

## KREC SELECTION APPLICATION FORM

For selection as a nominee to the Governor of Kentucky for appointment to the Kentucky Real Estate Commission

**Deadline to submit your nomination form: Friday, September 21**  
**Candidate interviews in Louisville: Tuesday, September 25**

Names of applicants are confidential except to KREC Selection Committee Members and Kentucky REALTORS® staff (as necessary).

Along with your KREC Selection Application Form, please complete and return to Kentucky REALTORS® the attached form titled: Commonwealth of Kentucky Information for Boards and Commissions. Completion of this form is required by the Governor's Office.

**Please complete and send entire application packet to Pamela Gregory at [pgregory@kyrealtors.com](mailto:pgregory@kyrealtors.com).**

*Please print or type application and submit a photo with application.*

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: Home or Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

### **PART ONE: STATUTORY REQUIREMENTS**

1. How long have you been a resident of the Commonwealth of Kentucky? \_\_\_\_\_ years
2. When were you issued a Kentucky sales associate license? \_\_\_\_\_ (mm/dd/yyyy)
3. When were you issued a Kentucky brokers license? \_\_\_\_\_ (mm/dd/yyyy)
4. Have you ever escrowed your license? \_\_\_\_\_ If yes, when? From \_\_\_\_\_ to \_\_\_\_\_
5. Has your real estate sales associate or brokers license ever been suspended? \_\_\_\_\_
6. If yes, please ATTACH a copy of the order of suspension.
7. Have you ever served as a Kentucky real estate commissioner? If yes, when? \_\_\_\_\_

8. State your political affiliation for the past three (3) years. \_\_\_\_\_
9. Have you ever entered a plea of guilty to, or been found guilty of, a felony in which fraud is an essential element or to any crime involving moral turpitude? \_\_\_\_\_
10. If yes, ATTACH a copy of the court order or judgment of conviction.
11. If yes, has the time for appeal lapsed or the judgment or conviction been affirmed? \_\_\_\_\_

**PART TWO: QUALIFICATIONS**

The Kentucky Supreme Court has held that the role of Kentucky REALTORS® is to see that nominees to the Governor for appointment to the Kentucky Real Estate Commission “are qualified by interest, experience, and background.” Therefore, the following questions are designed to determine your interest in being a real estate commissioner, your experience that may qualify you for the post and your overall background. **You need not have ever been a member of Kentucky REALTORS® to qualify for nomination.**

**Interest:**

12. Please state why you desire an appointment to the Kentucky Real Estate Commission. (Use a separate page(s) if necessary):

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13. What would be your first priority as a real estate commissioner? \_\_\_\_\_

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14. What do you believe to be the biggest problem yet to be solved at the Kentucky Real Estate Commission? \_\_\_\_\_

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**Experience:**

15. What experience do you possess that makes you particularly qualified to be a Kentucky Real Estate Commissioner?

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16. Other than your company, have you served as an officer or on the board of directors of any organization? Circle one: YES / NO If yes, identify the boards and briefly describe your experience with them.

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17. Have you ever held any government position whether by appointment, election or employment?

**Background:**

18. Please identify each of your affiliations with professional organizations: \_\_\_\_\_

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19. Have you volunteered for any non-profit organizations whose goal is, at least in part, to enhance the quality or availability of housing to consumers? Circle one: YES / NO If yes, identify the organization and describe your participation.

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20. Are you certified in any real estate specialties? \_\_\_\_\_

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21. Identify any honors you have received for your work as a real estate professional. \_\_\_\_\_

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22. Please describe anything else in your background or experience that particularly qualifies you for appointment to the Kentucky Real Estate Commission.

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23. Have you ever been found in violation of the code of ethics of any organization, whether private or public? Circle on: YES / NO If yes, give a full explanation. \_\_\_\_\_

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Kentucky REALTORS® offers an equal opportunity to all applicants for appointment to the Kentucky Real Estate Commission and does not discriminate on the basis of familial status, race, color, religion, national origin, sex, age forty (40) and over, or because of the person's status as a qualified individual with a disability.

**Deadline to submit your nomination is Friday, September 21**

To:

**KREC Selection Committee  
Kentucky REALTORS®  
2708 Old Rosebud Rd., Suite 200  
Lexington, KY 40509**

Or e-mail to [pgregory@kyrealtors.com](mailto:pgregory@kyrealtors.com)

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## **Requirements for Commissioner**

### **Kentucky Real Estate Commission**

Number of Commission Members: 5 (four of which must be active real estate licensees and one is a consumer member)

License Status: Must have held an active real estate license for at least ten (10) years and currently and for the duration of their terms as Commissioner be actively licensed in the state of Kentucky

Residential Status: Must have been a resident of the Commonwealth for at least ten (10) years and continue to be a resident of the Commonwealth for the duration of the term(s).

Term of Office: 3 years

Term limits: No Commissioner shall serve more than two (2) consecutive terms.

Political Status: There shall not be more than three (3) of any one (1) political party serving on the Commission at the same time.

Primary duties: Attend monthly Commission meetings, which are primarily held in the offices of the Kentucky Real Estate Commission in Frankfort, Kentucky. Preparation for the monthly meetings will consist of approximately eight to ten hours of reading agendas and legal cases. Commissioner should have a thorough understanding of all the Kentucky Revised Statutes, Chapter 324 and Title 201 of the Kentucky Administrative Regulations. Commissioners approve continuing education and instructor applications, propose and approve law changes and make budgetary recommendations. Commissioners also vote on all disciplinary cases and monitor and regulate all unlicensed brokerage. Commissioners are expected to work with the Kentucky Legislators and LRC staff to promulgate statutes and regulations that affect the real estate profession. Commissioners are given a manual and are expected to learn Commission policies and procedures.

Attendance: Attendance at all the Commission meetings is expected.

Travel: Upon approval of the Executive Director of the Kentucky Real Estate Authority within the Department of Professional Licensing, commission members and commission staff may attend and travel to and from meetings and events relevant to the commission or to the industry the commission represents.

Compensation: no less than \$300 per day for official business subject to an annual maximum of \$6,000. Members shall be reimbursed for all expenses paid and incurred in the discharge of official business consistent with the reimbursement policy for state employees.

**COMMONWEALTH OF KENTUCKY  
INFORMATION FOR BOARDS AND COMMISSIONS**

Return Completed Form To:  
Brett Gaspard, Executive Director  
Governor's Office of  
Boards and Commissions  
Suite 132, State Capitol  
Frankfort, KY 40601  
(FAX 502/564-2647)

Please indicate Boards/Commissions you wish to consider
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**Please submit a current resume with the application**

Your Name (Last, First, Middle) Mr. Ms. Mrs.		*County	*Congressional District	* Supreme Court District
Home Address	City	State	Zip	
Date of Birth <u>and</u> Social Security Number		*Party Affiliation: Dem. Rep. Ind. (Underline one)		Race & Gender
Your Occupation	Business Phone Number & Fax Number		Residence Phone Number	
Email Address			Mobile Number	
Current Employer	Business Address			
Spouse's Name	Spouse's Employer			

**EDUCATION AND GENERAL QUALIFICATIONS:**

Level	Name of School	No. Years Attended	Did you Graduate	Major Course(s) of Study
High School				
College/Other				
Memberships in Organizations. Also Indicate Current Positions With Political Party or Organization. Indicate Any Public Office Currently Held.				

HAVE YOU EVER BEEN CONVICTED OF A FELONY? \_\_\_\_\_ IF YES, PLEASE INDICATE CHARGE, DATE AND PLACE.

**By signing below, I understand the Governor's Office may conduct a complete check on my background and do hereby authorize such an investigation.**

REFERENCES (List two persons not related to you, whom you have known for at least one year)

Name	Address	Phone Number	Years Acquainted

**\*Necessary for certain boards to comply with state law in regard to balance**

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

## EXECUTIVE ORDER 2008-454

On May 27, 2008, Governor Beshear issued Executive Order 2008-454 establishing certain ethical standards for members of policy-making and regulatory boards and commissions. These standards were issued to insure that board and commission members who serve in the public sector are accountable to the people of the Commonwealth. The ethical guidelines in the executive order do not subject board and commission members to all provisions of the Executive Branch Code of Ethics contained in KRS Chapter 11A. The ethical standards that do apply to board and commission members specifically relate to the prohibition against self dealing, the obligation to disclose in writing or in the minutes of a meeting a direct or indirect interest, and gift acceptance provisions.

## PROHIBITION AGAINST SELF DEALING

- No member of a state policy-making or regulatory board or commission, personally or through a business of which the member owns or controls an interest of more than five percent (5%), or by any other person for the member's use or benefit (spouse), may hold or enjoy, in whole or in part, any contract, agreement, lease, sale, or purchase made, entered into, awarded, or granted by the board, commission, authority, council or committee on which he or she serves.
- This prohibition does not apply to purchases that are available on the same terms to the general public or which are made at public auction.

## OBLIGATION TO DISCLOSE AND ABSTAIN

- A state policy-making or regulatory board or commission member must disclose to other members of the board, commission, authority, council or committee of which he or she is a member, any direct or indirect interest in any undertaking that puts the member's personal interest in conflict with that of the board or commission on which he or she serves.
- This disclosure must be made in writing or must be recorded in the minutes of a formal meeting of the board or commission.
- A member who is required to publicly disclose a direct or indirect interest is required to abstain from all decisions concerning his or her interest if the decision will affect him or her as a member of a business, profession, occupation, or group differently from other members of the business, profession, occupation or group.

### EXAMPLES

- A company owned by a member of the Horse Park Commission is prohibited from selling items to the Horse Park gift shop.
- If the brother of a member of the Executive Branch Ethics Commission wanted to provide legal services for the Commission, the member would be required to disclose his potential conflict of interest and abstain from voting on whether the Commission should contract with his brother.

## ACCEPTANCE OF GIFTS

- Members of policy-making or regulatory boards and commissions are subject to the gift rules applicable to executive branch public servants found in KRS 11A.045(1).
- A board or commission member, and his or her spouse and dependent children, are prohibited from accepting gifts, including but not limited to travel expenses, meals, alcoholic beverages, and honoraria, totaling a value of more than \$25 per source, in a single calendar year, from any person or business that is:
  - Doing business with
  - Regulated by
  - Seeking grants from
  - Involved in litigation against
  - Lobbying, or
  - Attempting to influence the actions of the board, commission, authority, or council on which the member serves.
- Exceptions to the gifts law:
  - A campaign contribution to a member's own campaign if in compliance with campaign finance laws
  - A gift from a family member
  - Door prizes, available to the public
  - A gift or gratuity received by a member working directly on an economic incentive package or seeking to bring tourism to the state that was accepted in the performance of the member's official duty, and
  - A ticket for admission to a sporting event if the member pays face value for the ticket or admission.

## **REGULATORY AND POLICY-MAKING**

### **BOARDS AND COMMISSIONS**

1. Accountancy
2. Agriculture Development Board
3. Athletic Commission
4. Alcohol and Drug Counselors
5. Alcoholic Beverage Control Board
6. Architects
7. Arts Council
8. Art Therapists
9. Auctioneers Board
10. Barbering
11. Bluegrass State Skills Corporation
12. Boxing and Wrestling Authority
13. Center for the Arts Board of Directors
14. Chiropractic Examiners
15. Commission for Children with Special Health Care Needs
16. Counselors
17. Deaf and Hard of Hearing Commission
18. Dentistry
19. Dietitians and Nutritionists
20. Education Professional Standards Board
21. Elections, Board of
22. Embalmers and Funeral Directors
23. Emergency Medical Services
24. Engineers and Land Surveyors
25. Executive Branch Ethics Commission
26. Fee-Based Pastoral Counselors
27. Fish and Wildlife Resources Commission
28. Geologists
29. Hairdressers and Cosmetologists
30. Hearing Instruments
31. Heating, Ventilation and Air Conditioning Contractors
32. Heritage Council
33. Higher Education Assistance Authority
34. Higher Education Student Loan Corporation
35. Horse Park Commission
36. Horse Racing Authority
37. Human Rights Commission
38. Infrastructure Authority
39. Interpreters for the Deaf and Hard of Hearing
40. Kentucky Educational Television Authority

41. Kentucky Housing Corporation Board of Directors
42. Kentucky River Authority
43. Landscape Architects
44. Marriage and Family Therapists
45. Massage Therapy
46. Medical Licensure
47. Military Affairs, Commission on
48. Mine Safety Review Commission
49. Nursing
50. Nursing Home Administrators
51. Occupational Therapy
52. Ophthalmic Dispensers
53. Optometric Examiners
54. Personnel Board
55. Pharmacy
56. Physical Therapy
57. Podiatry
58. Private Investigators
59. Psychology
60. Real Estate Appraisers
61. Real Estate Commission
62. Registry of Election Finance
63. Respiratory Care
64. School Facilities Construction Commission
65. Social Work
66. Speech-Language Pathology and Audiology
67. State Fair Board
68. State Investment Commission
69. State Property and Buildings Commission
70. Teachers Retirement Systems Board of Trustees
71. Turnpike Authority
72. Unemployment Insurance Commission
73. Veterinary Examiners
74. Commission on Women
75. Board of Housing, Building and Construction
76. Kentucky Board of Home Inspectors
77. Board of Boiler and Pressure Vessel Rules
78. Manufactured Home Certification & Licensure Board
79. State Plumbers Examining Committee

**PREPARED BY EXECUTIVE BRANCH  
ETHICS COMMISSION  
SEPTEMBER 2009**

## **COMMONWEALTH OF KENTUCKY**

# **ETHICAL GUIDELINES FOR MEMBERS OF EXECUTIVE BRANCH BOARDS AND COMMISSIONS**



### **EXECUTIVE ORDER 2008-454**

Executive Branch Ethics Commission  
#3 Fountain Place  
Frankfort, Kentucky 40601  
(502) 564-7954  
FAX (502) 564-2686  
<http://ethics.ky.gov/>