

Process to Appeal Candidate Ineligibility

Applicants Right to Appeal:

All applicants that have submitted all documentation, as outlined below, have the right to appeal the Credentials, Campaign and Rules Committee's (CCRC) determination that an applicant is ineligible to run for office.

1. Applicants must have timely submitted their **completed** application and supporting documentation for review.
2. A **completed** application includes:
 - a. All areas of the application must be fully completed.
 - b. All required signatures as outlined in the application must be present.
 - c. All addendum documentation and/or signatures for fulfilled requirements must be submitted with the application.

PLEASE NOTE: Failure to timely submit a **completed** application shall result in the applicant's application being deemed inadmissible for consideration by the CCRC and shall result in automatic ineligibility which cannot be appealed.

Appeal Process Notice:

For those applicants who timely submitted their **completed** application as outlined above, and were deemed ineligible to run for the elected office sought:

1. The CCRC shall provide the staff liaison with a written rationale signed by the Chair stating why the applicant was deemed ineligible.
2. The staff liaison will notify all applicants deemed ineligible by the CCRC and provide the written statement to the applicant within three (3) days of the CCRC's meeting in which the applicant was determined ineligible.
3. The applicant will have ten (10) days from the date of notice from the staff liaison of the CCRC's determination to notify the staff liaison in writing of their intent to appeal this determination along with a statement and/or documentation indicating why they believe they should be eligible to be a candidate for the elected office sought.
4. After ten (10) days from notice of applicant ineligibility, without notice of intent to appeal and a statement and/or documents supporting their eligibility, the applicant will no longer have the right to appeal the determination and will not become a candidate for elected office.

Appeal Process:

An applicant that timely notifies the staff liaison of their intent to appeal the decision of the CCRC's determination of ineligibility, and provides a statement supporting their eligibility, shall have the right to have their appeal reviewed by the Executive Committee.

1. The staff liaison shall notify the CCRC of the applicant's intent to appeal as well as the rationale provided.
2. All appeals will be heard by the Executive Committee at their summer meeting.
3. Appeals shall take place in executive session with only Executive Committee members and appropriate staff.
4. Executive Committee members who are on the CCRC, a Family Member (as that term is defined in the Conflict of Interest Disclosure Policy and Agreement) of the appealing applicant, a member of the same primary local board/association of the appealing applicant, or holds their real estate license at the same real estate firm, partnership, or corporation¹ as the appealing applicant will be excused from the executive session in which the applicant's appeal is being reviewed and decision is made.
5. The Executive Committee members participating in executive session shall be provided with a copy of:

¹ Executive Committee members who hold their real estate license with the same franchise as the applicant may participate in the executive session so long as the franchise offices in which the licenses are held are with two different franchise offices that are independently owned and operated.

- a. the completed application,
- b. the CCRC's statement for why an applicant was deemed ineligible,
- c. and the applicant's statement and/or documentation that the CCRC was incorrect in their determination of eligibility.

PLEASE NOTE: If there are multiple applicants appealing the determination of ineligibility, then the process for executive session described above will reset after each appeal.

Appeal Decision Notice:

Within three (3) days from the date of the summer Executive Meeting:

1. The staff liaison shall notify the appealing applicant and the CCRC of the Executive Committee's decision in writing.
2. The notice shall state the Executive Committee decision regarding the status of the appealing applicant as eligible, or ineligible, to be a candidate for elected office.
3. All decisions made by the Executive Committee regarding an applicant's eligibility to run for elected office are final and cannot be appealed by either the CCRC or applicant.