



INTERNATIONAL REAL ESTATE SOCIETY

## **Policies and Procedures**

### **I. Officer and Industry Representative Nomination Procedures**

#### **a. Nominations Committee**

- i. The Previous Past President, Executive Director, and one other member of the IRES Board of Directors shall form a Nominations Committee to oversee the nominations process.
- ii. The primary role of the Committee shall be to ensure there is at least one qualified candidate for each open office by encouraging and soliciting nominations for all open positions in advance of the nominations submission deadline.

#### **b. Nominators**

- i. Nominations may be made by any current member of the IRES Board of Directors
- ii. A nomination must be submitted by a single proposer. No seconder is needed.
- iii. A proposer cannot nominate more than one candidate for any office.

#### **c. Nomination process**

##### **i. Time Period for Nominations**

1. At least 60 days before the meeting at which elections will be held, the Executive Director shall provide the members of the IRES Board of Directors and the Executive Director of each sister society a list of which IRES officer and Industry Representative positions are open, together with a brief description of the responsibilities of each, what the eligibility requirements are, who is chairing the IRES nominating sub-committee (NSC), and the process and deadline for submission of nominations.
2. Written nominations for open positions should be sent to the IRES Executive Director no less than 28 days in advance of the date of the Board meeting at which the election is on the agenda.

##### **ii. Nomination content**

1. Written nominations from a proposer must include:
  - a. A brief summary of the candidate's current resume
  - b. A statement from the proposer briefly describing the skills and experience that, in his or her opinion, qualify the candidate for consideration for the office.

##### **iii. Procedural Compliance**

1. The IRES Executive Director may enlist the help of the Secretary to check nominations for completeness, confirm each nominee's eligibility,

and forward all complete, eligible nominations to the Board at least 20 days prior to the meeting at which the vote will be taken.

2. In the event that no written nominations have been received for a position by the stated deadline, nominations on the day of the meeting shall be allowed. Such nominations must be in writing and must comply in all respects with the election procedures. (updated 2023)

## **II. Voting Procedures**

- a. Voting members of the IRES Board of Directors consists of:
  - i. Three representatives designated by each of the regional societies
  - ii. Two IRES Board of Directors appointed industry representatives
  - iii. IRES president
  - iv. IRES president-elect
  - v. IRES secretary
  - vi. IRES treasurer
  - vii. IRES executive director
  - viii. IRES associate executive director
  - ix. Immediate past-president
  - x. Previous past-president
  - xi. If a member holds two or more voting positions on the Board, he or she shall be limited to one vote on matters before the Board and will be counted as one member in determining the total on which a quorum is calculated.
- b. Quorum
  - i. Three officers shall constitute a quorum for the transaction of business at any meeting of the Board unless a member of the Board who is unable to attend the meeting objects at least 5 days in advance.
  - ii. If a member of the Board objects in accordance with this provision, then fifty percent of the total voting membership of the Board of Directors, rounded up to the nearest whole number, shall constitute a quorum for the transaction of business at that meeting of the Board. (updated 2017)
- c. Conduct of votes
  - i. The Secretary will read Items to be voted upon by the Board of Directors and conduct the votes thereon. If the Secretary is not present or the vote is to elect a Secretary, the Executive Director will read the items and conduct the vote.
  - ii. Decisions other than election of officers
    1. May be made with a voice vote or written ballot.
    2. A simple majority of those voting determines whether a measure passes or fails.
  - iii. Election of officers
    1. Will be conducted via private ballots either in written or electronic form.
    2. The candidate receiving the largest number of votes will be declared the winner by the officer conducting the vote.

- iv. If there is a tie, the officer conducting the vote will announce there is a tie and the voting will take place again but with the officer conducting the vote abstaining from voting. (updated 2023)

### **III. Travel Grant Policies and Procedures**

- a. IRES may fund travel grants to any member of a regional society to reimburse expenses for attending a regional conference.
- b. Application
  - i. Applicant must complete and sign the travel grant application form, then submit it to the IRES Executive Director at least two months prior to the conference for which reimbursement is requested.
  - ii. Applicants to attend ARES conferences should first or simultaneously apply to the James R. Webb ARES Foundation for a travel expense reimbursement grant.
- c. Decision
  - i. The Executive Director will make decisions as to whether to approve a travel grant and the amount of the grant with the advice and consent of the Executive Committee.
  - ii. The Executive Director and Executive Committee will give priority to:
    - 1. Members of AfRES or LARES or attendees from a developing country.
    - 2. Active participants in their home regional society in the following order: Officers, board members, upcoming conference organizers, committee members
    - 3. Attendance at the conference at which an IRES Board meeting is being held.
    - 4. Applicants who have received no prior IRES travel grants.
    - 5. Applicants who are presenting a paper, serving on a panel and/or attending a board meeting at the conference for which the grant is requested.
    - 6. Applicants according to their roles, in the following preferential order:
      - a. A faculty member
      - b. An industry practitioner active in research or education
      - c. A doctoral student if funding unavailable from other doctoral student sources,
      - d. A Masters student
    - 7. Attendance at a sister society conference other than the applicant's home society conference.
    - 8. The amount of funding will be determined by the Executive Director in consultation with Executive Committee within the range, US\$500 to \$1000. Higher or lower amounts may be granted in exceptional circumstances.
  - iii. Applicants will be notified of the decision via email.
- d. Reimbursement
  - 1. The IRES Treasurer will work with each recipient to determine the most cost-effective way of reimbursing expenses once travel has commenced.

2. The recipient will be required to attend the conference on the days for which expenses are reimbursed.
  3. The recipient will provide acceptable documentation of travel expenses within 60 days of travel.
- e. Records and Reporting
1. A list of grant recipients will be maintained in the IRES official records.
  2. A record of the award amounts, recipient, and meetings attended will be reported to the Board of Directors at its annual meeting.
  3. Within 60 days of the conference end-date, the recipient will write a brief (300-500) word report on their attendance at the funded conference, noting activities, contacts made, goals met, and takeaways in the context of personal and professional growth.
  4. By receipt of the grant, the recipient agrees that his/her report may be included in a future IRES and/or sister society newsletter. However, prior to publication, IRES will give the author the option of anonymity.
- f. IRES President travel expense reimbursement
- i. The IRES President may apply for travel expense reimbursement of up to \$500.
  - ii. Priority:
    1. Attendance at a conference held by LARES or AfRES.
    2. For a President whose home society is LARES or AfRES, funding attendance at an IRES Board of Directors meeting held at any regional society meeting.
  - iii. Application
    1. The President will follow the travel grant application process shown in section II a above.
  - iv. Decision.
    1. Approval of the President's application by the Executive Director will be automatic if financial need is demonstrated.
  - v. Reimbursement
    1. The President will follow the reimbursement process in section II d above.
  - vi. Records and reporting
    1. Presidential travel grants will be recorded and reported along with other travel grants. (updated 2023)

#### **IV. Awards Procedures**

- a. Awards Committee Composition
  - i. The past president (chair)
  - ii. one appointed board member from each of the regional real estate societies
  - iii. one industry representative
- b. Nominations
  - i. All regional society members are eligible to make nominations
  - ii. Nominations will be solicited via email, newsletter, and website announcements
  - iii. Nominations will consist of

1. A letter or email detailing why the nominee deserves the award
2. A professional CV is optional
- iv. Self-nominations will not be accepted
- c. Process
  - i. Past president (chair) will prepare call for nominations with assistance of Executive Director
  - ii. Secretary will distribute call at least 2 times to each regional society for distribution to members
  - iii. Past president (chair) will collect nominations, notify any nominators of additional necessary materials
  - iv. Past president (chair) will distribute nominations to the committee, collect the votes, and report the results to the President and Executive Committee
  - v. The past president (chair) will report the results to the Board of Directors at the IRES Board of Directors meeting
- d. Voting
  - i. Each regional society and industry committee member has one vote with the chair serving as a tie breaker
  - ii. An award is determined by a simple majority of the votes cast
    1. If the committee does not select any recipient, the award will not be given in that year.
- e. Presentation
  - i. The awards will be announced to the public at the awards ceremony at the regional society meeting where the IRES Board of Directors meeting is held
  - ii. If the recipient is not present to receive his/her award, the presentation will be made at the recipient's home society meeting
    1. Eligibility for awards.
  - iii. As of 2016, IRES has three awards
    1. Service award for outstanding service to IRES or any member regional society.
    2. Achievement award for outstanding achievements in international research, education, and service.
    3. Corporate leadership award for outstanding service to international education and research.
  - iv. Service award
    1. Member of a regional society who is not:
      - a. IRES current elected officers
      - b. IRES immediate past president
      - c. IRES award committee member
  - v. Achievement award
    1. Member of a regional society who is not an IRES award committee member
  - vi. IRES corporate leadership award

1. Government agency, nonprofit organization, or for-profit company whose representative is not an IRES award committee member (updated 2023)

(updated October 2023)