



## **Fort Collins Board of REALTORS® Affiliate Advisory Council**

FCBR's Leadership recognizes the importance of our Affiliate members and accordingly has established a formal group and process to ensure that the best interests of our Affiliate members are represented. This group shall be known as the Affiliate Advisory Council (AAC) and will serve by appointment.

### **Appointment Process**

- The AAC Chair-elect member will be elected each year prior to the beginning of FCBR's elected year by the corresponding positions for FCBR's Board of Directors (BOD) based on the nomination via a simple majority vote of AAC voting members.
- Other Council members will be appointed each year following the conclusion of FCBR's election and prior to the beginning of FCBR's elected year by agreement of the AAC Chair, AAC past-Chair and FCBR's incoming Chair.
- Replacements for vacancies other than Chair or Chair-elect during the year shall be selected by the AAC Chair. In the case of vacancy by Chair or Chair-elect the regular appointment process will apply.
- In order to be selected as a voting member or Chair-elect, an applicant must serve on the AAC as an alternate at least one time previously.
- Voting members, except Chair, past-Chair and Chair-elect, will be limited to two consecutive, one-year terms, and can return as a voting member after a one year gap period. A committee member is allowed to serve as an alternate member after two consecutive, one-year terms.
- The past-Chair must wait for one more year before becoming Chair-elect or a voting member.

### **Composition**

- There will be seven voting members that consist of Chair, Chair-elect, past-Chair and four additional Council members all serving 1 year terms.
- In addition to the seven voting members, as many as four alternate members will be selected from the remaining applicants.
- One ex-officio member from the FCBR's BOD at their choosing

### **Role**

- To understand the interests of Affiliate members, and to communicate them to FCBR's BOD
- To advise, establish, and help to oversee Affiliate-related programs & services
- Assist FCBR Staff and Leadership with coordination of volunteer needs
- Other roles as needed
- The Chair shall serve as an ex-officio non-voting member of FCBR's BOD, and will need to meet FCBR's BOD attendance requirements

### **Meetings**

- Meetings will be held at a frequency to be determined by the AAC's members
- Meetings will be open to any FCBR Affiliate member in good standing
- Members are expected to attend all meetings and any member missing two meetings without an excused absence will be replaced. A voting member would be replaced by an alternate, and an alternate would be replaced by an applicant that was not selected. Excused absence shall be defined as a direct notification to the Chair and acceptance by the Chair in advance of the meetings start.