must hold the PMN designation.
    - E. Each candidate should have attended WCR State Meetings for two (2) consecutive years prior to application for officer.
    - F. Each candidate should have attended WCR National Meetings within the year preceding application for State Officer. (With at least three (3) of the last five (5) National WCR meetings attended)
    - G. Each DVP applicant must be at least a candidate for the PMN designation.
    - H. DVP's job description to be as follows:
      1. Organize the Local Chapters in their District for the State President's visit/District Conference in a central location, convenient to local Chapters. (Follow proper protocol when inviting State Leadership. The State President is to be the keynote speaker during the District Conference.
      2. Coordinate events with Florida Realtors District Vice Presidents
      3. Invite your state Governor to all district events and planning sessions.
      4. Inform Local Chapter Presidents that the Conference is to be the only program for that particular month within their Districts.
      5. Organize the local chapters for the District Retreat to be held no later than January 31<sup>st</sup>. Open to all Chapter members to attend.
      6. Recruit Members-at-Large.

7. Attend all State, Regional Meetings/Summits and State Presidents Retreat with attendance at National Meetings recommended.
8. Remind all Local Chapter Presidents of important dates and deadlines shown in the current year in the Local Chapter Planning Guide.
9. Receive and review reports from Local Chapter Presidents and submit summarized reports to the Governor as indicated in the Local Chapter Planning Guide.
10. Notify Governor of known interest within the District to form a new Chapter.
11. Notify Governor of Chapters within the District that may require services.

**At the beginning of their term of office:**

1. Send a communication introduction to the Local Chapter line officers.
2. Request a copy of Chapter Bylaws, Standing Rules and Budget and file with State Chapter.
3. Post-election, encourage incoming Local Chapter Presidents to have a leadership retreat with their Governing Boards prior to their installations to formulate a cohesive team plan for the year.

**Duties:**

1. Encourage membership growth and retention in the District.
2. Install, when invited, Local Chapter Officers if no other State or National Officer is available.
3. Maintain positive professional image and promote the Women's Council of REALTORS® throughout the District.
4. Attend a least one General Membership Meeting and one Governing Board Meeting of Chapters represented.
5. Discuss with Local Chapter Presidents the online submission of their "Annual Business Plan and Program Recognition Forms"
6. Make evaluation forms to be handed out at each District Conference, to evaluate and subsequently improve the event. Make them available for discussion at District Conference conclusion.

**I. District Vice Presidents Budget Requirements:**

1. The District Vice Presidents have a small allowance for travel in the state budget each year. These funds shall be utilized first. The state Treasurer will send documentation of reimbursement to the District Vice Presidents home chapter.
2. Each chapter in the assigned district shall have a line item in their budget for their District Vice President. These funds shall be issued at the beginning of the year to the district Vice Presidents home chapter.

3. The home chapter for each District Vice President shall have a separate line items/ and or account in their budget to process these funds. The district cannot have a separate account as the district is not an entity.
4. Each chapter shall have two line items; one for District Vice President's travel and one for the district conference. These funds shall be audited along with the chapter funds.
5. The District Vice President will submit a budget for their travel expenses to the local chapters for approval at their district retreat. Funds from the district conference are not to be used for travel unless specifically approved by the local chapters. Reimbursement to the District Vice President will be done following the financial policy and procedure of the state chapter, reviewed and signed by two officers of the District Vice President's home chapter.
6. A budget for the district conference created with the local chapters will be submitted to the respective governor at least 60 days prior to the event. After the conference the remaining funds or profit will be equally divided among the chapters in the district and disbursed by the District Vice President's home chapter.
7. Any remaining funds in the travel budget at the end of the year will be equally divided among the chapters in the district and disbursed by the District Vice Presidents home chapter.

11. WCR State Chapter President recommended qualifications:

- A. In addition to Standing Rule 10, the State President must have been a member of a National committee/forum.
- B. If the State Chapter President has not served as State Treasurer, they must attend training by the State WCR CPA.

12. Governor Candidate Criteria:

- A. Each candidate must have served in a state WCR elected office.
- B. Each candidate should have attended three (3) of the last four (4) State Women's Council of Realtors®/Florida Realtors® meetings.
- C. Each candidate should have attended a National WCR meeting in the past two (2) years.
- E. Each Governor candidate must hold the PMN designation.
- F. Each candidate shall have served as a Local Chapter President.
- G. Each candidate is encouraged to serve on a National committee/forum.
- H. Governor job description to be as follows:
  1. Recruitment of members- Assist Local Chapters in their membership efforts.

2. Assist each Chapter in attaining or exceeding an 80% retention rate and monitor quarterly.
3. Work with State President to charter new Chapters as needed. Nurture new Chapters by working closely with the new Chapter's President.
4. Nurture Business Resource Groups back to Chapter status. In conjunction with the District Vice President, resolve Chapter conflicts.
5. Follow up to ensure the names and addresses of Local Chapter officers are reported, as soon as elected, to the National office.
6. As an officer of the Florida State Chapter, Governors are to attend all State, and National meetings as a voting delegate. Attend all National meetings including: Annual Business Meeting, Governing Board Meetings, Officer Meetings and workshops, Installation of WCR Officer and Regional Committee Meetings.
7. Report quarterly to the State President by email, the status of their District's progression of each Local Chapter's completion of the Local Chapter Planning Guide.

I. Additional Responsibilities as found in the Florida State Strategic Plan:

1. Identify, encourage and advise future State Leadership.
2. Encourage and support members in leadership positions.

13. Election of State Chapter Officers will be in the following order:

President-Elect, Vice-President, Treasurer, Secretary, Governors, and District Vice-Presidents.

14. Election of the Nominating Committee for the following year:

At the end of the Nominating Committee's report for both Governing Board and General Membership Meeting, the Chairman will make a motion to open the floor for nominations of members to serve on the following year's Nominating Committee.

15. Members-at-Large are entitled to vote in the Annual Election and may cast one vote each.

16. When a member of the State Chapter is elected to State or National WCR office, any expenses allocated by the State Chapter shall be determined by and voted upon by the Governing Board. Such funds shall be included in the State Chapter budget.

17. When a Florida member is considering a National Office position, they must first come before the State National Focus committee for approval before running.

18. To qualify to run for National Executive Committee, a candidate must:

- A. Have either taught at Leadership Academy or been a Chair or Vice Chair of a National Strategic Forum, or been a facilitator of a workshop/learning lab at National, or have been or is a NAR liaison

- B. Must have been interviewed and selected by National Focus prior to the National Annual Meeting.

19. National Line Officer criteria:

- A. Each candidate must have served as a Local Chapter President.
- B. Each candidate must have served as a State Chapter President.
- C. Each candidate must have served as a Governor and if possible a Regional Vice-President.
- D. Each candidate must have served on at least two National committees/forums.  
Amended
- E. Each candidate should strive to serve on significant National committees/forums, such as Finance and Budget, Strategic Planning and Executive.
- F. Each candidate must seek the official support of the State Chapter by going through the State nominating process.
- F. Each candidate needs to familiarize her/himself with commitments required, financial as well as time.
- G. National candidates should have facilitated a national workshop or Leadership Academy, if possible, which would give the candidate visibility on the national level.
- H. Each candidate must be a current member of the WCR National Governing Board.

20. WCR State Chapter to comply with IRS guidelines concerning reimbursement of State Officers' expenses effective January 1, 1994.

21. Awards:

- A. Chair and Vice Chairman of Awards Committee will not be eligible for an award in the year served.
- B. One person, one award per year based on votes of the Committee. In the event one nominee is voted first place for two or more awards the nominations shall go back to committee for re-evaluation and decision. Passed 9/2008
- C. Awards Committee members shall be limited to a maximum of one person per Chapter.

22. Each year a Member of the Year Award will be given. Criteria used will be:

- A. Nominees shall be those individuals selected for recognition by their Local Chapters.
- B. State honoree shall be selected by these standards:

Local Chapter activities	25%
State Chapter activities	25%
WCR National activities	10%
Local Board activities	10%
State Association activities	5%
National Association activities	3%
Societies	5%

REALTORS® honor	2%
Political involvement	5%
Community service	5%
Business accomplishments	5%

- C. Must be actively serving on a Committee/Forum Task Force during the year they are nominated.
- D. Nominees shall have been members for a minimum of five (5) consecutive years.

23. Each year a Rising Star Award will be given. Criteria used will be:

- A. Participation on more than one State Committee / Forum.
- B. Currently, or in the past, chair of a State Committee/Forum Task Force.
- C. Demonstration of leadership skills.
- D. Demonstration of a desire to learn more and to participate further on a State level.
- E. Must be actively serving on a State Committee/Forum Task Force during the year they are nominated.
- F. Assumes tasks and goes beyond what is asked.
- G. Demonstrates the ability to be creative and motivated.
- H. Nominations can be submitted by Local Chapter Presidents, DVP's, Governors and State Line Officers.

24. Each year a Strategic Partner of the Year Award will be given. Criteria used will be:

- A. Involved at the State level for one (1) year or more.
- B. Serving on at least one (1) State committees/Forum Task Forces.
- C. Strategic Partner of the Year must be actively serving on a State Committee/Forum Task Force during the year they are nominated and/or sponsor/participate at one or more district conferences.
- D. Exemplifies the objective of WCR through their willingness to lend a helping hand.
- E. Nominations can be submitted by Local Chapter Presidents, DVP's, Governors and State Line Officers.

25. Each year a Chapter / Business Resource Group Award will be given to one Local Chapter / Business Resource Group. Criteria used will be:

- A. The Chapter/Business Resource Group that demonstrates and exemplifies the Women's Council mission, vision and values with emphasis on leadership, professionalism and a commitment to excellence.
- B. Deliver award winning programs.
- C. Minimum retention rate of 75%.
- D. Utilize the National local website as a current and informative resource for its members.
- E. Nominations can be submitted by DVP's, Governors and State Line Officers.

26. Each year a State Officer of the Year Award will be given. Criteria used will be:



- A. Must currently be a District Vice President or Governor. -
- B. Demonstrates leadership qualities within their District(s).
- C. Has made a positive change in their District(s)
- D. Has improved the lines of communication within their District(s).
- E. Nominations can be submitted by Local Chapter Presidents, DVP's, Governors and State Line Officers.

27. Each year a Humanitarian of the Year Award will be given. Criteria used will be:

- A. The person to be considered must be a member in good standing.
- B. The nominee should have freely given of their time and talents to one or more organizations.
- C. That person should have volunteered many hours of service and commitment on a continuous basis and provided "hands-on" involvement to a specific cause.
- D. This member, by way of example, is a role model for other Women's Council of REALTORS® members.
- E. Must be actively serving on a State Committee/Forum Task Force during the year they are nominated.

28. Each year a Mentor of the Year Award will be given. Criteria used will be:

- A. The person to be considered must be a member in good standing, actively serving on a State Committee/Forum Task Force during the year they are nominated.
- B. That nominee must have shown outstanding support for Women's Council of REALTORS®, either by example or by their response when guidance and knowledge is requested.
- C. That person should have extended a positive influence, shown comfort to and reinforced the efforts put forth by the leadership of Women's Council of REALTORS®.
- D. This mentor will be chosen for deeds intended for the overall good of the Women's Council of REALTORS®.

29. Each year an Entrepreneur of the Year Award will be given. Criteria used will be:

- A. Must be a woman and a member of national WOMEN'S COUNCIL OF REALTORS® for minimum of one year.
- B. Should have been a REALTOR® or REALTOR-ASSOCIATE® for a minimum of one year.
- C. Sales Agent Application form must be signed by Association Executive Officer or Broker. Broker/Manager/Owner Application form must be signed by Association Executive Officer.
- D. The Entrepreneur of the Year Nominees must be most recent recipient from the Local Chapter Entrepreneur of the Year.
- E. Criteria will be based on these categories:

1. Business Accomplishments: 50%  
 Questions: Describe a recent business initiative that yielded outstanding business initiative that yielded outstanding business results.  
 Describe how you are doing business differently from 5 years ago and what benefits this had yielded.  
 What recommendations would you make to someone new to the profession?
2. Production: (Check one and complete information) 5%  
 \_\_\_ Sales Agent – Annual Production \$ \_\_\_\_\_  
 \_\_\_ Broker/Owner/Manager – Units sold \_\_\_\_\_ /number of sales agents? \_\_\_\_\_
3. REALTOR® Local/State/National Leadership: (with dates) 10%
4. Describe How you Have Mentored Other Woman in the Profession 15%
5. List Political/Business Community Involvement: (with dates) 10%  
 Public offices held/campaigned for:  
 Business Community involvement:  
 Membership in Professional Organizations:
6. Career Achievements: 5%  
 Describe outstanding Accomplishments in your career or special recognition:

All current LCPs will nominate 1 member and turn in nomination by state awards deadline. Awards committee will choose 1 winner and forward all nominations on to National by December 1<sup>st</sup>. (Following all National Guidelines)

30. Tallying Ballot Sheets:

Each committee member will choose a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place for each award. Each 1<sup>st</sup> place will be assigned 3 points, 2<sup>nd</sup> place will be assigned 2 points and 3<sup>rd</sup> place will be assigned 1 point. The nominee with the most points will be the winner. In case of a tie, the nominee who received the most 1<sup>st</sup> place votes will be the winner. In case of a tie with two nominees have the same number of votes and points, both nominees would go back to committee for a second vote.

31. State Line Officers Award Eligibility:

State Line officers are ineligible for nomination of awards during their term in office.

32. Florida National Candidate:

- A. Three thousand dollars (\$3,000) will be allocated in the approved budget for the approved Florida National Line Officer Candidate for their installation. If a candidate does not move forward the budgeted funds will remain in the general account.
- B. One thousand dollars (\$1,000) will be allocated in the approved budget for the approved National Line Officer Candidate who is brought forward from the State's National Focus committee for the purpose of marketing their candidacy.

33. In order to qualify for National Line Officer candidate funding, the candidate must:

- A. Submit a consent to serve form.
  - B. Have a desire to serve as National President.
  - C. Be selected based on committee/forum service and workshop involvement at the National level.
  - D. For funding reimbursement; invoices and receipts must be submitted according to the Chapter guidelines.
34. The National Focus Committee will send a list of recommended candidates available for chairmen and vice chairmen positions for committees/forums, work groups and task forces to the National Staff / Vice President of Membership on or before May 1st.
35. Multiple candidates for the same National position will be interviewed by National Focus Committee and the Chairman of Nominating Committee. Only the recommended candidate will be eligible for marketing funds.
36. The current Standing Rules & Bylaws of the Florida State Chapter shall be kept an electronic format. Any updates must be approved by the Governing Board. Read-only copies of the current Bylaws & Standing Rules will be made available on the state website.
37. Should the need arise to change or review technology services for the integrity of the Women's Council of Realtors Florida Chapter brand:
- A. The Executive Committee will work together with the Technology Task Force/Committee to review technology needs, technology budget and proposals.
  - B. A minimum of 2 proposals are required.
  - C. The Governing Board will have final approval of any and all changes.