

2023 Vetting Committee Charter

Committee Type: Standing Committee

Mission: Vet/nominate and recommend candidates for volunteer and leadership positions at ABoR, Texas REALTORS®, and NAR.

Chair: Patricia Williams

Committee Composition: The Committee composition shall be as follows at the time the Committee selection is approved by the Board of Directors:

- The Committee shall consist of at least seven (7), but not more than nine (9), REALTOR® Members.
- At least two (2) members of the Committee shall be Directors.
- The President and Past-President may not serve on the Committee.
- The Committee Chair will be appointed by the Board of Directors.
- The President and Past-President shall not be eligible to participate in the appointment of the Committee or its chair.
- No candidate for ABoR Board of Director election or reelection shall serve on the Vetting Committee.
- Two committee members, but not more than three, will be appointed within the committee for a 2nd year for consistency.

Purpose:

1. The purpose of the Vetting Committee is to:
 - Function as the Nominating Committee, required pursuant to Section 12.1 of the Association's Bylaws.
 - Nominate and move forward the Association Director nominees onto the ballot for annual election, subject to the provisions of Section 10.3(e) and the other provisions of Section 10.3 of the Association's Bylaws.
2. The Vetting Committee shall offer all other Texas REALTOR®, NAR, and ABoR Chair/Vice Chair and committee recommended appointments to the Board of Directors for vote.

Directives:

- The Vetting Committee shall conduct closed meetings due to sensitive discussions of candidates seeking volunteer positions.
- Follow the process as outlined in the Process Document for selecting recommended candidates for Texas REALTOR®, NAR, and ABoR candidates.
- The Board of Directors will receive the recommendations from the Committee for Texas REALTORS® Director and Texas REALTORS® Regional Vice President for approval according to the nominating process for Texas REALTORS®.
- The Board of Directors will receive the recommendations from the Committee for NAR Director for approval according to the nominating process for NAR.
- The Board of Directors will receive recommendations for Committee Chairs and Vice Chairs for approval.
- The Board of Directors will receive recommendations for Committee Membership for approval.
- The Committee shall sign and adhere to the Volunteer Agreement, Confidentiality Agreement and Conflict of Interest Agreement.
- Encourage all Committee members to participate in leadership development.

COMMITTEE POLICY AND PROCEDURE

- A. The Board of Directors will identify a process to complete an annual review of Committee/Task Force charters by the November board meeting.
- B. Committees will receive direction from the Board of Directors through directives reflected in their Committee Charter which is reviewed and approved by the Board of Directors Annually.
- C. Board Directors and Association Members should channel their communications to committees through the Committee Chair and Committee Staff Liaison.
- D. Individual Directors and Association Members may attend open committee meetings only for the purpose of observing. Guest may speak only if the committee chair grants the opportunity to address the committee, in advance, during a Member Input item on the published agenda.
- E. Only active Association REALTOR® members may serve on Standing Committees, unless otherwise specified in the Committee Charter which is reviewed and approved by the Board of Directors annually.
- F. If a vacancy shall occur, the Board of Directors may make the appointments by majority vote.
- G. A Committee chair may serve as past chair the following year for consistency, with Board of Director approval.

- H. Task Forces may continue into subsequent years but the leadership for that Task Force (i.e. chair) may shift (vice chair would become chair). However, should a vice chair not desire the position, such position will be recommended by the Board of Directors.
- I. The chair shall drop a Committee/Task Force member after three absences from regularly scheduled meetings. This provision may be waived by vote of at least three-fourths of the other members of the Committee.

STAFF LIAISON EXPECTATIONS

The CEO may assign staff support for each Committee/Task Force to assist with preparing and disseminating notices and correspondence, and preparing reports of the meetings. Staff may also provide professional recommendation and analysis as needed.

COMMITTEE MEETINGS

- A. All Committees/Task Forces meet as needed.
- B. Committee/Task Force meetings may be called by the chairperson, any two Committee members, or by a formal motion of the Board of Directors.
- C. Committee/Task Force meetings shall be scheduled through the Association office and during normal business hours.
- D. Meeting notices shall be sent out by the Association staff at least one week prior to the meeting. All Committee/Task Force chairs and members shall have electronic mail capacity in order to receive notices and other information.
- E. Committee/Task Force meetings shall be closed when considering proprietary matters, including competitive bids or competitive responses to requests for services from vendors, when the Committee is considering matters that the Association is required to keep confidential by the terms of confidentiality provisions with third parties, and when a closed meeting is required by other provisions of these Governing Policies or required or authorized by the Board of Directors. Minutes or reports from closed meetings will be presented to the Board of Directors during Executive Session.
- F. Committees/Task Forces should report to the Board of Directors the status of accomplishments of the Board goals as outlined in their Charter.
- G. After each Committee/Task Force meeting, the Association should cause Committee reports in the form of minutes to be prepared by Association staff to include recommendations to the Board of Directors for consideration, a record of the actions taken at the meeting, and any other annotations consistent with Association practices. Minutes are reviewed by the Committee/Task Force chair or counsel, if appropriate, before Committee approval.

- H. Each Committee/Task Force member voting for or against an action at a meeting has a right to have his or her support or dissent, along with rationale, reflected in the report of the meeting.
- I. All Committee/Task Force members are asked to comment promptly, in writing, on any minutes circulated in the event that there appears to be any error, omission, or item in need of revision. A nonresponse is deemed as approval of the Committee report.
- J. Remote/Virtual Meetings
- All remote/virtual meetings should include video to facilitate visual interactions.
 - It is expected when attending a remote video conference meeting members should be seen, heard and responsive. Reasonable exceptions include the need to mute or turn off video for privacy to avoid background noise from interfering with the meeting, and/or turn off video for bathroom breaks.
 - A main motion brings business before the assembly.
 - After debate is ended, the question is put before the assembly and a vote is taken by any of the commonly used methods cited in Robert's Rules of Order such as voice vote, show of hands, roll call/ballot, or a count.
 - Informal roll call votes will not be published in the minutes.
 - Proxies are not allowed for members who are absent.
 - The result of the decision is confirmed and included in the minutes.

QUORUM

- A. A quorum for all Committees/Task Forces is a majority of the total number of Committee members.
- B. A Committee/Task Force cannot conduct business without a quorum of Committee members present.

Electronic Votes:

For electronic considerations, the Board of Directors requires a valid process be followed for electronic votes.

- All communication/votes in reference to an electronic vote shall be sent to all Committee Members
- Each Committee Member shall cast their vote by 5:00 pm the day after distribution of the electronic consideration
- No response shall be counted as an "abstention"
- The day following the completion of an electronic vote, staff or Committee Chair shall report the roll call vote to all Committee Members

- All Committee Members shall confirm their vote by end of day when the roll call vote is offered
- If a Committee Member does not confirm his/her vote, the Committee Members vote shall be considered correct.
- No Committee or Association Action shall be taken until the entire vote is confirmed.

END

BOD Updated 03/01/23