



September 18<sup>th</sup>, 2017

TO: All DAAR Members

FROM: Barry Allbright, 2017 Nomination Committee Chair  
Jackie Lawlor, 2017 DAAR Chair

RE: Slate of Officer's & Directors for 2018 and Bylaw Changes

This memo serves as official notice to the DAAR membership of the Slate of Directors for election at the October 19<sup>th</sup>, 2017 Annual Membership Meeting to be held at the Embassy Suites Hotel, 44610 Waxpool Rd, Ashburn, VA 20147 at 12:30PM during the DAAR REALTOR® Recharge Conference and Expo.

The slate of directors are:

Charlotte Bonini, Century 21 Redwood, Ashburn, 12/20  
Robert Butcher, Berkshire Hathaway, Hamilton, 12/20  
Omni Casey, Weichert, Realtors Ashburn, 12/20  
Yvonne Holland, Pearson Smith Realty, Ashburn, 12/20  
P.J. Riner, Weichert, Realtors, Ashburn, 12/20  
Kathryn Sink, Homes for Leaders Real Estate, Purcellville, 12/20  
Aimee Waltz, Fidelity Mortgage, Affiliate Representative, 12/20  
Harry Yazbek, Coldwell Banker, Leesburg, 12/20

The following individuals are continuing in unexpired terms:

Richard Blessing, Century 21 Redwood, Ashburn, 12/19  
Dwight Brooks, Weichert, Realtors, Ashburn, 12/19  
Michelle Campbell, Long & Foster, Leesburg, 12/18  
Chris Covey, Keller Williams Dulles, Sterling, 12/19  
Jackie Lawlor, Jack Lawlor Realty, Ashburn, 12/18  
Brenda MacEoin, ERA-Teachers, Inc., Herndon, 12/19  
Lee McGinnis, Long and Foster, Chantilly, 12/18  
Gene Mock, Keller Williams, Leesburg, 12/18  
Nancy Pav, Long and Foster, Ashburn, 12/18  
John Showhalter, Vesta Settlements, Affiliate Representative, 12/19  
Phyllis Stakem, REMAX Select Properties, Ashburn, 12/18  
Barry Taylor, Weichert, Realtors, Ashburn, 12/18  
Holly Weatherwax, Momentum Realty, Potomac Falls, 12/19

*The DAAR Bylaws state as follows: Article XI, Section 4 (a) ...The report of the Nominating Committee shall be noticed to each Member eligible to vote at least three (3) weeks preceding the election. Additional candidates for the offices to be filled may be placed in nomination by petition signed by at least 10% of the REALTOR® Members eligible to vote. The petition shall be filed with the CEO at least two (2) weeks before the election. The CEO shall send notice of such additional nominations to all Members eligible to vote before the election.*

## DAAR Bylaw Changes

Additionally, you will be asked at the Annual Meeting to vote on some changes to the bylaws as indicated below. The changes are related to updating leadership titles, name of the Membership Development Committee and technical changes per the Virginia Association of REALTORS® name change.

### ARTICLE XI - OFFICERS AND DIRECTORS

**Section 1. Executive Committee.** The elective officers of the Association shall be: a **President** ~~Chairman~~, a **President-Elect** ~~Chairman-Elect~~, Chair of Public Policy, Chair of Membership Services, Chair of Professional Development, Chair of Finance (who shall be the Treasurer), and the Immediate Past **President** ~~Chair~~. The **President-Elect** ~~Chairman-Elect~~ shall, without further election, become the **President** ~~Chairman~~ in the following year. They shall be elected for a term of one (1) year and shall constitute the Executive Committee. The Secretary, who shall be the Chief Executive Officer, shall serve as a member of the Executive Committee with voice, but not vote.

**Section 2. Duties of Officers and Directors.** The duties of the officers shall be such as their titles, by general usage, would indicate and such as may be assigned to them by the Board of Directors. It shall be the particular duty of the Secretary to keep the records of the Association and to carry on all necessary correspondence with the NATIONAL ASSOCIATION OF REALTORS® and the Virginia Association of REALTORS®. The Board of Directors shall be responsible for: A Strategic Plan; An Annual Budget; An Annual Business Plan; Quarterly Financial Statement Review; Capital Expenditures in excess of \$10,000 not already approved through the Annual Budget, Capital expenditures in excess of \$50,000 may not be made unless authorized by a majority of Members present at any regular or special meeting, provided there is a quorum; Approval of New Members; Receiving of Reports from the Vice Chairs and Staff as appropriate; Election of the Executive Committee; Personnel matters involving the Association CEO; Recommendation to the Membership of Bylaw Changes and Changes to the Articles of Incorporation. All other duties shall be granted to the Executive Committee.

**Section 3. Composition of the Board of Directors.** The governing body of the Association shall be a 21-member Board of Directors consisting of the Executive Committee and REALTOR® Members of the Association, one of which shall be the immediate past **President** ~~Chairman~~, at least 5 of which must be brokers and 2 of which shall be Affiliate Members. The 2 Affiliate Members shall have voice but no vote. Directors shall be elected to serve for terms of three (3) years. Directors shall be elected each year as are required to fill vacancies. Any past president of the State or National Association is an Honorary Member of the Board of Directors without voting privileges. Each member of the Board of Directors shall, without exception, be required to complete the Virginia Association of REALTORS® Professional Standards Training Course annually. In the implementation year, the Board of Directors shall appoint the necessary number of Directors to reach the higher number and they shall serve until the next election.

**Section 4. Election of Officers and Directors.**

- (a) **Officers.** The elected officers of the Board shall be: a **President** ~~Chairman~~ (**President**), a **President-Elect** ~~Chairman-Elect~~ (**Vice-President**), Chair of Public Policy, Chair of Membership Services, Chair of Professional Development, Chair of Finance (who shall be the Treasurer), and the Immediate Past **President** ~~Chair~~. The Secretary shall be the Association CEO, whom may not serve as the Treasurer. They shall be elected to terms of one-year with the **President-Elect** ~~Chairman-Elect~~ assuming the position of **President** ~~Chairman~~ the following year.
- (b) **Duties of Officers.** The duties of the officers shall be such as their titles, by general usage, would indicate and such as may be assigned to them by the Board of Directors. It shall be the particular duty of the Association CEO, as ex-officio member of the Board and of the Executive Committee, to keep the records of the Board and the Executive Committee and to carry on all necessary correspondence with the National Association of Realtors® and the Virginia Association of Realtors®. As Corporate Secretary, the Association CEO shall, in addition to such other duties as proscribed by the Board of Directors, have authority to sign contracts and official documents on behalf of the Association in accordance with Association policies.

(c) Election of Officers and Directors. At least two (2) months before the annual election, a Nominating Committee of at least five (5) REALTOR® Members shall be appointed by the Executive Committee with the approval of the Board of Directors. The Nominating Committee shall select at least one (1) candidate for each place to be filled on the Board of Directors. The report of the Nominating Committee shall be noticed to each Member eligible to vote at least three (3) weeks preceding the election. Additional candidates for the offices to be filled may be placed in nomination by petition signed by at least 10% of the REALTOR® Members eligible to vote. The petition shall be filed with the Secretary at least two (2) weeks before the election. The Secretary shall send notice of such additional nominations to all Members eligible to vote before the election.

- (i) The election of Directors shall take place at the annual meeting. Election shall be by ballot when there is more than one candidate for positions to be filled and all votes shall be cast in person. The ballot shall contain the names of all candidates and the offices for which they are nominated. Elected Directors shall be installed at the Installation meeting with their terms of office to begin immediately following the meeting.
- (ii) The **President Chairman**, with the approval of the Executive Committee, shall appoint an Election Committee of three (3) REALTOR® Members to conduct the election. In case of a tie vote, the issue shall be determined by lot.
- (iii) The Executive Committee shall be elected by the Board of Directors within 30 days following the Annual Meeting at which the directors Election was conducted.

## **ARTICLE XII - MEETINGS**

**Section 1. Annual Meetings.** The annual meeting of the Association shall be on a date, place, and hour designated by the Board of Directors.

**Section 2. Meetings of Directors.** The Board of Directors shall meet every other month and shall designate a regular time and place of meetings. Absence from two (2) regular meetings without an excuse deemed valid by the Board of Directors shall be construed as resignation. In the event that such Director shall be absent, without excuse, from two such meetings, the Director may petition the full Board in writing to show good cause as to revoke such resignation.

**Section 3. Other Meetings.** Meetings of the Members may be held at other times as the **President Chairman** or the Board of Directors may determine, or upon the written request of at least 5% of the Members eligible to vote.

## **ARTICLE XIII - COMMITTEES**

**Section 1. Standing Committees.** The **President Chairman** of the Board shall appoint from among the Members, subject to confirmation by the Board of Directors, the following standing committees:

Professional Standards	Education	Government Affairs
Grievance	Budget & Finance	Member <b>Services Development</b>

**Section 2. Special Committees.** The **President Chairman** of the Board shall appoint, subject to confirmation by the Board of Directors, special committees, task forces and work groups, as deemed necessary.

**Section 3. Organization.** All committees shall be of such size and shall have duties, functions, and powers as assigned by the **President Chairman** of the Board or the Board of Directors except as otherwise provided in these Bylaws.

**Section 4. President Chairman of the Board.** The ~~President Chairman of the Board~~ shall be an ex-officio member of all standing committees and shall be notified of their meetings. The ~~President Chairman of the Board~~ shall serve concurrently as the Chair of the Executive Committee.

**Section 5. Budget and Finance** The Budget and Finance Committee shall consist of a Budget and Finance Committee Chairman who shall be appointed by the ~~President Chairman of the Board~~ from the REALTOR® Membership and shall serve a two year term, the ~~Vice~~ Chair of Finance and additional members as deemed necessary.

**Section 6. President-Elect Chairman-Elect.** The ~~President-Elect Chairman-Elect~~ shall serve as a member of the Executive Committee, the Nominating Committee, the Strategic Planning Committee and as **Fundraising** Chairman of the Dulles Area REALTORS® Political Action Committee (DARPAC).

**Section 7 Vice-Chair of Finance.** The ~~Vice~~ Chair of Finance shall serve either as Chair or member of the Budget and Finance Committee and as a member of the Executive Committee.

**Section 8. Vice Chair of Public Policy.** The ~~Vice~~ Chair of Public Policy shall provide oversight of the Government Affairs Committee and serve as a member of the Executive Committee.

**Section 9. Vice Chair of Member Services.** The ~~Vice~~ Chair of Member Services shall be a member of the Executive Committee and provide oversight of the membership development, community services, networking events, awards, affiliates and Young Professionals Network program areas and such other committees as may be created from time to time involving networking and charitable events.

**Section 10. Vice Chair of Professional Development.** The ~~Vice~~ Chair of Professional Development shall be a member of the Executive Committee and provide oversight of the Education Committee, Grievance Committee, Professional Standards Committee and the Technology/Communications Committee.

**Section 11. Immediate Past President Chair.** The Immediate Past ~~Chair~~ President shall serve as a member of the Executive Committee **and as Chairman of the Dulles Area REALTORS® Political Action Committee (DARPAC)**