

## **AREUEA VETTING PROCEDURES FOR LEADERSHIP POSITIONS**

### Executive Committee Members (Second Vice President, Treasurer, Secretary, Executive Vice President, and Professional Conduct and Inclusion (PC&I) Officer)

When Second Vice President candidates are approached by the Nominating Committee, or when members submit proposals to the Board for consideration for Executive Committee members, the following procedure will be followed.

1. The candidates will be provided a copy of the Code of Conduct, the policies for investigating any alleged violations of the Code, and the vetting questions for officers in these leadership positions.
2. The candidates will be told that if they are elected to office or selected for the position, they will be asked to fill out the attached vetting form.
3. If candidates have any concerns about the questions, they are encouraged to contact the PC&I Officer.
4. As described in the vetting letter, the PC&I Officer, President, and Past President/Nominating Committee Chair will decide if any incidents are disqualifying for AREUEA Office. The decision must be unanimous. The decision will be kept confidential.
5. The signed forms for the winning candidate will be kept in the records of the PC&I Officer and will be released only if required by law.

### Real Estate Economics Editors

Same procedure as above, except these candidates have no responsibilities for investigating allegations of the Code and so do not need a copy of the procedures.

### Members of the Boards of AREUEA and Real Estate Economics

When potential members of the Board are approached by the Nominating Committee or editors of Real Estate Economics, they will be provided the Code of Conduct and told that if selected for the Boards, they will be asked to affirm that they will uphold it. The signed forms for the selected candidates will be kept in the records of the PC&I Officer and will be released only if required by law.

Approved by AREUEA Board, January 2, 2020