**Minimum Eligibility Guidelines for the Nomination of Officers, Directors, and Section Representatives of the Maryland Land Title Association**

As of March 30th, 2012

In order to ensure that potential candidates for positions as Officers, Directors and Section Representatives of the Association are identified and qualified to hold such leadership positions, these minimum eligibility standards and processes shall be followed by the Nominating Committee.

**A. Qualifications -- Each candidate shall:**

1. Have achieved a reasonable level of practical, applied knowledge of how the business of the Association is conducted;
2. Have demonstrated a personal commitment to serve the members of the Association by their active participation in one or more committees of the Association which includes having served the Association for no less than three years in any combination of the following: (1) as a member of the Board of Directors; or (2) on a committee, either as a member or as a committee chair or liaison.
3. Have demonstrated their personal and professional commitment to advancing the goals of the Association as set forth in the By-Laws and the American Land Title Association's *Principles of Fair Conduct*;
4. Have maintained a personal and professional reputation within the title industry and the community at large that positively promotes and enhances the perception of the Association and the title industry.
5. Have sufficient industry knowledge and experience that would allow them to be reasonably able to fulfill the duties of the position.
6. Be a dues paying member of the Association; their membership dues must be current with nothing due in arrears prior to the election.
7. Understand the commitment of time and effort that will be required, should they be nominated and thereafter duly elected to office. They must express their commitment to attend at least 50% of all Board meetings in person, and to participate in 75% of all Board meetings (participation being defined as either in person or via teleconference). Further, they must express a willingness to participate in the activities of the Association and lend assistance as may be needed by the various committees in the carrying out of their respective assigned duties.
8. Be eligible to hold the position for which the nomination is being considered, pursuant to the requirements of the Section in which their membership in the Association resides.
9. Not be under consideration for disciplinary action, censure or expulsion pursuant to Section 3.3 of the By-Laws.

**B. Process for Identification/Vetting of Candidates/Creation of Ballot**

1. The Nominating Committee, or a member thereof, may receive nominations for candidates from any member, including a member who seeks to nominate himself or herself.
2. The Nomination Committee may consider any member as a candidate on its own motion.
3. Before the Nomination Committee recommends any candidate for inclusion on the Ballot for potential election to a leadership position within the Association, the Nominating Committee shall determine that such candidate meets the qualifications set forth in Section A heretofore.
4. The member shall execute a *Letter of Intent with Regard to Meeting Attendance and Participation in the Activities of the Association* as referred to in the Eligibility Guidelines attached hereto and made a part hereof
5. When a nominee has previously held an officer's, director's or section representative's position, and expresses a desire to continue to hold or to advance to another elected position within the Association as permitted by the By-Laws, or is otherwise being considered for nomination by Nominating Committee, his or her compliance to Section A, Item 7 heretofore shall be reviewed by the Nominating Committee by

resort to Association records. If said candidate has failed to fulfill their commitment as set forth therein, their nomination shall be removed from further consideration or advancement.

6. A member may then be placed on the Slate and Ballot as assembled by the Nominating Committee.

**C. Amendment of Minimum Eligibility Guidelines**

1. The Nominating Committee retains the right to amend the Minimum Eligibility Guidelines, subject to approval by the Board of Directors.

**D. Effective Date for Implementation of Minimum Eligibility Guidelines**

The Minimum Eligibility Guidelines shall become effective for use by the Nominating Committee in identifying/vetting candidates for the 2012-2013 elections and thereafter.