



**Date:** October 5, 2023

**To:** Empire Board of Realtists, Inc. Membership  
**From:** Nominating Committee Chairperson  
**RE:** Election of 2024 EBR Officer Positions

This is an official notice that the following persons have been appointed to serve on the **Nominating Committee** to submit a slate of candidates for EBR Officers for the year 2024:

**Lawrence Batiste – Broker**  
**Edward London – Broker**  
**Karen C Johnson – Broker (Chairperson)**  
**Barbara Campbell – Broker**

**Sharon Henry – Broker**  
**Audrey Milam – Salesperson (Secretary)**  
**Terri Marie Gleaton – Salesperson**

This committee requests your recommendations of persons for the following Officer positions for 2024:

- |                              |   |
|------------------------------|---|
| • <b>President Elect</b>     | • <b>Financial Secretary</b>                    |
| • <b>1st Vice President</b>  | • <b>Secretary</b>                              |
| • <b>2nd Vice President</b>  | • <b>Assistant Secretary</b>                    |
| • <b>3rd Vice President</b>  | • <b>Parliamentarian</b>                        |
| • <b>Treasurer</b>           | • <b>Chaplain</b>                               |
| • <b>Assistant Treasurer</b> | • <b>Board of Directors Member at Large (2)</b> |

The Officer's application is attached or can be downloaded from the EBR Website, [www.empireboard.com](http://www.empireboard.com). Please submit your application no later than 11:59 p.m. on **Tuesday, October 31, 2023**. The **application** must be emailed with a **resume/bio** and a **letter of intent** to **EBRElections@gmail.com**, Attn: **Nominating Committee**.

Interviews via Zoom will be scheduled to take place on **Friday, November 3, 2023, starting at 9:00 a.m.** We encourage your participation and look forward to receiving your applications as soon as possible. Attached is a list of the qualifications of each Officer position and an application.

Regards,

*Karen C. Johnson*

EBR Nominating Committee Chairperson

2023 EBR Nominating Committee Members



## EBR Constitution and By Laws GUIDELINES

### **SECTION 3.1: Membership shall be of six (6) classes:**

**Class "A"** – Principal Brokers and Associate Brokers, licensed by the State of Georgia Real Estate Commission.

**Class "B"** – Salespersons who are licensed by the State of Georgia Real Estate Commission, and who are "Associated" with a principal broker who is a member of "The Board". B-1. Class "B-1" – Members certified by one of the affiliates in the field of appraisal and/or property management and other affiliate organizations. All members of the Georgia Chapter of the National Society of Real Estate Appraisers, REMBI, United Developers Council or the Women's Council of EREB must be financial members of the Board to hold membership in these organizations.

**Class "C"** – Allied Members – person(s) or business(s) allied to Real Estate evidencing a willingness to make a contribution to the profession. C-1. Class "C-1" – Additional representatives of an Allied member business or organization.

**Class "D"** – Allied Associate Members – Salespersons who are licensed by the State of Georgia Real Estate Commission and who are not associated with a principle Broker who is a member of "The Board".

**Class "E"** – Ancillary Services Members – Individuals and businesses providing other services not identified under membership categories A through D, and who are otherwise willing to contribute to the common goals of the Empire Board of Realtists, Inc., in compliance with the articles of this constitution and by-law.

**Class "F"** – Subscription Membership – Consumers and the general public including among others, customers and clients of Realtists.

## ARTICLE IV – OFFICERS

SECTION 4.1: The Elective Officers of the Board shall be:

President	Assistant Secretary
President-Elect	Treasurer
1st Vice President	Assistant Treasurer
2nd Vice President	Financial Secretary
3rd Vice President	Parliamentarian
Secretary	Chaplain

SECTION 4.1:1 The President shall be the Chief Executive Officer of "The Board" and shall be the Chief Presiding Officer at all regular and called meetings.

A. The President shall have the authority and duty to represent The Board and act in its name subject only to the limit of the established policies and constitution.

B. The President shall appoint committees as outlined in the Constitution and By-Laws and such other committees as deemed necessary.

SECTION 4.1:1.a The President-Elect shall ascend to the office of president one year after being elected, and shall familiarize himself/herself with the activities and duties of the office of President. He/she shall be an ex-officio member of the Board of Directors, the executive committee, and any other committee of which the President is an ex-officio member, but shall have no vote.



SECTION 4.1:2 The Vice President(s) shall assist the President and serve in such capacities as assigned them by the President.

- A. In the absence of the President, the 1st Vice President will serve.
- B. In the absence of the 1st Vice President, the 2nd Vice President will serve.
- C. In the absence of the 2nd Vice President, the 3rd Vice President will serve.

SECTION 4.1:2.a In the absence of the President, the 1st Vice President will serve in an acting capacity except when the office of President-Elect is occupied, he/she will act in the absence of the President.

SECTION 4.1:3 The Secretary shall keep minutes of all meetings, conduct correspondence and perform all duties usually assigned to that office.

SECTION 4.1:3(a) The Assistant Secretary shall assist the secretary in the duties and shall perform the duties and functions of the Secretary if and when the Secretary is unable to perform the duties of such offices.

SECTION 4.1:4 The Treasurer shall be custodian of funds, render a monthly and annual report; and when requested by the Board of Directors, account for all funds and perform duties usually assigned to that office.

SECTION 4.1:5 The Assistant Treasurer shall assist the Treasurer in all duties and shall perform the duties and functions of the Treasurer if and when the Treasurer is unable to perform the duties of such office.

SECTION 4.1:6 The Financial Secretary shall maintain all financial reports of "The Board", including the official financial membership roster, and report same in full as directed by the Board of Directors or Board.

SECTION 4.1:7 The Chaplain shall perform such duties as are usually required of that office.

SECTION 4.1:8 The Election of officers shall be held annually at the Board's November meeting for all elective offices. However, following the November 2017 election, the position of President will no longer be on the ballot, and the President-Elect position will be on the ballot every other year. The President-Elect will serve in that capacity for a period of one year, after which he/she will ascend to the office of President and serve as the President for a period of two years.

SECTION 4.1:9 Order of succession of President: In the event the Office of President shall become vacant for whatever reason during the term of the President-Elect, the President-Elect shall complete the President's term in an acting capacity until he/she is officially sworn in as President. Should the Office of President become vacant prior to the election of a President-Elect for whatever reason, the Board of Directors at any regular meeting or special meeting shall appoint an acting President from among the three Vice-Presidents consistent with the Section 4.1:2 to complete the remaining term of the President.

SECTION 4.1:10 All candidates for elected officers of President, President-Elect, 1st Vice-President, 2nd Vice-President, and 3rd Vice-President shall be Class "A" members. Candidates for any other elective office shall be a Class B, B-1, C, C-1 or D member.



SECTION 4.1:11 Vacancies of Offices: If for whatever reason vacancy(s) should occur in the offices of Vice President(s), Secretary, Treasurer, Financial Secretary and Chaplain, said office(s) shall be filled by the Board of Directors by majority vote until the next general election.

SECTION 4.1:12 The Parliamentarian shall be an expert in parliamentary procedures and elected by the members as an elected officer of "The Board".

SECTION 4.1:13 All officers shall successfully participate in leadership retreats or training classes and meet the following requirements to be eligible to qualify for the following offices.

President/President-Elect

- A. Be a financial member of the board for at least 2 consecutive years
- B. Serve as Vice President of the board for at least a 1 year term

1st Vice President

- A. Be a financial member of the board for at least 1 year
- B. Must serve as Chairperson of 1 standing committee

2nd Vice President

- A. Be a financial member of the board for at least 1 year
- B. Must serve as Chairperson of 1 standing committee

3rd Vice President

- A. Be a financial member of the board for at least 1 year
- B. Must serve as Chairperson of 1 standing committee

APPOINTED OFFICERS

SECTION 4.2:1 Sergeant-At-Arms shall be responsible for keeping order in the meetings. This officer shall be appointed by and serve at the pleasure of the President.

**ARTICLE V – BOARD OF DIRECTORS**

SECTION 5.1: The Government of the Board shall be vested in the Board of Directors. All actions of the Board of Directors shall be final, subject to an appeal to "The Board", a two-thirds majority vote by "The Board".

SECTION 5.2: Board of Directors shall be comprised of all officers, one (1) salesperson appointed by the President, past Presidents, President of the local Real Estate Appraisal Society, Real Estate Management Brokers Institute, Women's Council, Honorary Members, **and two (2) additional at large members elected by the general membership.**

SECTION 5.3: The Board of Directors shall elect its Chairperson, by majority vote, at the first meeting in January. The President shall automatically serve as Vice Chairperson.

SECTION 5.4: Seven (7) Directors shall constitute a quorum.

SECTION 5.5: The Board of Directors shall meet a least once a month.



SECTION 5.6: Committee Chairperson(s) shall serve as an ex-officio member of the Board of Directors without voting rights.

SECTION 5.7: Board of Directors who are absent from three (3) consecutive regular scheduled meetings shall be subject to suspension, unless he/she submits an explanation, which is acceptable to the Board of Directors.

SECTION 5.8: The Board of Directors may designate members of "The Board" as Honorary members of the Board of Directors.

## **ARTICLE VI – ELECTION**

SECTION 6.1:

A. Nominating Committee shall be composed of seven (7) members as follows:

2 Class "A" Members appointed by the Board of Directors

2 Class "B" Members elected by the general membership

3 Class "A" Members appointed by the President

B. Nominating Committee shall be in place before the October meeting.

I. Installation of officers to take place during the January Meeting

II. The term of office is January 1 through December 31.

SECTION 6.2: Election of officers shall take place at the November meeting

SECTION 6.3: Class "A" members' votes shall count as one (1). Class "B" members' votes shall count as half (1/2). Class "B1" members' votes shall count as half (1/2). Class "C" members' votes shall count as one-fourth (1/4). Class "C1" members shall have no votes. Class "D" members' votes shall count as one-eighth (1/8). Class "E" members' votes shall count as one-eighth (1/8). Class F members shall have no votes.



## APPLICATION FOR OFFICER POSITIONS

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Position Desired: \_\_\_\_\_

Type of License: \_\_\_\_\_

Current license number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

How many years have you been a member of EBR? \_\_\_\_\_

Are all your financial obligations to EBR satisfied? \_\_\_\_\_

Present or previous EBR and/or NAREB positions held, (if applicable):

EBR: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAREB: \_\_\_\_\_

\_\_\_\_\_

Activities & Accomplishments for EBR and/or NAREB:

EBR: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAREB: \_\_\_\_\_

\_\_\_\_\_

Educational Background:

\_\_\_\_\_

\_\_\_\_\_

Civic Activities and other trade association affiliations:

\_\_\_\_\_

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\_\_\_\_\_



**Past and Present Relevant Career and Employment History:**

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**Business and Professional Accomplishments:**

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**Are you committed to serve on one or more committees if elected?** \_\_\_\_\_

**What committees are you willing to serve on?**

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**Are you financially capable of supporting your own expenses for the position?** \_\_\_\_\_

**Are you willing to be responsible for selling at least one (1) table for the Annual Awards Scholarship Gala?** \_\_\_\_\_

**List 5 goals that you have for Empire Board of Realtists, Inc.:**

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**What ways would you accomplish your goals:**

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**What qualifications do you possess that make you the best candidate for the position in which you are applying?**

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**Would you be willing to serve in another position other than the one you have applied for if asked?**

**YES or NO**

\_\_\_\_\_  
**Print Name Here**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



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**Board of Realtists® , Inc.**

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