



“Tell me and I’ll forget, teach me and I may remember, involve me and I learn.” – BENJAMIN FRANKLIN

APPLICATION FOR NOMINATION AS A 2026 CCAR OFFICER OR DIRECTOR

NAME: _____ POSITION SOUGHT: _____

COMPLETED APPLICATIONS MUST BE RECEIVED BY THE ASSOCIATION OFFICE BY 5PM ON TUESDAY, APRIL 22, 2025.

Mail to: CCAR, 1870 Olympic Blvd., Suite 200, Walnut Creek, 94596 or Email: gail@ccartoday.com.

Applicants are required to confirm receipt of their submitted application in writing if not acknowledged by CCAR within one business day.

REQUIREMENTS FOR PRESIDENT-ELECT

(One President-Elect shall be elected in this election.)

- Must have been a REALTOR® member of the Association for three (3) years immediately preceding nomination; and
- Completed two (2) years of uninterrupted service as a Director of CCAR prior to taking office as President-Elect (*The President-Elect shall automatically succeed to the office of President.*)
- Must have served at least one (1) year on the Budget and Finance Committee prior to assuming office as President.

REQUIREMENTS FOR TREASURER

(No Treasurer shall be elected in this election.)

- Must be a REALTOR® Member of the Association for at least two (2) years immediately preceding nomination;
- Must have completed any one year of uninterrupted service as a Director or Officer of CCAR prior to taking office as Treasurer; and
- Must have one (1) year prior experience on the Budget/ Finance Committee of CCAR prior to taking office as Treasurer, or have a college degree in accounting or have held a position of treasurer, controller, or CFO of another organization.

REQUIREMENTS FOR DIRECTORS-AT-LARGE

(Four Directors-at-Large shall be elected in this election.)

Any person nominated for Director must have completed two (2) years as a member of the Association prior to assuming office. No more than three (3) Directors, including elected Officers, from any one office, firm, partnership, corporation, franchise organization, or company using the same business name, d.b.a., or logo, shall serve on the Board of Directors at any one time. No person may serve in a particular capacity on the Board of Directors for more than two (2) consecutive terms.

METHOD OF ELECTING DIRECTORS

Eight (8) REALTOR® Members shall be elected At-Large. Four (4) At-Large Directors and Treasurer shall be elected in even number years and four (4) At-Large Directors in odd number years.

GENERAL REQUIREMENTS FOR OFFICERS AND DIRECTORS

A person nominated for an Officer or Director position on the Board of Directors, shall meet the following minimum eligibility criteria:

- Possess a current, valid California Broker or Sales Person real estate license, or appraisal certification.
- Be a REALTOR® Member in good standing, whose financial obligations to the Association are paid in full and whose dues and charges are current.
- Be of sound professional character conducting business in compliance with the NAR Code of Ethics and the CA DRE.
- Anyone who has been found in violation of the Code of Ethics on two or more occasions within the past two years wherein a discipline of a fine, suspension or expulsion was included as part or all of the discipline is ineligible to run for office.
- Not serve concurrently as an Officer or Director of another Board/Association of REALTORS® or its MLS.
- Have served two (2) years as a member of a CCAR Committee or Task Force, or one (1) year as a CCAR Committee or Task Force Chairperson prior to assuming office as a Director.
 - For purposes of determining whether a candidate has served on a committee, the reference to any requirement of service on a committee or in a particular position shall include attendance at 80% of the meetings for the entire period of a meeting. Attendance at less than the entire meeting shall not constitute attendance at the meeting.
 - Any person who has been removed from a committee or task force during the 24-month period preceding the application deadline shall not be eligible.
- Meet other requirements as may be established as policy by the Board of Directors.

FOR ELECTION PURPOSES

- Contra Costa Association of REALTORS® recognizes service at other local Associations of REALTORS® committees to be the same as Contra Costa Association of REALTORS® committees as it relates to Contra Costa Association of REALTORS® Bylaws Article X, Section 8, Item(a) (6).
- An applicant may not apply for nomination to more than one position.

**PLEASE COMPLETE ENTIRE APPLICATION. THE INFORMATION BELOW MAY BE USED IN BIOGRAPHICAL
OUTLINING QUALIFICATIONS OF THE NOMINEE.**

Name: _____ Office Telephone No.: _____

Firm: _____

Business Address: _____
(Street) (City) (Zip Code)

NRDS Number: _____ Date Joined CCAR: _____

Check all that apply:

☐ Broker License

☐ Salesperson License

☐ Sales Associate

☐ Broker/Manager

SERVICE:

a. Committees including Task Forces, Forums, Consulting Groups, etc... *(actual years served and office held, if any)*

b. Chairmanships *(specify name and dates)*

c. Service on Board of Directors *(actual years served and office held, if any)*

d. State or National Association Activities

e. Community Activities

f. Awards, Designations, Business Affiliations, or any other information that qualifies applicant for position

g. Have you had any CA DRE or NAR Code of Ethics violations within the last 24-month period preceding the application deadline?

h. Are you interested in receiving a leadership appointment/assignment at the state level?

i. What do you see as your role in the future at C.A.R. and/or NAR *(if any)*?

j. Do you contribute to any of the following? *(This is not a pre-requisite to serve on the Board of Directors.)* Check all that apply

☐ REALTOR® Action Fund (RAF)

☐ Housing Affordability Fund (HAF)

☐ CCAR Helping Hands

**I CERTIFY THE ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF,
AND IF ELECTED, THAT I WILL SERVE IN THE SOUGHT POSITION.**

Name

Signature

Date

CANDIDATE STATEMENT AND BIOGRAPHICAL BACKGROUND

Each candidate is requested to prepare a Candidate Statement and submit it with a photo for publication. You may include any or all of your CCAR, C.A.R., NAR, and community activities in your summary. In addition, you may also include your reasons for seeking to be a candidate.

Please limit your candidate statement to a maximum of 200 words. Live links are permitted in your candidate statement and will be included in the 200 word count. Please also submit a high resolution 300 dpi photo with your application for nomination.

Candidate Statements cannot be changed or amended after submission and will not be edited or grammatically corrected by the Association.

POSITION:

CCAR IS AUTHORIZED TO PUBLISH THE ABOVE CANDIDATE STATEMENT
AND BIOGRAPHICAL BACKGROUND.

Name

Signature

Date