

Tehama County Association of Realtors Policies and Procedures

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Definitions

Association	Tehama County Association of Realtors®
Board of Directors	Board of Directors of the Association
Bylaws	Bylaws of the Association
CAR	California Association of REALTORS® Association
Executive	Association's employed Association Executive
CPA	Association's Certified Public Accountant and firm
Directors	Member of the Board of Directors
BRE / DRE	California Bureau of Real Estate / California Department of Real Estate
Member	Member of the Association
Membership	All members of the Association
MLS	Multiple Listing Service
NAR	National Association of REALTORS®
TCAOR	Tehama County Association of Realtors®

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MISSION STATEMENT

It is the Mission of the Tehama County Association of Realtors to be the primary leader in the Real Estate industry by enhancing the ability of its members to succeed in the preservation of Real Property Rights through Ethical, Professional and Educational standards and elevate community awareness and knowledge regarding the protection of those Rights.

VISION

Our vision is to provide an ongoing commitment to professional and ethical leadership in Real Estate ownership to our members and the community of Tehama County.

ARTICLE 1. BOARD OF DIRECTORS

Section 1. Authority:

- a. Authorized as per the Association Bylaws and the policies of CAR, NAR.

Section 2. Purpose:

- a. Shall be the governing body of the Tehama County Association of Realtors® (hereinafter referred to as “TCAOR”), over and above the Association President, Association Executive and all Committees. Shall have the immediate charge and control of the affairs of the Association. Shall serve the public’s interests as well as the members’ interests. Shall determine overall policies and make decisions that affect the operations of the Association. Shall establish goals and objectives of the Association. In addition to being accountable to the general membership for the conduct of the Association’s business, the Directors’ major focus shall be future planning, including:
 - b. Defining and establishing the Association’s Mission and Vision Statements;
 - c. Establishing short and long-term strategic plans, objectives and policies.
 - d. Defining and approving program prioritization and budgeting.
 - e. Focusing on the Association’s general membership.

Section 3. Composition:

- a. The governing body of the Association is a Board of Directors consisting of Eleven (11) Directors, comprised of the following:

Section 4. Executive Committee:

- a. The Executive Committee (elected officers) of the TCAOR shall be: the President, the President-Elect, the Past President, and Secretary/Treasurer. The Association Executive is an attendee at all Executive Meetings and does not vote. The President-Elect automatically ascends to the presidency at the end of his or her term as President-Elect. The Association Executive is the chief staff person of the TCAOR but is not an officer or member of the Board of Directors.

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- b. The Executive Committee meets as needed or as approved by the Board of Directors.
- c. The Executive Committee may make time sensitive operating decisions requiring action that should not await attention at the next regularly scheduled meeting of the Board of Directors, providing the action is consistent with the Association's policies, governing documents and budget.

ARTICLE 2. DIRECTORS

Section 1. Elected Directors:

- a. The governing body of the TCAOR shall be a Board of Directors consisting of the Executive Committee (elected officers), and seven (7) elected REALTOR® members of the Association. All Directors shall be elected to serve for terms of three years, or as required to fill vacancies.
- b. Alternate Directors: Two (2) Alternate Directors shall be elected by the membership from the REALTOR® members as non-voting alternates, and serve a one (1) year term. An alternate is only to vote in the absence of a Director.

Section 2. Qualifications:

- a. A candidate or Director must be a REALTOR® member in good standing continuously during the twelve (12) months immediately prior to being seated. "In good standing" means the following:
 - b. The member's California real estate license was not suspended or revoked by the California Bureau of Real Estate.
 - c. The member's membership in the Association was not suspended or terminated after a final Professional Standards proceeding hearing before the Board of Directors, or for failure to pay any financial requirements such as dues, fees or fines.
 - d. No more than three (3) members from the same broker-owned office or brokerage shall serve as a Director during any one-year. Any Director who transfers his or her license to an office or multi-office company which has the maximum Directors allowed during their term has automatically resigned as a Director on the date of his or her transfer. In the event of lack of candidates the Board of Directors may make an exception with more than 3 individuals from the same broker-owned office or brokerage.
 - e. A candidate or Director may not be concurrently or simultaneously nominated, elected, or serving on a board of directors of another local REALTOR® Association.
 - f. A candidate may not be nominated and a Director may not serve if he/she has been sanctioned for a Code of Ethics violation within the continuous twelve (12) months immediately prior to being nominated or seated or at any time during his/her term.
 - g. A candidate or Director has the responsibility to immediately inform the President if he/she does not or will not meet any of the qualifications to be nominated, seated, or continue to serve, or to ascend to a following office.
 - h. The President-Elect must have previously served at least one year on the Association's Board of Directors prior to taking office.
 - i. Active in real estate or related business.
 - j. Although not mandatory, Directors should endeavor to possess the following leadership traits:

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1. Ability to adapt and foresee changes – progressive and proactive.
 2. Attitude of availability and openness to members and their needs.
 3. Reputation and respect within the real estate community.
 4. Ability to react positively and clearly under pressure.
 5. A coalition builder to help reach common goal(s).
 6. Ability to create a positive image of the Association to members and the community.
- k. For any conduct that, in the opinion of the Board of Directors, reflects adversely on the real estate industry or the terms REALTOR® or REALTORS® and for conduct that is inconsistent with or adverse to the objectives and purposes of the Association, C.A.R. or N.A.R., an Director may be reprimanded, placed on probation, suspended or expelled for sexual or other harassment of an Association or MLS employee, or member, after a hearing in accordance with the established procedures of the Association. Harassment includes any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. The decision of the Board of Directors may be made by an investigatory team comprised of members of the Board of Directors or others appointed by the President, such as staff or Association counsel. (See AOR ANTI-HARASSMENT POLICY)

Section 3. Duties:

- a. Attend all regularly scheduled and specially called Board of Directors meetings unless excused.
- b. Make reasonable efforts to attend Association-sponsored events within the industry, including but not limited to tour and broker/manager meetings, general membership meetings, trade shows or educational events.
- c. Carry out assignments in a timely fashion as designated by the President.
- d. Maintain a high-profile and dignified presence at Association functions.
- e. Make reasonable efforts to keep abreast of trends and events within the industry, the economy, and the Association to be able to assess the likely impact upon the membership and develop positive plans and objectives accordingly.
- f. Avoid micromanagement by understanding the relationship between volunteer and staff in an organization where volunteer Directors make policy decisions and staff has the responsibility to insure policies are implemented and carried out.
- g. Be familiar with Association operation, Bylaws, and philosophies.
- h. Demonstrate the willingness to devote time to the Association's responsibilities, including necessary homework and preparation.
- i. Be familiar with new technologies and how they are impacting the industry, such as the Internet, personal computers, and emerging MLS technology.
- j. Serve on Committees as authorized by the Bylaws, and be a Committee Liaison to the Board. (Directors are not to sit on the Grievance Committee)
- k. Committee and task force items shall be channeled through the Association Executive to the Chairpersons.
- l. Staff shall be channeled through the Executive Committee.

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- m. All members of the Board of Directors and Officers shall have electronic mail capability in order to be able to receive notices and information from the Association and Association Executive.
- n. Members of the Board of Directors, including all Officers, are encouraged to make an annual voluntary donation of at least \$148.00 (CAR's "The True Cost of Doing Business") and participate in the CAR political action fund(s).
- o. All communication to the Association's counsel or accountant shall be directed through the President and/or Association Executive unless otherwise directed by the Board of Directors.
- p. Attend the annual Strategic Planning meeting, held usually in November. The purpose is to provide the new Directors with a review of their duties & responsibilities, legal trends, and become familiar with the Association's documents: Bylaws, Harassment Policy, Policy & Procedures, Multiple Listing Service Rules and Regulations, Conflict of Interest Policy, Confidentiality Statement, and Code of Ethics.
- q. Attend a Professional Standards seminar in accordance with policies of NAR, CAR, and/or the Association at least once every two years no later than the first quarter of their first year in office.
- r. Sign the Association's Confidentiality Agreement and Conflict of Interest prior to attending the Strategic Planning meeting and/or taking office. A new form shall be signed by all Directors on an annual basis.

Section 4. Vacancies:

- a. See Bylaws

Section 5. Term Limits:

- a. Directors elected for three-year terms shall serve no more than two (2) consecutive elected three (3) year terms, excluding service by ascendancy to the positions of President and Immediate Past President. Service for less than fifty percent (50%) of a full two (2) year term due to the filling of a vacancy created by the resignation or removal of a Director or Director/Officer shall not be counted as an elected term for purposes of counting the three consecutive elected two-year terms limit.

Section 6. Meetings:

- a. The Board of Directors may conduct business only in regularly scheduled or properly called Special Meetings, as per Bylaws, or at an adjournment thereof, of which every Director shall be notified, and at which a quorum is present. Board of Directors meetings are held at the Association's office (unless otherwise notified).
- b. An automatic resignation from the Board of Directors takes place at the end of the 2 (two) consecutive regular scheduled meetings or three (3) regularly scheduled Board meetings in one year without an excuse deemed valid by the Board of Directors. President may excuse the absence if ratified by a majority vote at any regular or special meeting, in accordance with the Association's Bylaws. In addition to an emergency, an excused absence is deemed proper if a Director is called to jury duty, subpoenaed to testify in a court-type hearing, or if the Director must attend an Association function including an NAR or CAR function. An absence will be considered unexcused if the Director is absent because of a conflicting meeting or event involving the Director's place of business/employment.
- c. Meetings shall be conducted in accordance with Robert's Rules of Order.
- d. Minutes of previous meeting should be approved before conducting other business.

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- e. Consent agenda shall also consist of informational reports and Committee reports.
- f. Once a quorum of 51% is established, it must remain at least 51% for the duration of the meeting. The meeting can continue without a quorum but no voting can occur.
- g. Director's packet to be delivered on the Friday prior to meeting date. All Directors shall have email in order to receive notices, Board of Director Agendas, and other information. All Board Members shall review the meeting packet prior to the Board of Directors meeting.
- h. At the discretion of the President, each Board of Directors meeting can include a Closed Meeting without Staff present to discuss staff issues and/or concerns. The Executive Committee shall meet with the Staff regarding concerns brought up during the BOD meeting.

Section 7. Professional Standards Review Panel:

- a. TCAOR Professional Standards are conducted by the Shasta Association of Realtors.

Section 8. Inspection and Copying Associations Records:

- a. Rights of Directors: In order to discharge their fiduciary duties, Directors generally have an absolute right, to inspect corporate books, records and physical properties of the Association, at any reasonable time, including the right to make copies or extracts of any such records or documents. Inspection may be demanded by the Board of Directors acting as a group or by any Director individually, and may be conducted in person, or by agent or attorney. The Board of Directors shall make Association records available as required by California law.
- b. Rights of Members: Members of the Association are not fiduciaries and therefore do not have absolute inspection rights. The member's inspection rights depend on the type of records sought to be inspected and, in certain cases, on the purpose of the desired inspection. The validity of limitations on such inspection rights depends on the type of record sought to be inspected. The Board of Directors shall make Association records generally available only as required by California law, subject to the advice of Association counsel, as follows:
 - i. Articles and Bylaws: The member's right of inspection of the Articles and Bylaws may be exercised during office hours at the Association's principal executive office.
 - ii. Accounting Records: The member's right to inspect accounting books and records is more limited. Such records are open to inspection at the Association's principal office at reasonable times during business hours upon written demand showing a purpose reasonably related to such member's interests as a member of the Association. The right to inspect does not extend to records not reasonably related to the proper purposes for which it is sought. The member's inspection right extends only to the "accounting" records of the Association. There is no statutory right to inspect other corporate records or physical property.
 - iii. Other Records and Properties: Unless otherwise required by California law, members have no statutory right to inspect the Association's contracts or correspondence, its loan documents, or leases, or the physical facilities or properties of the Association. The lack of a statutory inspection right does not, however, prevent a member inspection of other corporate records and properties under appropriate circumstances. California common law and/or statutory law inspection rights exist wherever a member can show a proper and reasonable purpose related to their interests as members.
 - iv. Privacy Protection: Personnel records of every kind are within constitutionally-protected privacy rights and are generally not to be subject to member inspection or copying.

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- v. Member Files: Member files, including personal financial information, is within the zone of Constitutionally-protected privacy rights and is not to be subject to member inspection or copying unless mandated by law or court process.

ARTICLE 3. ASSOCIATION EXECUTIVE

Section 1. Authority:

- a. Authorized as per Bylaws and in accordance with an employee job description.

Section 2. Purpose:

- a. In accordance with an employee job description, the Association Executive is the chief staff person of the Association and shall be the Assistant Secretary/Treasurer of the Association. Except as otherwise expressly determined by the Board of Directors, the Association Executive shall manage, direct and be accountable for the full range of operations of the Association toward its established objectives, based on profit and return on capital, by performing the essential duties set forth in the Job Description, as amended from time to time by the Board of Directors. The Association Executive is not a member of the Association or member of the Board of Directors, and shall have no voting privileges.
- b. The Association Executive is the MLS Coordinator and works in conjunction with the MLS Chairperson addressing MLS membership subscribers; MLS issues, violations, and program structure of the MLS System.
- c. Sign the Association's Confidentiality Agreement and Conflict of Interest prior to attending the Strategic Planning meeting. A new form shall be signed on an annual basis.

Section 3. Duties:

- a. Issue MLS warning notices to subscriber participants at the time a potential MLS violation is discovered; but cannot issue a fine without the MLS Committee direction and also Board of Directors executed approval.
- b. Collect all monies paid to the Association, maintain all membership records and accounts. Work closely with the Budget Committee, and assist in preparation of the Association annual budget.
- c. The Association Executive shall not be a signer on any bank accounts. The authorized signers will be the current President and the Treasurer. In the event the President or Treasurer is not available the President Elect can sign as an alternate signature, as two signatures are required. A Bank Credit card may be issued to the Association Executive, Treasurer, President and/or President Elect annually upon approval of the Board of Directors.
- d. Alert Board of Directors of renewals of contracts and confirm that they are properly reviewed by the appropriate committees and/or Legal Counsel before executed by the President.
- e. Screen calls made to the Association's Legal Counsel and/or Association's CPA. Screen all publicity, announcements, and advertising pertaining to the Association.
- f. Contract for building and equipment maintenance and janitorial services; review with Budget Committee and seek authority from Board of Directors for any one-time expenditure in excess of \$500.00, unless an emergency exists. Prior to unbudgeted capital expenditures expected to be in excess of \$1000.00, the Association shall obtain a minimum of 2 bids to ensure that a fair price is established.
(Section 1. Expenditures in Bylaws)

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- g. Provide security for all files, legal and historical documents, membership, and mailing lists.
- h. Maintain continuing liaison with members of the Association to determine their requirements for service and utilization of Association facilities and staff.
- i. Maintain master calendar for Association meetings, Association Facebook page, and Association website.
- j. Attend meetings of the General membership.
- k. Maintain all Association records as per CAR & NAR guidelines. Make records available per the Bylaws and Policies and Procedures. Complete surveys and reports when appropriate, as requested by CAR and NAR or the Board of Directors.
- l. Maintain Certificate of Non-Use MLS forms having each Broker complete a new form by January 31st each year.
- m. Maintain documentation of Professional Standards training for each Board Member and Grievance Committee Member.
- n. Consult and work closely with the Executive Committee, Directors, and Committee Chairpersons in establishing the Association's goals, objectives, policies, and programs.
- o. Prior to the annual Director installation, meet with the Executive Committee and Directors to formulate plans for the coming year.
- p. Attend meetings of the Board of Directors; execute decisions and directives of the Association.
- q. Provide the Directors with current copies of the TCAOR Bylaws, Harassment Policy, MLS Rules and Regulations, Code of Ethics, and Policies and Procedures.
- r. Make available and provide Committees pertinent information (i.e., actions of the Association, other Committees working on same issues, past experiences, etc.)
- s. Attend Committee meetings; forward Committee reports and recommendations to Board of Directors.
- t. Attend a Professional Standards seminar in accordance with policies of NAR, CAR.
- u. Attend as a representative of the Association, functions and meetings as authorized by the Board of Directors.
- v. Oversee election and/or membership votes in accordance with California law and Association Bylaws and Policies and Procedures.
- w. Unless otherwise directed by the President, attend CAR and NAR meetings, and such conferences and seminars as agreed upon between Association Executive and the Board of Directors, and as budgeted by the Association. These meetings and seminars may include, but are not limited to, three (3) meetings annually of CAR and NAR meetings, and the annual Association Executive Institute of NAR and/or CAR, as budgeted.
- x. Attend Regional meetings, and keep Committee Chairpersons / Directors informed as to suggested Regional functions.

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ARTICLE 4. PRESIDENT

Section 1. Purpose:

- a. The President shall be the President of the Association, a member of the Executive Committee (elected officials), and shall preside at all meetings of the membership and the Board of Directors, and shall be an “ex officio” non-voting member of all Committees. The President shall communicate to the members of the Board of Directors such matters as, in the President’s opinion, are deemed proper and tend to promote the welfare and increase the usefulness of the Association. The President shall perform all other duties as are required by law or incident to the office of President or as may be prescribed by the Bylaws and the Board of Directors. The President shall automatically serve as a CAR Director. President is encouraged to make an annual
- b. voluntary donation of at least \$148.00 (CAR’s “The True Cost of Doing Business”) and participate in the CAR political action fund(s).

Section 2. Qualifications:

- a. As set forth in the Bylaws

Section 3. Pre-Installation Guidelines:

- a. Prior to installation the following guidelines should apply:
- b. Become familiar with the Association Bylaws, Harassment Policy, Code of Ethics, a summary of Robert’s Rules of Order, Policies and Procedures, Professional Standards Rules and Regulations, and MLS Rules.
- c. Appoint Committee Chairpersons (excluding Nominating, MLS, and Budget), assign task forces and/or advisory groups, subject to approval by the Board of Directors.
- d. Working with Association Executive, plan and prepare the annual Strategic Planning meeting.
- e. Meet with current President and/or Past Presidents to become familiar with the office and to promote a smooth transfer of leadership.
- f. Meet with Committee Chairpersons and review policies, procedures, and goals for the coming year.
- g. Delegate such Presidential duties as appropriate to President Elect and/or other Directors throughout the year.
- h. Sign the Association’s Confidentiality Agreement and Conflict of Interest prior to attending the Strategic Planning meeting and/or taking office. A new form shall be signed by all Directors on an annual basis.
- i. Have electronic mail capability in order to be able to receive notices and information from the Association and Association Executive.
- j. Schedule and coordinate Board of Directors meeting calendar:
- k. Check master calendar for upcoming items in reference to election to conform to Bylaws when coordinating agenda with Association Executive.

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Section 4. Duties:

- a. Serve as President for one year.
- b. Serve as a member of the Executive Committee and Board of Directors.
- c. Serve on the Nomination Committee.
- d. Attend all annual CAR Regional meetings, unless excused; defined herein.
- e. Attend all annual CAR Directors meetings and conventions.
- f. Serve as official voting delegate to CAR Delegate body.
- g. Work with Association Executive in holding the annual newly elected Directors installation. Become familiar with the Association's governing documents, such as the Association Bylaws, Harassment Policy, Code of Ethics, a summary of Robert's Rules of Order, Policies and Procedures, Professional Standards Rules and Regulations, Conflict of Interest Policy, and MLS Rules.

Section 5. Meetings:

- a. Attend and conduct all Board of Directors meetings' assuring a quorum of 51% is established, and remains for the duration of the meeting. A meeting may continue without a quorum but no voting may occur.
- b. Commence meetings on time.
- c. Control meetings with firm guidance and control discussion to the subject being considered.
- d. Confer with Association Executive or Legal Counsel for decisions on parliamentary procedure.
- e. Conduct Executive Committee meetings as necessary.
- f. Make reasonable efforts to attend all major events and Association functions and meetings, including General membership tour and broker/manager meetings and tour/marketing meetings.
- g. Attending all Budget Committee meetings is encouraged.

Section 6. Membership:

- a. Consult with and work in cooperation with the Association Executive.
- b. Influence the establishment of goals and objectives for the Association, which are established by the Board of Directors at the Strategic Planning meeting, in conjunction with staff input.
- c. Be responsible for confirming that the programs and policies of the Association reflect the needs and aspirations of the membership.
- d. Act as spokesperson and inspirational leader of the Association and take a substantial role in monitoring and evaluating organizational performance and effectiveness.
- e. Exercise personal leadership in the motivation of other Officers, Directors, Committee members, and general membership.

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- f. Promote interest and active participation in the Association by the membership.
- g. Report activities of the Directors and the Association to the members by means of letters, publications, and/or speeches.
- h. Attend Association functions and meetings.

Section 7. Business:

- a. Attend a Professional Standards seminar in accordance with policies of NAR, CAR.
- b. Serve as official spokesperson for the Association, in the event the President is unavailable, arrange for an alternate, such as the President-Elect, or GAD.
- c. Strive, in cooperation with the Budget, to operate within an annual budget.
- d. Confirm that the Treasurer or Association Executive arranges to have the Association's finances reviewed annually.
- e. Be available to sign checks and contracts as needed.
- f. Monitor progress of Committees, except Grievance Committee, and make appropriate recommendations as "ex officio" member.
- g. Meet with Executive Committee and Association Executive as necessary to discuss Association issues and agenda items for Executive Committee and Board of Director meetings.
- h. Meet with local, state and national political leaders, broker owners and/or office managers, and marketing groups as necessary.

Section 8. Public Relations:

- a. Be the official representative of the entire membership, and promote the best interests of the Association.
- b. Attend outside functions and meetings as a representative of the Association.
- c. Maintain liaison with the news media, in cooperation with the Association Executive. Provide interviews to news media (or designate a representative to be interviewed) regarding local real estate market conditions, industry positions or trends.

ARTICLE 5. PRESIDENT-ELECT

Section 1. Purpose:

- a. The President-Elect shall perform such duties as prescribed by the Bylaws and the Board of Directors, and as delegated by the President, participate in and vote on Association business. The President-Elect shall be a member of the Executive Committee (elected officers) and automatically serve as a CAR Director. President-Elect is encouraged to make an annual voluntary donation of at least \$148.00 (CAR's "The True Cost of Doing Business") and participate in the CAR political action fund(s).

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Section 2. Qualifications:

- a. The President-Elect must have previously served at least one year on the Association's Board of Directors prior to taking office.

Section 3. Pre-Installation Guidelines:

- a. Prior to installation the following guidelines should apply:
- b. Become familiar with the Association Bylaws, Harassment Policy, Code of Ethics, a summary of Robert's Rules of Order, Policies and Procedures, Professional Standards Rules and Regulations, Conflict of Interest Policy, and MLS Rules.
- c. Commence selection of Committee Chairpersons for his/her year as President, no later than the regular September meeting during the term as President-Elect.
- d. Submit recommended Chairpersons to the Board of Directors no later than the regularly scheduled December meeting.
- e. Attend a Professional Standards seminar in accordance with policies of NAR, CAR.
- f. Sign the Association's Confidentiality Agreement and Conflict of Interest document prior to attending the Strategic Planning meeting and/or taking office. A new form shall be signed by all Directors on an annual basis.

Section 4. Duties:

- a. Serve as President-Elect for one year, and automatically ascend to the Presidency at the end of his/her term as President-Elect, or upon vacancy in the position of President.
- b. Serve as the Chair of the MLS Committee for a one (1) year term.
- c. To conduct or assign to an MLS Committee Member all tour meetings held at TCAOR.
- d. Serve as the Nomination Committee Chairperson for a one (1) year term.
- e. Serve as a member on the Board of Directors and Executive Committee.
- f. Assume Chairperson duties for Board of Director meetings and Executive Committee meetings in absence of President, or at direction of President.
- g. Working with Association Executive, plan and prepare the annual Strategic Planning meeting.
- h. Make reasonable efforts to attend all major events of Association, including:
 - i. Strategic Planning meeting
 - ii. Attendance at all General membership and tour meetings.
 - iii. Participate in at least one and preferably more New Member Orientation meetings.
 - iv. Represent the President and/or Association at other individual or joint local association meetings or events (other association's installations), as requested by President

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- i. In the event one of the approved annual check signers is unavailable, the President Elect may alternately sign, with a limit of \$5,000.00.
- j. Attend a New Directors Orientation. The purpose of the orientation is to provide the new Directors with a review of their duties & responsibilities, legal trends and become familiar with the Association's documents: Bylaws, Harassment Policy, Policy & Procedures, MLS Rules, Conflict of Interest Policy, Confidentiality Statement, Code of Ethics and Mission Statement.
- k. Attend all annual CAR Regional meetings unless excused, defined herein.
- l. Attend all annual CAR Leadership Conferences when budgeted.
- m. Attend all annual CAR meetings and conventions.
- n. By the September Board of Directors meeting, the Strategic Planning meeting date and agenda should be scheduled with the Association Executive.
- o. By December schedule the Master Calendar with Association Executive for the preceding year.

ARTICLE 6. SECRETARY/TREASURER

Section 1. Purpose:

- a. The Treasurer is the corporate Treasurer of the Association and shall work with the Association Executive on monthly / annual income and expense reports, budgets, tax returns, and the receipt and disbursement of funds. The Treasurer shall be a member of the Executive Committee (elected officers). It shall be the duty of the Treasurer, including the Association Executive, to keep the records of the Board of Directors. The Treasurer shall be a member of the Executive Committee. Treasurer is encouraged to make an annual voluntary donation of at least \$148.00 (CAR's "The True Cost of Doing Business") and participate in the CAR political action fund(s).

Section 2. Duties:

- a. Chairperson of the Budget Committee.
- b. Presents candidates to President for appointment to Budget Committee when vacancies occur.
- c. Prepares the proposed Annual Budget in consultation with the President and Association Executive.
- d. Leads discussion with Budget and Finance Committee during its budget planning meeting.
- e. Presents proposed budget (previously approved by the Budget Committee) to the Board of Directors for approval.
- f. Attend a Professional Standards seminar in accordance with policies of NAR, CAR.
- g. Sign the Association's Confidentiality Agreement and Conflict of Interest prior to attending the Strategic Planning meeting and/or taking office. A new form shall be signed by all Directors on an annual basis.
- h. Serve as Treasurer for 3 (three) years.
- i. Present monthly financial reports to the Board of Directors.

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- j. Serve on the Nomination Committee.
- k. The Treasurer shall be a member of the Executive Committee.
- l. Arrange for the annual proposed budget to be presented to the Board of Directors at the annual Strategic Planning meeting.
- m. Assist the Association Executive in preparation for the Association annual review to be prepared by a qualified CPA for NAR Core Standards compliance.
- n. Review the annual Tax Returns of the Association.
- o. Be available to sign checks and contracts, as necessary.
- p. Meet monthly, or as needed, with the Budget Committee and the Association Executive and/or CPA to review the Association's finances.
- q. Review financial reports and make recommendations to the Board of Directors.
- r. Attend all events of the Association.
- p. Attend a New Directors Orientation. The purpose of the orientation is to provide the new Directors with a review of their duties & responsibilities, legal trends and become familiar with the Association's documents: Bylaws, Harassment Policy, Policy & Procedures, MLS Rules, Conflict of Interest Policy, Confidentiality Statement, Code of Ethics and Mission Statement.

ARTICLE 7. IMMEDIATE PAST PRESIDENT

Section 1. Purpose:

- a. The Immediate Past President shall perform such duties as prescribed by the Bylaws and the Board of Directors, and as delegated by the President, and shall participate in and vote on Association business. The Past President shall be a member of the Executive Committee (elected officials). The Past President shall automatically serve as a CAR Director. Past President is encouraged to make an annual voluntary donation of at least \$148.00 (CAR's "The True Cost of Doing Business") and participate in the CAR political action fund(s).

Section 2. Duties:

- a. Serve, automatically, as Immediate Past President for a term of one (1) year, unless elected to another position.
- b. Serve on the Nomination Committee.
- c. Be available to advise, from the valuable experience and knowledge gained through past years' service, whenever the occasion demands.
- d. Serve as a voting member of the Board of Directors and Executive Committee.
- e. Assist in carrying out the completion of goals from the year he/she served as President.
- f. Sign the Association's Confidentiality Agreement and Conflict of Interest document prior to attending the Strategic Planning meeting and/or taking office. A new form shall be signed by all Directors on an annual basis.

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- g. Serve as member and/or Chairperson of all appointed Task Force Committees and/or President's Advisory Groups, as needed.
- h. Attend a Professional Standards seminar in accordance with policies of NAR, CAR.
- i. Attend all annual CAR Regional meetings unless excused, defined herein.
- j. Attend all annual CAR Leadership Conferences when budgeted.
- k. Attend all annual CAR meetings and conventions.

Section 3. Meetings:

- a. Make reasonable efforts to attend all Association events.
- b. Attend Strategic Planning meeting.
- c. Attendance all General membership meetings.
- d. Participate in at least one New Member Orientation Meeting.
- e. Attend weekly Marketing/Tour meetings.

ARTICLE 8. REALTOR® MEMBER DIRECTOR

Section 1. Purpose:

- a. Responsible for governing the Association as an elected or appointed Director to serve the interests of the Board of Directors, the general membership of the Association and real estate interests of the public.

Section 2. Qualifications:

- a. As set forth in the Bylaws

Section 3. Duties:

- a. Serve as Director for up to a three (3) year term, or as set forth in the Association's Bylaws and the Policies and Procedures governing the Board of Directors. All Directors are encouraged to make an annual voluntary donation of at least \$148.00 (CAR's "The True Cost of Doing Business") and participate in the CAR political action fund(s).
- b. All Directors must complete attend a Professional Standards training in accordance with policies of NAR, CAR.
- q. Attend a New Directors Orientation. The purpose of the orientation is to provide the new Directors with a review of their duties & responsibilities, legal trends and become familiar with the Association's documents: Bylaws, Harassment Policy, Policy & Procedures, MLS Rules, Conflict of Interest Policy, Confidentiality Statement, Code of Ethics and Mission Statement.
- c. Sign the Association's Confidentiality Agreement and Conflict of Interest document before attending the Strategic Planning meeting and on an annual basis thereafter.

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- d. Have electronic mail capability in order to be able to receive notices and information from the Association and Association Executive.
- e. Board of Director Members shall be encouraged to attend C.A.R. State Conventions.

Section 4. Meetings:

- a. Make reasonable efforts to attend all Association events.
- b. Attend the Strategic Planning meeting.
- c. Attend all General membership meetings.
- d. At least one New Member Orientation Meeting.
- e. Attend weekly Marketing/Tour meetings.
- f. Review Board of Director meeting packets received on or before the Friday proceeding the scheduled meeting date.

ARTICLE 9. TCAOR TRAVELING DIRECTORS

Section 1. Purpose:

- a. Responsible for governing CAR as an elected or appointed director of its policy making body.

Section 2. Qualifications:

- a. Currently serving on the TCAOR Board of Directors Executive Committee as one of the elected officials. (President, President-Elect, or Past-President)
- b. Must be a member in good standing of the Association with no unsatisfied ethics, arbitration or mediation decisions.
- c. Must have previous REALTOR® Association experience (e.g., service on committees or task forces)
- d. Must be engaged full-time in a real estate related business.
- e. Must have electronic mail capabilities, presentation download capabilities, and cell phone and text message capabilities.
- f. Must attend (unless excused by the Executive Committee) all local or state CAR Directors' meetings, including all assigned committee meetings, all caucus meetings, and both Directors' sessions, within the calendar year and be prepared to report from any Committee to which appointed.
- g. Directors are encouraged to make an annual voluntary donation of at least \$148.00 (CAR's "The True Cost of Doing Business") and participate in the CAR political action fund(s).

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Section 3. Duties:

- a. Membership is set by CAR for a one-year term.
- b. First-time Directors are highly encouraged to attend the CAR Business Meetings.
- c. Any assigned Traveling Director with an absence from the CAR business meeting may be subject for removal as a CAR Traveling Director for the remaining of the year. (see TCAOR Travel Policy)
- d. Must be willing and available to travel to and attend CAR Directors Sessions, including the following:
 - i. Three (3) regular CAR Business meetings scheduled each year, on dates and at places to be determined by the CAR Board of Directors; special meetings as may be called by the President of CAR; Regional Meetings as called by the Regional Chairperson.
 - ii. Attend the CAR Board of Directors session in its entirety (no early departures), unless excused in advance by the TCAOR President or TCAOR Board of Directors.
 - iii. Attend all Regional Caucus meetings unless otherwise excused in advance by the Regional Chair.
 - iv. Attend all meetings of any CAR Committee of which you are a member and/or Regional Representative. All committees are assigned by the Regional Chair.
- e. CAR Traveling Director Business Meeting lodging and flight expenses will be paid by TCAOR.
- f. Association Executive will be responsible for booking all flight and lodging reservations accordingly prior to scheduled CAR Business meeting dates. Traveling Directors are responsible for confirming their own travel needs and accommodations with the Association Executive prior to any reservations booked. The Association President, President-Elect, and Past President will be the TCAOR assigned CAR Traveling Directors. Any additional non-CAR Directors attending CAR Business meetings is responsible for providing their own travel arrangements.
- g. Every effort will be made to secure accommodations at the CAR Business meeting location host hotels, but not guaranteed. Single occupancy lodging shall be budgeted.
- h. The Association will provide assigned Traveling Directors \$100.00 per Diem for each day traveling to CAR Business Meeting Conventions towards travel expenditures related to and while attending scheduled CAR Business meetings. Individuals are responsible for keeping their own records and receipts of travel expenses.
- i. In addition, the Association will pay \$100.00 per Diem for each day traveling to each approved TCAOR Representative for two (2) additional annual CAR Sponsored Convention events providing an educational benefit for Association Membership.
- j. Mileage and parking allowance reimbursements only given to those members driving their personal vehicles to events, which include the TCAOR annual Strategic Planning meeting. Mileage reimbursements are calculated at the current IRS Mileage reimbursement at the time of the event. Carpooling is expected in attempt to reduce costs.
- k. If members chooses to drive in lieu of flying with the rest of the group; member is only given funds for actual cost of flight not mileage. TCAOR is not responsible for any loss of members' personal property that travels.

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1. The Travel Policy shall be reviewed annually by the Board of Directors. The amount of funding, if any, shall be considered by the Budget Committee in its annual budgetary process for recommendation to the Board of Directors, who shall have final authority.

ARTICLE 10. ALL COMMITTEES

Section 1. Qualifications:

- a. As set forth in the Bylaws.

Section 2. Membership and Term:

- a. No Committee member shall serve for more than two (2) consecutive three (3) year terms in any position unless approved by the Board of Directors. Vice Chair shall ascend to Chair of the following year except for the MLS Committee, Budget Committee, and Nominating Committee.
- b. All REALTOR® members in good standing of Association are eligible to serve on Committees, subject to training required, as applicable. Members of Standing Committees for the following year are appointed by the Committee Chairpersons and confirmed by the Board of Directors, except as otherwise stated in the Policies and Procedures. Members of Special Committees or Task Forces shall be appointed by the President from among REALTOR® members in good standing and approved by the Board of Directors. The President shall be “ex officio” non-voting member of all Committees and receive notice of their meetings. If a vacancy shall occur, the Committee Chair shall fill the position, subject to approval by the Board of Directors. The President shall have power to remove any committee member subject to approval by the Board of Directors. No more than two (2) members from one (1) brokerage under the same ownership shall serve on an individual committee unless approved by the Board of Directors. All Committee members must be approved by the Board of Directors each year.

Section 3. General Operational Rules and Procedures:

- a. All communication to Association’s Attorney(s) and CPA(s) must be channeled through the President and/or the Association Executive.
- b. Chairperson for the following year shall be selected by the President-Elect, except as otherwise provided in the Bylaws, and confirmed by the Board of Directors.
- c. No Committee may contractually or financially bind or obligate the Association or its membership without the written approval of Board of Directors.
- d. All correspondence, contracts, and advertisements must be directed to the Association business office address to the attention of the Association Executive.
- e. All correspondence, contracts, and advertisements must be approved by the President and Association Executive.
- f. Association stationery shall only be used by the Association Executive.
- g. If provided by the Association, Committee Chairpersons shall attend an orientation regarding legal duties provided by the Association.

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- h. Committee Chairpersons shall abide by and receive a copy of the following:
 - 1. Association Bylaws & Policies and Procedures
 - 2. MLS Rules (MLS Committee)
 - 3. Confidentiality Agreement
 - 4. Conflict of Interest Policy
- i. Committee Chairs / members sign the Association's Confidentiality Agreement and Conflict of Interest Policy, annually.

Section 4. Committee Meeting:

- a. Special meetings may be called by the Chairperson or the President.
- b. Shall be scheduled through the Association office and held in an Association facility during normal Association office hours, unless special arrangements are made.
- c. Meetings are to be scheduled by the Committee Chair with confirmation of meeting room availability. Meeting notices are to be sent out to Committee Chair by Association Executive at least one (1) day prior to the scheduled meeting (only if Association Executive is aware of the meeting). Each Committee Chair is responsible for notifying their Committee Members of all meetings. All Committee Chairs shall have electronic mail capacity in order to receive and submit notices and other information.
- d. Failure to attend three (3) committee meetings (scheduled and special meetings) unless excused by the Chair, during the calendar year shall be construed as and result in an automatic resignation. Excused absences are considered due to an emergency, such as a death in the immediate family, medical, or other valid excuse as defined in the Section on Directors above.
- e. Once a quorum of 51% is established, it must remain at least 51% for the duration of the meeting. Meetings can continue without a quorum but no voting can occur.
- f. All Committee Chairs shall keep minutes of their meetings and will forward and provide those committee
- g. Deliver Committee meeting minutes to the Association Executive at least five (5) days prior to the scheduled Board of Director meeting or special meetings.

Section 5. Fiscal Responsibility:

- a. Requests for all non-budgeted expenditures must be submitted to the Budget Committee through the Association Executive and approved by the Board of Directors.
- b. Approved budgeted requests will be presented to Association Executive for processing.
- c. All motions having a financial impact to the Association must follow the procedure set forth in the financial policy.

ARTICLE 11. GRIEVANCE COMMITTEE

Section 1. Authority:

- a. Standing Committee: Authorized as per NAR, CAR, and Association Bylaws.

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Section 2. Purpose:

- a. Review complaints regarding Code of Ethics violations generated by REALTOR members or public consumers, and refer appropriate cases to the neighboring Shasta County Association of Realtors Professional Standards Committee.
- b. The Grievance Committee does not conduct hearings and only determines if a violation of the NAR Code of Ethics has occurred.

Section 3. Qualifications:

- a. The Grievance Committee Chair shall appoint staggered three (3) year terms for vacant positions for a minimum of five (5) members. Committee members shall be REALTOR® members in good standing of the Association and participant subscriber in the Association's Multiple Listing Service. No more than two (2) sitting members from the same broker-owned office or brokerage.
- b. No sitting Board of Directors shall serve on the Grievance Committee.
- c. Members shall be in good standing and in compliance with the Regulations of the Real Estate Commissioner for one (1) year immediately prior to being appointed and when appointed.
- d. Members shall be licensed by the BRE / DRE and such license shall not have been restricted at the time of appointment or one (1) year immediately prior to being appointed.
- e. Members shall not have been placed on probation by the BRE / DRE one year prior to being appointed or when appointed.
- f. Members have not have been sanctioned for a violation of the Code of Ethics within one year immediately prior to being appointed or have sanctions pending during their term.
- g. Prior to his / her term, the President-Elect shall annually designate the Chairperson of the Committee, subject to confirmation by the Board of Directors.
- h. The Association Executive shall serve as the Secretary of the Grievance Committee.
- i. Attend a Professional Standards seminar in accordance with policies of NAR, CAR.
- j. Committee Chair and members sign the Association's Confidentiality Agreement and Conflict of Interest Policy, annually.

Section 4. Meetings:

- a. Once a quorum of 51% is established, it must remain at least 51% for the duration of the meeting. The meeting can continue without a quorum but no voting can occur.
- b. The Association Executive shall promptly refer any complaints received to the Chairperson of the Grievance Committee.
- c. The Association Executive shall be present at all Committee meetings.
- d. Meetings to discuss cases shall be restricted to only Committee members, the Association Executive and/or Association legal counsel.

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Section 5. Duties:

- a. The Chairperson shall chair the meeting, assign cases and review cases.
- b. In the absence of the Chairperson, the Association Executive shall assume the duties of the Chairperson.
- c. The Association Executive shall have no voting rights.
- d. The Grievance Committee shall meet when necessary and / or when a complaint has been submitted to the Association Executive.
- e. The Grievance Committee shall determine whether to dismiss the complaint as unworthy of further consideration or refer the complaint back to the complainant as appropriate for arbitration rather than disciplinary action; or for amendment, or, forward the disciplinary complaint onto the Shasta Association of Realtors Professional Standards Committee.

ARTICLE 12. PROFESSIONAL STANDARDS COMMITTEE

- a. The TCAOR Professional Standards Committee was dissolved in 2015. All current cases forwarded to the Shasta County AOR.

ARTICLE 13. BUDGET COMMITTEE

Section 1. Authority:

- a. Standing Committee: Authorized as per Association Bylaws.

Section 2. Purpose:

- a. Closely monitor and address Association financial needs and financial resources throughout the fiscal year.
- b. Develop the annual budget incorporating the Association needs, vision, and goals set during the Strategic Planning meeting and / or Director Meetings.
- c. Propose annual TCAOR Association membership dues and fees.
- d. Review Association financial position and accounts monthly.
- e. Provide monthly budget reports to Board of Directors.
- f. Keep abreast of the Association tax consequences and create plan(s) to minimize tax liability.

Section 3. Qualifications:

- a. The Budget Committee shall be comprised of the President; Treasurer as sitting Chairperson, and five (5) REALTOR® committee members in good standing. Committee members are appointed by the Chair and approved by the Board of Directors. No more than two (2) members from the same broker-owned office, firm, partnership or corporation is allowed to serve on the committee at the same time.
- b. The members shall each serve staggered three-year terms, subject to confirmation of the Board of Directors.

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- c. The Board of Directors will approve the committee member participation annually.
- d. The Treasurer shall serve as the Chairperson of the Budget Committee during his / her term.

Section 4. Duties:

- a. Any Association budget proposals for the following annual budget year are to be submitted to the Budget Committee by September.
- b. The Committee will meet monthly, or as needed. (Meeting date / time set by Chair)
- c. Once a quorum of 51% is established, it must remain at least 51% for the duration of the meeting. The meeting can continue without a quorum but no voting can occur.
- d. The Committee members have a fiduciary duty to review and approve the Association's financial position and accounts monthly.
- e. Assess proposed annual TCAOR Association membership dues and fees.
- f. Review unbudgeted financial requests and make adjustments required in the total budget and the impact thereon.
- g. Review with Associations' CPA the annual budget and financial condition of the Association.
- h. Submit to the Board of Directors the proposed Association annual Budget incorporating the goals set during the Strategic Planning meeting and projecting the income and expenses through the end of the year.
- i. Maintain compliance with the Associations' investment procedures and policies.

ARTICLE 14. NOMINATING COMMITTEE

Section 1. Purpose:

- a. To study, investigate, and present to the Association's REALTOR® members a slate of REALTOR® election candidates duly qualified to serve on the Board of Directors for the terms as set forth in the Bylaws.

Section 2. Qualifications:

- a. The Nominating Committee shall be the Executive Committee (elected officers), and the sitting President Elect shall be the Chair of the Committee.
- b. No member of the Nominating Committee may be a candidate for any elective office. If a member of the Executive Committee wishes to be placed on the ballot, they will be excused from the Nominating Committee.

Section 3. Meetings:

- a. The Association Executive should be available to assist, but shall not participate during any deliberations regarding a possible slate of candidates. The Board of Directors reserves the right to wave any nominating requirements when lack of eligible nominees exists.

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- b. Any nominee recommendations require a minimum of three (3) votes from the committee to qualify for the slate.

Section 4. Duties:

- a. Committee members shall keep all discussions, deliberations and decisions of the Committee completely confidential.
- b. The Nominating Committee shall seek qualified candidates for Board of Directors and work completely independent from the Board of Directors.
- c. The Committee in the candidate selection shall verify qualifications of all candidates to determine their eligibility, and that all nominated individuals meet the following qualifications:
 - 1. Member in good standing for one (1) year prior to being seated.
 - 2. No more than three (3) members from the same broker-owned office, firm, partnership or corporation is allowed to serve on the BOD at the same time.
 - 3. No person may be nominated unless he/she meets all qualifications for office at the beginning of the term for which he/she is a nominee.
 - 4. No person may be a candidate for more than one position, whether nominated by the Nominating Committee or by petition.
- d. The AE shall review nominations by petition to confirm that the petition is signed by at least twenty five (25%) percent of REALTOR® members eligible to vote, that the petition was filed with the Secretary/Treasurer at least three (3) weeks before the election, and that a list of nominations by petition is communicated to all members eligible to vote at least two (2) weeks before the election.
- e. The Committee shall review and consider all submitted applications and qualified petitions filed by full REALTOR® members of TCAOR.
- f. Once the Nominating Committee has selected the slate of nominees, the Chairperson will bring the slate to the Board of Directors for information only. The Board of Directors shall not override, revise, or approve the slate.
- g. The Slate of the Nominating Committee shall be communicated to all voting members in accordance with the Bylaws and Policies and Procedures at least four (4) weeks prior to the election date.

ARTICLE 15. ELECTION

Section 1: Purpose:

- a. Conduct election, tabulate results, notify nominees and instruct Association Executive to notify membership of election results, all in accordance with Association Bylaws and Policies and Procedures.

Section 3. Ballot:

- a. Elections are conducted by electronic ballot, or written ballot if requested by member and can be delivered personally to the Association Executive by first class mail or facsimile.
- b. The ballot shall contain the names of all candidates and specify the Director position for which candidate person is nominated.

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- c. The names on the ballot shall be the Nominating Committee's Slate of Candidates provided at least four (4) weeks prior to the election date, listed first in alphabetical order, followed by the petition candidates, in alphabetical order.
- d. There shall be no proxy vote.
- e. In the event of a tie vote, the winner will be determined by a majority vote of the remaining members of the Board of Directors then in office, excluding any Director seeking re-election who is the subject of the tie vote.
- f. Ballots in connection with the election can be delivered by personal delivery, first class mail, facsimile, electronic mail or other electronic means.

Section 5. Reporting the Vote:

- a. Upon completion of tabulation, a report shall be prepared by the Association Executive and given to the Executive Committee, who will then instruct notifying the Association membership of the results.

ARTICLE 16. TCAOR MULTIPLE LISTING SERVICE

Section 1. Authority:

- a. See Bylaws and MLS Rules -As authorized in the Association's Bylaws, the Association shall maintain for the use of licensed real estate brokers and salespersons, and licensed or certified appraisers, a multiple listing service ("MLS").
- b. The Association Executive is the MLS Coordinator.

ARTICLE 17. PRIVACY POLICY

Section 1. Authority:

- a. As per bylaws, see Privacy Policy.

ARTICLE 18. WHISTLEBLOWER POLICY

Section 1. Authority:

- a. As per bylaws, see Whistleblower Policy.

ARTICLE 19. AFFILIATE MEMBERS

Section 1. Authority:

- a. Authorized by the Tehama County Association of Realtors® ("Association") Bylaws and Policies and Procedures.

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Section 2. Governance:

- a. Affiliates are bound by the Bylaws, Policies and Procedures, and resolutions of the Association and its Board of Directors (the Governing Documents).

Section 3. Purpose:

- a. The purpose of the Affiliate Membership is to support the Association and its membership, promote goodwill through social and professional activities, offer educational assistance to the Association and its members, and provide on-going open communication between Affiliates and members of the Association through its Board of Directors and Association Executive.

Section 4. Qualifications:

- a. Affiliates engaged in activities related to the real estate profession, who have interests requiring information concerning real estate, and are in sympathy with the objectives of the Association. Any person, firm, or entity
- b. that establishes an office within the Association's jurisdiction qualifies to become an affiliate member of the Association, pursuant to the Association's Bylaws.

Section 5. Privileges and Duties:

- a. Affiliates will have the rights and privileges and be subject to the obligations prescribed from time to time by the Board of Directors.
- b. Affiliates shall sign the Association's Confidentiality Agreement.
- c. Affiliates may not serve on the Board of Directors, nor chair any standing committees.
- d. Affiliates may serve on the Social Committee and the Education Committee.
- e. Affiliates have a duty to abide by the applicable Governing Documents of the Association. Affiliates may be reprimanded, placed on probation, suspended, or expelled for a violation of the Governing Documents. If a hearing is required it will be held in the Executive Session at a regular or special meeting of the Board of Directors. The Board of Directors may suspend an Affiliate, with cause, prior to a hearing if, in the sole opinion of the Board of Directors, it is necessary to safeguard the Association's assets, prevent liability, or protect the Association's members or representation. The Association Executive will advise after the Board of Directors has taken action.
- f. Although not subject to the Code of Ethics and its enforcement by the Association, Affiliates are encouraged to abide by the principles established in the N.A.R. Code of Ethics and to conduct their business and professional practices accordingly.
- g. As described above, for any conduct that, in the opinion of the Board of Directors, reflects adversely on the real estate industry or the terms REALTOR® or REALTORS® and for conduct that is inconsistent with or adverse to the objectives and purposes of the Association, C.A.R. or N.A.R., an Affiliate may be reprimanded, placed on probation, suspended or expelled for sexual or other harassment of an Association employee, or member, or other Affiliate after a hearing in accordance with the established procedures of the Association. (See Harassment Policy) The decision of the Board of Directors may be made by an investigatory team comprised of members of the Board of Directors or others appointed by the President, such as staff or Association counsel.

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Section 6. Application for Membership:

- a. An individual or firm may become an Affiliate upon (1) completion and submission of the appropriate documentation, (2) payment of the required application fee, dues, and committee assessment, (3) completion of any other requirements required by the Association Bylaws, Policy and Procedures, or the Board of Directors.
- b. The Association Executive will determine whether the applicant is applying for the appropriate class of membership.

Section 7. Application Fee:

- a. The Board of Directors may adopt a reasonable application fee for Affiliate membership. The application fee for an individual or firm shall not exceed three (3) times the amount of the annual local association dues. Fee is paid at time of application. Upon completing the membership requirements notice shall be given to the Board of Directors.

Section 8. Dues:

- a. The annual dues for Affiliate membership will be established annually by the Budget Committee and approved by the Board of Directors, and will be payable annually in advance on the anniversary of their membership. Affiliate membership is limited to real estate owner, and other individuals or firms engaged in activities related to the real estate profession, who do not qualify for REALTOR® membership. Any Affiliate who initiates bankruptcy proceedings may be placed on a “cash basis” from the date the bankruptcy petition is filed until one (1) year from the date that the Affiliate has been discharged from bankruptcy. All Affiliate dues or fees paid to the Association are nonrefundable.

Section 9. Non-Payment of Dues:

- a. The membership and all rights of any Affiliate whose dues are not timely paid will be suspended, and a late charge in an amount as determined by the Board of Directors will be assessed. If, after suspension, the dues are not paid by the date noticed, the membership of the nonpaying Affiliate will automatically terminate.

Section 10. Use of the term REALTOR® AND REALTORS®:

- a. Affiliate members may not use the terms REALTOR® or REALTORS®, the imprint of the emblem seal of N.A.R., or use TCAOR stationery without written consent by the Board of Directors.

Section 11. General Rules:

- a. In addition to the Bylaws, Policies and Procedures, and resolutions passed by the Association’s Board of Directors, the following general rules shall apply:
 - i. All REALTOR® and MLS members are entitled to attend any event conducted by Affiliates unless any limitation is approved by Association staff.
 - ii. All written notices, speaker requests, representations, fund raisers, or other advertisements must be approved in writing in advance through the Association Executive or President.

Section 12. Amendment to Policies:

- a. These Policies may be amended or repealed by the Board of Directors in its sole discretion.

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Section 13. Code of Professional Conduct:

- a. See Attachment 1

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Attachment 1

AFFILIATES CODE OF PROFESSIONAL CONDUCT

PREAMBLE

As an Affiliate Members of the Tehama County Association of Realtors® (“Association”), I desire to be the most professional in my field of endeavor. My products or services will be of the highest caliber, and I will demonstrate professionalism to the public and Realtors®, who we serve.

ARTICLE 1

As an Affiliate Member I will subscribe to this Code of Professional Conduct, and to the Code of Ethics of the National Association of Realtors®.

ARTICLE 2

I will always conduct myself in the highest professional manner possible when representing myself as an Affiliate Member of the Association.

ARTICLE 3

I will encourage camaraderie within the organization and take no unfair advantage of a Realtor® or fellow Affiliate Member. I will respect those within my organization and strive to earn their respect as a professional. I will not publicly disgrace the integrity or reputation or another Affiliate Member.

ARTICLE 4

I will never distribute or advertise false or misleading information as to my products or services.

ARTICLE 5

I will attend all meetings whenever possible, and contribute my expertise and knowledge to the Association membership and help promote the highest standards possible of an Affiliate.

ARTICLE 6

I will volunteer my services to the Association when asked.

ARTICLE 7

I will seek a remedy to any problems or disagreements that I may have with other Association members through the appropriate Committee or mediator within the Association to insure the integrity of the Affiliate Membership of the Association.

Dated: _____

Signature

Name printed: