

LONG ISLAND BOARD OF REALTORS® , INC.

**POLICY
&
PROCEDURES
MANUAL**



JANUARY 2017

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SECTION I

GENERAL OFFICE POLICIES

HOURS OF OPERATION

The Long Island Board of REALTORS regular working hours are from 9:00 am to 5:00 pm, Monday through Friday. Summer working hours for the Board which will commence after Memorial Day and conclude the Friday of Columbus Day weekend are 9:00 am to 4:15 pm on Fridays and include abbreviated lunch periods and breaks to offset the reduced hours.

EMERGENCY CLOSINGS & DELAYED OPENINGS

If conditions warrant, adjustments will be made ranging from delayed openings to total closings of some or all facilities.

Announcements of emergency closings and delayed openings will be made on a recorded telephone message heard by calling the REALTOR building at 631-661-4800 and will also be posted on Stratus by 7a.m.

OFFICIAL HOLIDAYS

The Long Island Board of REALTORS shall observe the following holidays:

New Year's Day**
Martin Luther King's Birthday (observance)
President's Day (observance)
Memorial Day (observance)
Independence Day## *
Labor Day
Columbus Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day**
New Year's Eve

* If this holiday occurs on a Saturday or Sunday generally the office will be closed either the preceding Friday or the following Monday.

** If this holiday occurs on a Sunday the office will be closed on Monday.

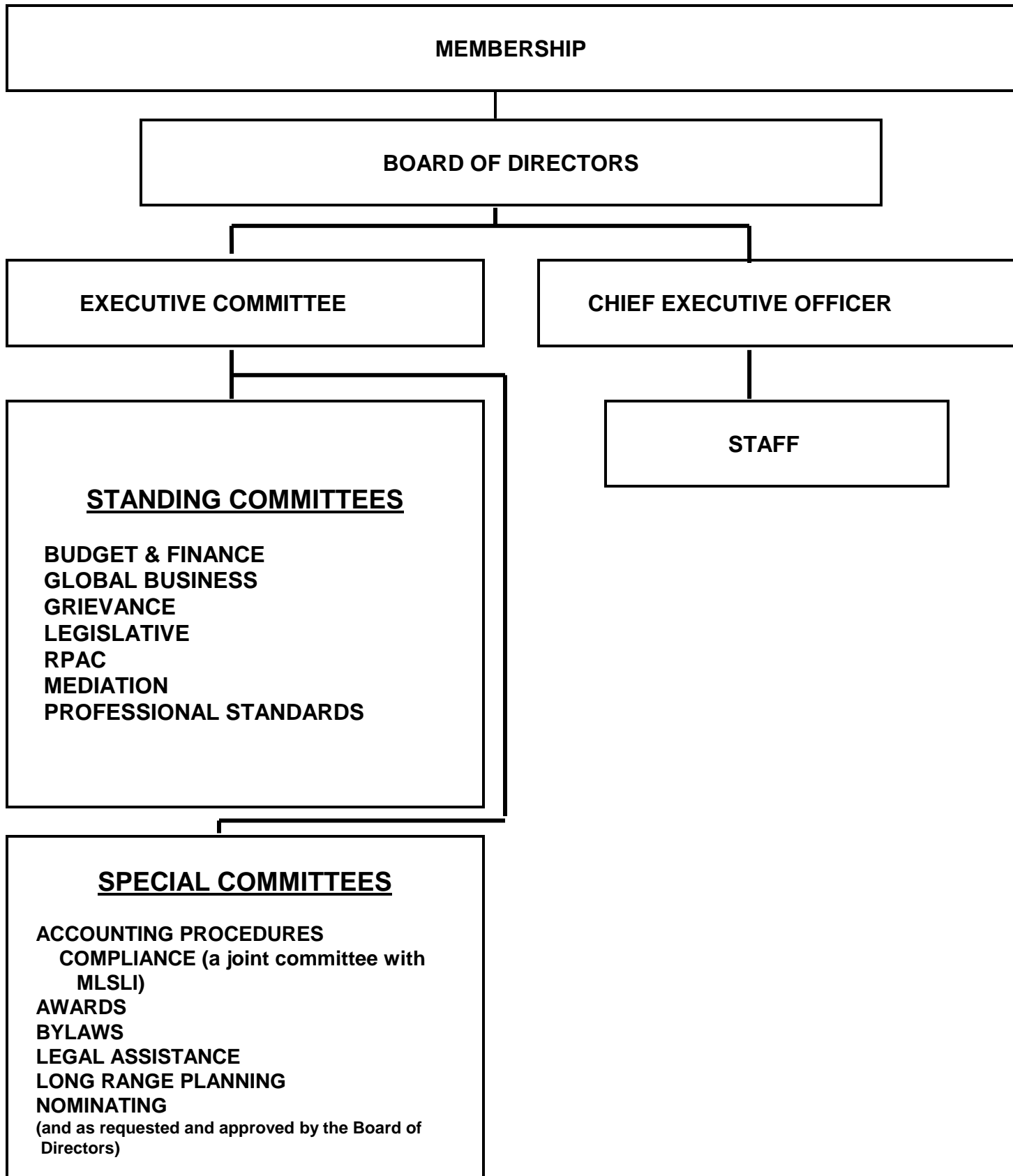
If this holiday falls on a Thursday or Tuesday the office will be closed either the following Friday or the preceding Monday.

MEETING DATES

At the beginning of the year, a calendar of Board meeting dates will be published. It will list the meeting dates of the Board of Directors, Executive Committee, Divisions, Education Conference, General Membership, Installation, MLSLI Board of Directors, NYSAR and NAR. Every effort should be made to avoid doubling up of meetings and Chapter or Division meetings that could possibly interfere with major Board functions or NAR and NYSAR meetings.

When it becomes necessary to change meeting dates staff must be consulted to insure that the new meeting date does not create any conflicts. This is required not only to avoid overloading the calendar or doubling up of meetings but to insure maximum participation by the membership and the availability of leadership.

SECTION II - LEADERSHIP DUTIES & RESPONSIBILITIES
ORGANIZATIONAL CHART



SECTION II

LEADERSHIP DUTIES & RESPONSIBILITIES

PRESIDENT

FUNCTIONS:

1. Preside over (chair) all meetings of the Executive Committee and all regularly scheduled Board of Director meetings.
2. If necessary, call special meetings of the Executive Committee and/or the Board of Directors.
3. Attend key meetings of the three County Divisions and the various Chapter meetings...as personal schedule permits
4. Preside at all special functions other than of a strictly social character.
5. Represent the Board at all State and National meetings including Regional meetings as may be called by the State, National or Regional Vice Presidents.
6. Represent the Board "by invitation" at meetings or social functions of other Boards in the area as personal schedule permits.
7. Represent the Board as needed with the CEO and the advice or presence of Board Counsel at government agencies, i.e. Department of State, etc.
8. Represent the Board at MLSLI Board of Directors meetings.
9. Represent the Board with the CEO as spokesperson to the media on Board positions.
10. Represent the Board at political functions as needed.
11. Nominate NYSAR Directors for approval by the Board of Directors.

RESPONSIBILITIES:

1. Nominate committee chair people, excluding Budget & Finance and Nominating Committee Chairs, *and*

nominate committee members for approval by the Board of Directors.

2. Set goals to be achieved during his/her term of office.
3. At the beginning of the year have leadership/planning sessions with the Board Officers, Chairs and Vice Chairs, and Chapter Presidents to outline the goals and plan how to achieve them.
4. Work through the CEO or whomever the CEO designates to achieve the goals.
5. At State and National meetings attend those meetings that are beneficial to the role of President.
6. Consult with Board Counsel and CEO when necessary.
7. Report significant developments to the Board of Directors.
8. Recommend appointees to the nominating committee for Board Officers and Directors for the following year.
9. Recommend appointees to the Awards Committee for the selection of the REALTOR Broker of the Year, REALTOR Salesperson of the Year, REALTOR Affiliate of the Year and Community Service Award recipients.
10. Designate a representative to attend any function he/she is unable to attend if the President Elect is unavailable.
11. Review and approve the expense account of the CEO.
12. Appoint special "ad hoc" committees if needed subject to Board of Director approval
13. The President shall not knowingly take a position contrary to that of the Board of Directors.

PRIVILEGES:

1. Serve as an "ex-officio" member of standing committees, except that they shall not be ex-officio members of the following committees: Grievance Committee, Professional Standards Committee, and Nominating Committee. Ex-officio

- members shall be notified of all meetings for which they are eligible to attend.
2. The President shall not be eligible to be appointed as a member of the following committees: Grievance Committee, Professional Standards Committee, Nominating Committee, and all Special or Ad Hoc Committees.
 3. Right to attend all Board and Chapter functions at the expense of the Board.
 4. Within budget guidelines obtain reimbursement for expenses, to include guest, at State and National meetings. Such expenses to include:
 - Lodging
 - Meals
 - Travel to and from residence to meeting location
 - Rental car or cab fares at meeting location if meeting destination is reached by air
 - Industry related entertainment
 - Be provided with an American Express card to pay authorized Board expenses.
 - Obtain reimbursement within the budget guidelines for official mileage traveled during the year.
 - Entertain guests of the Board at the Board's expense (State, National or other Board representatives, guest speakers, legislators, etc.).

PRESIDENT ELECT

1. Support LIBOR's program for the year and assist in achieving the goals established.
2. Attend all Executive Committee and Board of Directors meetings.
3. Act as presiding Officer if the President is absent or relinquishes the chair to participate in the discussion of an item on the agenda.
4. Act as President pro tem if the President is unable to fulfill his/her duties due to illness or other disability until such time as the Board of Directors appoints a President pro tem in accordance with the bylaws.

5. If the President is unable to attend official functions the President Elect shall act as the representative of the Board.
6. Serve as an "ex-officio" member of standing committees, except that they shall not be ex-officio members of the following committees: Grievance Committee, Professional Standards Committee, and Nominating Committee. Ex-officio members shall be notified of all meetings for which they are eligible to attend.
7. The President Elect shall not be eligible to be appointed as a member of the following committees: Grievance Committee, Professional Standards Committee, Nominating Committee, and all Special or Ad Hoc Committees.
8. The President Elect shall not knowingly take a position contrary to that of the Board of Directors.
9. Reimbursement:

Within budget guidelines the President Elect shall be reimbursed for the following expenses:

 - a. Attendance at Chapter and Division meetings.
 - b. Ticket for official attendance at Appraisal Division, Commercial Network and WCR meetings.
 - c. Tickets to represent the Board at other functions which the President is unable to attend.
 - d. Attendance at NYSAR meetings as per schedule established annually by the Board of Directors.
 - e. Attendance at NAR meetings as per the schedule established annually by the Board of Directors.
 - f. Attendance at special NYSAR or NAR Seminars as authorized by the Board of Directors.

COUNTY VICE PRESIDENT

1. Support LIBOR's program and assist in achieving the goals for the year.
2. Attend all Executive Committee and Board of Directors meetings.
3. Assist the Chapter Presidents in the performance of their duties
4. Attend Chapter meetings as schedule permits within their respective county.
5. The County Vice President shall not knowingly take a position contrary to that of the Board of Directors.
6. Reimbursement: within budget guidelines the County Vice President shall be reimbursed for:
 - a. Ticket cost to attend his/her county's Chapter meetings.
 - b. Ticket cost to attend his/her Division meeting.
7. Division meetings:
 - a. Have at least one Division meeting per year. Site and speaker selection to be approved by the Executive committee.
 - b. The planning of Division meetings shall be the responsibility of the outgoing Division Vice President with active participation by the Chapter Presidents and staff. .
 - c. The purpose of these meetings is to install the newly elected Officers and Directors; to recognize past Officers and Directors.
 - d. The cost of the Division meeting is to be covered by sponsors and ticket sales.

VICE PRESIDENT EAST END LIAISON

1. Provide information and insight to the Executive Committee on the two East End markets which consist of the North Fork and Hamptons Chapters in the furtherance of LIBOR's programs, services and goals for Long Island.
2. Attend all Executive Committee and Board of Directors meetings.

3. Work with the County VP in assisting East End Chapter leadership in serving their members.
4. Attend East End Chapter meetings as schedule permits and any other Suffolk Chapters when it would be beneficial.
5. The Vice President shall not knowingly take a public position contrary to the LIBOR Board of Directors.
6. The position can only be held by a member of the Hamptons or North Fork Chapter.
7. Attend Suffolk Divisional meeting where newly elected Chapter Officers and Directors are installed and past Chapter Officers and Directors are recognized.
8. Reimbursement: Will be governed by the same policy covering County VPs.

ELECTION PROCEDURES FOR VICE PRESIDENT EAST END LIAISON

1. The Vice President East End Liaison (Vice President Liaison) position shall be held by a member of the North Fork Chapter in odd numbered years and the position shall be held by a member of the Hamptons Chapter in even numbered years. The Vice President Liaison from the North Fork Chapter shall be nominated and elected by a vote of active members of the North Fork Chapter. The Vice President Liaison from the Hamptons Chapter shall be nominated and elected by a vote of active members of the Hamptons Chapter.
2. The election of the Vice President East End Liaison position shall take place simultaneously with the election of Chapter Officers and Directors as set forth in Chapter By-Laws and Rules & Regulations Article VIII Section 1.
3. The nomination and election procedures for the Vice President East End Liaison position shall be consistent with the procedures set forth in the Chapter By-Laws and Rules & Regulations Articles VII and VIII.

TREASURER

1. Support the programs of LIBOR and assist in achieving its goals.
2. Serve on the Executive Committee and Board of Directors meetings.
3. Chair the Budget and Finance Committee.
4. Upon taking office meet with the Chief Executive Officer and key Accounting staff to:
 - a. Review monthly check run of expenses for random review of backup.
 - b. Ensure that immediate new authorization (signature cards) is given to the financial institutions used by the Board.
 - c. Review with the CEO and staff the placement of cash not immediately needed to run Board operations for recommendation to Executive Committee.
 - d. Review financial statements with staff before presenting to:
 - I. Executive Committee
 - II. Board of Directors
 - III. Membership
 - e. Review and sign off on Board reimbursed meeting expenses for NAR and NYSAR attendees.
5. Attend all Board of Directors and Annual Membership meetings and be prepared to present and answer all questions with staff assistance related to financial statements of the Board.
6. Report to the CEO, President and Accounting Procedures Compliance Committee any financial irregularities.
7. The Treasurer shall not knowingly take a position contrary to that of the Board of Directors.

SECRETARY

1. Support the programs of LIBOR and assist in achieving its goals.
2. Attend all Executive Committee and Board of Directors meetings.

- a) Be aware of and be ready to make all prepared motions at the proper time
 - b) Review and sign the minutes of all Director Meetings to assure that they accurately reflect the business that was conducted at those meetings.
3. The Secretary shall not knowingly take a position contrary to that of the Board of Directors.

BOARD OF DIRECTORS

The Board of Directors as elected by the membership serves as the governing body of the Board as defined in the bylaws.

1. Attend scheduled Board of Directors meetings.
2. Vote on all committee chairpersons, vice chairpersons and committee members appointed by the President.
3. Vote on the operating budget.
4. Vote on all committee Action Items and finances when applicable.
5. Review and/or ratify actions of the Executive Committee consummated in the interim between Directors meetings.
6. Vote on all expenditures other than those delegated to Executive Committee or staff.
7. Attend the Annual Installation Dinner/Dance to be officially installed.
8. An individual Director shall not knowingly take a position contrary to that of the Board of Directors without expressing the Board's position.

OFFICER AND DIRECTOR CRITERIA

President/President Elect: Must have served at least one year on the LIBOR Executive Committee within the last five years.

Officers (Vice President, Treasurer and Secretary): Must have served as a LIBOR Director for at least one year within the last three years. Vice Presidents must also have current Chapter and/or Division involvement. Continued...

Directors: Must be a Realtor for at least three years, must currently serve on a LIBOR or MLSLI committee, have LIBOR or MLSLI committee service history for the immediate past year and have served at a leadership level as a Director or Officer for any of the following: LIBOR, a Chapter, a Division, MLSLI, YPN or WCR.

Petitioners: Must fill out an application with petition for any position and it must be presented to the Nominating Committee. The Nominating Committee will ascertain whether criteria have been met after petition has been filed.

OFFICER AND DIRECTOR ATTENDANCE POLICY: (re: Bylaws Article XI, Section 9)

Good Cause will include unanticipated personal or business circumstances, or prior personal or business commitments. The Officer or Director must notify LIBOR the cause of the absence within seven days of the date of the meeting.

NAR DIRECTORS

1. The number of Director Allotments is determined by NAR according to board size and is for one year terms.
2. In the interests of the Board, a blend of existing Officers and Realtors® experienced in Board governance and issues should serve as NAR Directors.
3. Directorships would first be offered to all Officers and to the Past Presidents serving on the Executive Committee.
4. Any remaining allotments will be recommended by the Executive Committee and approved by the Board of Directors, which can also nominate from the floor.
5. Names are submitted prior to the year in which they serve. If there is a contested election for any Officer position, both parties will be candidates for a NAR Directorship. The party who

ultimately is elected as an Officer will automatically be named a NAR Director. The other party will be named a NAR Director if they had enough votes in the Director election to be awarded one of the available openings.

CHIEF EXECUTIVE OFFICER

The Chief Executive Officer is the chief operating officer of the Board of REALTORS and also the Multiple Listing Service of L.I., Inc. and is jointly responsible to the Boards of Directors of both organizations.

The CEO performs under a contract and job description which does not attempt to define with specificity the duties. It states that there is a responsibility to carry out policies, implement the long range plans as modified from time to time and to resolve any conflicts in a manner beneficial to both corporations. It requires him to make recommendations with respect to operations that are necessary to maintain a high caliber of performance for each corporation dictated by changes in market conditions, technology, laws and regulations and any other fact or condition which affects the continued success of the organizations.

For purposes of illustration such responsibilities and authority would include, but not be limited to:

1. Attend meetings of the Executive Committee and Board of Directors
2. Advise Officers and Directors on matters of importance
3. Implement the Long Range Plan and approved Board of Director policies
4. Staff and organize to carry out the mission and programs of LIBOR
5. Serve as supervising editor of the Board's publications

Continued...

6. Attend NAR, NYSAR, and special industry meetings based upon their value toward improving professional competency, efficiency and enhancing the operation of the Board.
7. Oversee planning, coordination, direction and implementation of all Board services, billing, education efforts and ongoing public relations image enhancement programs.
8. Respond to media inquiries and supply appropriate contacts with information as needed in support of industry positions
9. Oversee budget preparation

SECTION III - COMMITTEES

CHAIRPERSON'S JOB DESCRIPTION

1. Accepting an appointment as Chairperson of a LIBOR committee indicates an acceptance of various responsibilities. These responsibilities include, but are not limited to, the following:
 - a) Attendance at any leadership session at the beginning of the elective year.
 - b) Attendance at any called leadership update.
 - c) Set the committee's goals to conform with LIBOR's annual goals and any budget implications.
 - d) Prior to the first meeting of the year, review with appropriate staff liaison programs in progress and future meeting plans.
 - e) At the first meeting of the year, establish a potential meeting schedule for the coming year.
 - f) Ensure that formal motions with either a budget impact or a position impact are formalized on Action Item forms.
2. To ensure fair and even-handed participation by all committee members Robert's Rules of Order will be used as the guideline during the actual committee meeting.

COMMITTEE MISSION STATEMENT AND STRUCTURE

BUDGET & FINANCE COMMITTEE

1. The Treasurer will lead the committee as Chairperson. The committee will consist of 12 Realtor members, 3 by virtue of their office. No other member of the Executive committee may serve. The others appointed by the President with approval of the Board of Directors to three year staggered terms. Members can not be re-appointed for at least one year.
2. Review all revenue and expense projections and make appropriate recommendations.
3. Prepare and review with staff the annual budget for approval by the Board of Directors.
4. Review as needed the present budget to determine any possible line adjustments.
5. Review committee's needs for budget preparation.

GLOBAL BUSINESS

1. To support our Realtor members in understanding the business and income growth potential by tapping into the growing international buyer and seller opportunities the local market presents.
2. Promote business opportunities by providing the necessary tools and resources to foster networking, generate referrals and increase commissions by serving global sources.
3. The committee will be led by a Chairperson and Vice Chairperson who are required to hold a current CIPS designation. Committee members must be Realtors members and must begin the process of completing the CIPS designation. Affiliate Members with global business interests and contacts may also serve.

GRIEVANCE

1. The Grievance Committee shall perform its function as guided by the Code of Ethics and Arbitration Manual (“COE”).
2. Reviews allegations of violations of the Code of Ethics, forwarding those appropriate to the Professional Standards Committee for hearing and dismissing those as guided by the NAR COE.
3. Reviews member requests for Arbitration, forwarding those appropriate to the Professional Standards Committee for hearing and dismissing those as guided by the NAR COE.
4. The committee will be led by a Chairperson. Committee members must be Realtor members and are selected by the President and approved by the Board of Directors.
5. No member can serve on this committee without first having completed a prescribed training program.
6. Service on this committee is one prerequisite for serving as a mediator.

LEGISLATIVE

1. The Legislative Committee will serve as the coordinating Committee to oversee the following three functional Sub-committees: Common Interest Ownership; Fair Housing & Cultural Diversity; Housing Opportunity.
2. Monitors local, state and national legislative issues and recommends positions and actions to the Board of Directors for approval.
3. Recommends coalitions with other organizations when necessary to educate the public in support of or in opposition to specific issues.
4. Recommends expenditures of the Issues Mobilization Fund and, when necessary, recommends to the Board of Directors that NYSAR and NAR be approached for matching funds.

5. Coordinates the political education, involvement and activities of the Board and its members.
6. The committee will be led by a Chairperson and all Realtor and Affiliate members are eligible to serve.
7. Additionally, there will be three Legislative Liaisons, one for each county, to insure the committee is apprised of key local issues.
8. The sub-committees will each be headed by a Vice Chairperson of the Legislative Committee.

Common Interest Ownership

Studies the economic impact, existing regulations and related legislation associated with the sale and marketing of condominiums, co-ops and homeowners associations.

Fair Housing & Cultural Diversity

To educate and encourage the awareness and promotion of equal opportunity in housing to both members and the public.

Housing Opportunity

Keeps current with programs and services which promote the availability of affordable housing and ensure its dissemination to the membership.

REALTORS POLITICAL ACTION

1. Communicate to the membership the need and importance of RPAC.
2. Helps increase participation in fund raising campaign programs.
3. Encourage investment to achieve monetary and membership participation goals set by NYSAR and NAR.
4. All Realtor members are eligible to serve on this committee.

MEDIATION COMMITTEE

1. The purpose of this committee is to provide a source of trained Mediators to serve in that capacity and to promote the value of mediation.
2. It is the responsibility of this committee to have:
 - a) A pool of Mediators who will be assigned by staff to work with brokers who have filed for arbitration or requested mediation in an effort to resolve differences.
 - b) Suggest programs and procedures which might increase the effectiveness of the Mediators and increase the number of successful mediations.
3. This committee will be led by a Chairperson. To be eligible to serve members must be Realtor Members who have previously served for at least one year on the Grievance Committee and one year on the Professional Standards (Arbitration) Committee. No member can serve on this committee without first having completed a prescribed training program.

PROFESSIONAL STANDARDS

1. The Professional Standards Committee shall perform its function as guided by the NAR Code of Ethics and Arbitration Manual.
2. Consider and act upon any case involving alleged violations of the Code of Ethics forwarded by the Grievance Committee.
3. Arbitrates financial disputes between REALTOR members and between REALTOR members and their clients where the request for arbitration or mediation comes from the client.
4. No member can serve on this committee without first having completed a prescribed "Training program".
5. The committee will be led by a Chairperson. Eligible Realtor members are selected by the President and approved by the Board of Directors.

SPECIAL COMMITTEES

ACCOUNTING PROCEDURES COMPLIANCE COMMITTEE

Purpose:

The primary role of the Accounting Procedures Compliance Committee (the "Committee") is to assist the Boards of Directors and the Executive Committee in fulfilling their oversight responsibilities for the financial reporting process, the system of internal controls and the audit process. This will help ensure that the corporations, MLSLI Inc. and LIBOR Inc., have the appropriate culture, personnel, policies, systems and controls in place that are appropriate for not for profit and for profit corporations with similar financial profiles.

Structure:

The Committee shall be comprised of not less than six (6) members nor more than ten (10) who shall be approved by their respective Boards; an equal number from each corporation serving staggered three (3) year terms, none of which may simultaneously serve on a related Executive Committee.

Members shall be Realtors® independent in fact and appearance and free from any relationship that would interfere with the exercise of his or her independent judgment as a member of the Committee. The members shall vote for a chairperson and a vice chairperson.

Appointments:

Appointed by the respective Presidents subject to the approval of the respective Boards of Directors. The Accounting Procedures Compliance Committee may make suggestions to the respective Presidents on the type of background the Committee members should have to help benefit the Committee's performance. Appointments should be made so members may start as early as possible in the fiscal year.

Continued...

Qualifications:

Each member of the Committee shall be financially literate, defined as being able to read and understand fundamental financial statements, including the respective Corporations' balance sheet, income statement, statement of cash flow and related footnotes. Qualified applicants will submit a letter outlining their experience.

Meetings:

The Committee shall meet as it determines to be necessary with a minimum of two meetings per year or more frequently if requested by the LIBOR or MLSLI Independent public accounting firms, the CEO or either Board of Directors.

Attendees:

The Committee may require any officer or employee of the Corporations, the Corporations' outside counsel or the Corporations' independent auditors to attend a meeting of the Committee with proper written advance notice.

Responsibilities:

The Committee responsibilities involve reviews, interactions with independent auditors and consideration of the financial and compliance reporting processes. As a result, the Audit Committee should obtain and review periodic reports, at least annually, from the Corporations' Independent Auditors assessing the effectiveness of the Corporations' internal controls and procedures for financial reporting.

Based upon the Independent Auditor's information and periodic reports, the Committee should meet at their discretion with the CEO and Department heads to confirm that procedures are being followed. Any apparent discrepancies should be addressed and review what improvements are deemed necessary. Procedures should be revised and forwarded to the Committee. If the Committee determines an internal study is necessary, the Committee would initiate such a study upon apprising the CEO and Presidents.

When a formal internal control study is commissioned, (a) all significant deficiencies or material weaknesses in the design or operation of internal controls; and (b) any fraud, whether or not material that involves management or other employees having a significant role in internal controls or any other financial matters will be reported to the Audit Committee.

Review with management and the Outsourced Internal Audit firm the results of the audit, including any difficulties encountered, the annual financial statements and management letters. Review with the engagement letter, any restrictions on the scope of the Independent Auditors' activities or access to requested information and any significant disagreements with management and management's responses thereto.

Establish procedures for (a) the receipt, retention and treatment of complaints received by the respective Corporations regarding accounting, internal accounting controls, or auditing matters; and (b) the confidential, anonymous submission by employees of the respective Corporations of concerns regarding questionable accounting or auditing matters.

Review periodically but at least once every four (4) years unless otherwise directed by the Board of Directors (effective as of the date of this revision) the engagement of an Outsourced Internal Audit firm to review the existing policies and procedures and to ensure the staff adherence to those systems.

Interview and recommend the Outsourced Internal Audit firm for Board of Directors approval and engagement when appropriate.

Report to the CEO, Presidents, Executive Committees, and the respective Board of Directors all significant issues discussed and make recommendations to be acted upon by the respective Boards at least annually. In the event one of the issues involves the financial acts or omissions of the CEO or the Executive

Committee, the Committee shall report the matters to the Boards.

Recommend to the respective Budget and Finance Committees any funding requests together with the appropriate explanation/justifications.

Conduct an annual evaluation of the Committee's Guidelines and recommend any proposed changes in its purpose to the Boards.

AWARDS

1. The objective of the committee is to nominate the recipients of the following awards, which can only be won once:

- a) REALTOR-Broker of the Year
- b) REALTOR-Salesperson of the Year
- c) REALTOR-Affiliate of the Year
- d) Community Service Award
- e) LIBOR'S Lifetime Achievement
- f) State Realtor of the Year

2. Nominations for the awards will be made by submitting a letter of recommendation or a Nomination Form. The selection criteria will emphasize service to LIBOR as well as the nominee's educational background and individual achievements. If there is no eligible candidate for any of the above categories, the award for such category will not be given during that year.

3. Awards will be determined by the following criteria:

- a) REALTOR-Broker: based on an individual's contribution to LIBOR, State Association involvement, National Association involvement and their educational/real estate designations. Including Designated Realtors and Manager. Minimum requirement is 5 years in real estate, excluding current LIBOR President and immediate Past President.
- b) REALTOR-Salesperson: by a combination of contribution to LIBOR

and performance during his/her career, not necessarily during the past year.

c) REALTOR-Affiliate: must be an individual from an Affiliate-Member firm of LIBOR in good standing who has supported LIBOR by sponsorship of Board activities, active involvement on committee(s) and participation in chapter functions/meetings during his/her career, not necessarily during the past year.

d) Community Service: a onetime award to a REALTOR member in good standing, based on the type and amount of community involvement, and on physical, not monetary contribution. (This award is not limited to one per year but will be given to worthwhile recipient(s).)

e) LIBOR'S Lifetime Achievement: must be a current, active LIBOR member in good standing with a minimum of 35 years in real estate and a minimum of 30 years as a REALTOR, service and/or contributions to LIBOR, community service and NYSAR & NAR involvement. (This award is not limited to one per year but will be given to more than one recipient as long as the nominees meet the qualifications and are approved by the LIBOR Awards Committee.)

4. The committee will consist of nine members: the past two recipients of the REALTOR-Broker of the Year award, the past two recipients of the REALTOR-Salesperson of the Year award, immediate past recipient of the REALTOR-Affiliate of the Year award, one of the immediate past recipient(s) of the Community Service award, three Presidential appointees, one from each county plus two alternates.

5. The committee will be led by the immediate past recipient of the REALTOR-Broker of the Year who will serve as Chairperson. The immediate past recipient of the REALTOR-Salesperson of the Year will serve as Vice Chairperson. Continued...

6. The appointments to the Awards Committee will be made at the beginning of the election year. Rev. 9/17/03

BYLAWS

1. Review the bylaws of the Board to ensure that they are in conformance to the latest NAR updates and guidelines.
2. Considers revisions of articles of the bylaws as necessitated by NAR and/or changes in the Board structure and operation as requested by the Chief Executive Officer, Executive Committee, the Board of Directors or the membership.
3. Proposed changes are presented to the Executive Committee and Board of Directors for approval prior to being presented to the general membership.
4. The committee will be led by a Chairperson and all Realtor members are eligible to serve on the committee.

LEGAL ASSISTANCE

1. The purpose of the committee is to administer the Legal Assistance Fund.
2. It is the responsibility of the committee to review all requests for aid from this fund to determine if the applications meet the criteria established by the Board of Directors.
3. Litigation appropriate for support is that which:
 - Presents an opportunity for a clarifying precedent or involves issues of significance to a substantial portion of the membership
 - Is designed to promote or defend the rights of the members, the public or others concerned with protection of private property
 - Names the Long Island Board of REALTORS, Inc. or one or more members as a defendant and where legal issues involved are of significance to the real estate industry as a whole

4. Financial support is intended for legal costs and expenses and may not be used to pay judgments, damages, fines, settlements or opposing counsel fees or costs.
5. The Board may reimburse up to \$3000 for the legal costs incurred in seeking judicial enforcement of an arbitration award.
6. If an application so merits the committee shall grant legal assistance in an amount up to \$10,000. All actions will be reported at the next Board of Directors meeting. Any portion of an award in excess of \$10,000 must be approved by the Board of Directors.
7. In certain instances, the committee may further recommend that both NYSAR and NAR be approached for participation in the case.
8. The committee will be led by a Chairperson and all Realtor and Affiliate members are eligible to serve on the committee.

LONG RANGE PLANNING

1. Responsible for reviewing industry trends and considering their effects on structure, policy, procedures and other related matters as they pertain to the Board when preparing a plan.
2. Responsible, with the CEO and support staff, for the development of business and/or strategic plan.
3. Responsible for reviewing progress of an approved plan and making recommendations for revisions when appropriate.
4. The committee will be led by a Chairperson and all Realtor members are eligible to serve on the committee.

NOMINATING COMMITTEE

1. The purpose of this committee is to nominate the Officers and Directors for the coming year.
2. Special care and consideration must be given to these appointments because

this committee proposes the future leaders of the Board.

3. This committee shall consist of REALTOR® members who will be selected under the following criteria:
 - a. There will be one (1) Realtor Member selected from each Chapter in Queens and Nassau each of whom shall be a Chapter Director and appointed by their Chapter's Board of Directors;
 - b. There will be one (1) Realtor Member selected from three of the six chapters in Suffolk each of whom shall be a Chapter Director and appointed by their Chapter's Board of Directors. This procedure will be followed by the North Fork, Suffolk South Shore and Central Suffolk Chapters in even numbered years and by the Hamptons, Suffolk North Shore and Huntington Township Chapters in odd numbered years.
 - c. The then current LIBOR President will appoint one (1) Realtor Member from each chapter in Queens and Nassau;
 - d. The Then current LIBOR President will appoint one (1) Realtor Member from each of the three Suffolk Chapters where selections in that year are not made by the Chapter's Board of Directors;
 - e. The then current LIBOR President will appoint two (2) Realtor Members from each county as Alternates;
 - f. The Chairperson of the Nominating Committee shall be the immediate past president of LIBOR;
 - g. The then current LIBOR President shall appoint two (2) past presidents, one (1) from each of the two (2) counties

other than the county of the Chairperson.

4. Alternates shall serve in the event a member of the Nominating Committee has resigned or otherwise is incapable of acting as a member of the Nominating Committee. The Alternate shall be from the same county as the departing Nominating Committee Member.
5. Members must be currently serving at a leadership level such as Chapters, divisions and Board.
6. Members should be involved and knowledgeable in order to be able to make informed selections.
7. No one (1) REALTOR can serve more than two (2) consecutive years.
8. No more than one (1) person from the same office may serve.
9. All appointments are subject to LIBOR Board of Director approval.
10. No member may serve on this committee who is seeking to be nominated for an officer or director position.
11. No member of the Nominating Committee nor staff can endorse a candidate seeking an officer or director position, including the signing of petitions.

COMMITTEE MEMBER APPOINTMENTS

To establish a standard by which key volunteer appointments are effected; to lend continuity to the annual volunteer appointment system.

This policy is outlined in four sections; committee chairpersons; vice chairpersons; committee member appointments for Professional Standards and Grievance; and, finally, appointments to all other committees.

- a. Committee Chairperson: First consideration will be given for each year's committee chairperson appointments to those serving as vice chairperson the

previous year. Therefore, the incoming President should be able to propose the list of committee chairpersons for approval to the Board of Directors at meeting prior to his/her installation. These appointees must have served on the committee for which they are being appointed.

b. Committee Vice Chairperson: The incoming President Elect shall select the list of vice chairpersons for appointment to those positions, excluding the Budget and Finance and Nominating Committees. These appointments will normally be filled by those persons the President Elect reasonably expects to nominate for the position of chairperson the following year.

c. Presidential appointments to Grievance and Professional Standards committee members subject to review and approval of the Board of Directors shall be effected as follows:

- Grievance Committee: No new member shall be appointed who has not previously attended a prescribed training program. With rare exception this should NOT be a “first” committee appointment.
- Professional Standards: Members selected for appointment to this committee shall be experienced REALTORS who, by business reputation and LIBOR involvement, have earned the respect and confidence of the general membership and has served on the Grievance Committee for at least one year. Any member selected for appointment to the Professional Standards Committee will attend a prescribed training program prior to the beginning of their term.

NOTE: Failure to attend a prescribed training program will not in itself preclude appointment to one of these two committees. With approval, a subsequent workshop may be attended or the requirement waived based upon attendance at prior training programs.

d. Appointments to all other Committees are subject to the review and approval of the Board of Directors.

COMMITTEE ATTENDANCE

Members are required to attend 50% of their meetings to remain active on the committee. The Committee Chairperson may excuse absences at their discretion.

COMMITTEE MINUTES

Minutes must be taken at all meetings and include the names of attendees as well as those not present.

CHAIRPERSON PREPARATION AND CAPABILITIES

LEARN Parliamentary Procedure

The Chair sets the stage

SET the stage

Make a draft, make changes
Before the meeting

SET OBJECTIVES to reach during the year

CHAIR

VISION

Imagine the meeting and the goals of the group. Must have strategic goal.

PEOPLE SKILLS

The ability to motivate and lead, listen and hear “sans discord”

WISDOM

The ability to accept people as they are (not as you would like them to be).

The ability to treat those you are close to with the same courtesy you extend to others.

The ability to trust others even if the risk is great.

The ability to do without constant approval and recognition from others.

FLEXIBILITY

The ability to recognize when a digression from the agenda will enhance the purpose of the meeting.

COMMUNICATION

The most important function of the Chair is to facilitate communication.

The Chair talks generalities and asks for specifics.

MEASURABLE OBJECTIVES

The capacity to approach people, relations, problems in terms of the present rather than the past.

A CHECK LIST FOR THE CHAIR

- 1) Envision what's going to happen
- 2) Limit the participants
- 3) Define your role in relation to your meeting partners
- 4) Limit issues
- 5) Prepare a working agenda
- 6) Arrive early
- 7) Unite the group
- 8) Start on time
- 9) Make a good beginning
- 10) Get any announcements out of the way as early as possible
- 11) State the work, the objectives and estimate the time for the meeting
- 12) If anyone comes late do not restate what happened prior to their arrival
- 13) Restate the objectives periodically
- 14) Represent the group to the group
- 15) Remain impartial
- 16) Separate the facts from beliefs and opinions
- 17) Watch the discussion
- 18) Be on the lookout for emotional buildup
- 19) Seek contradictions
- 20) Make people feel important
- 21) Clarify
- 22) Take it step by step
- 23) Protect the weak
- 24) Divide the problem
- 25) Keep the meeting moving
- 26) Ending the meeting: summarize

A G E N D A

- **Call to order** (Chairman)
- **Call of Committee Roster** (Chairman or Secretary)
- **Approval of Previous Minutes** (Chairman)
- **Approval of Today's Agenda** (Chairman)
(Any additions or changes to the agenda MUST be made prior to this motion. No "NEW", "OLD" or "OTHER" business should be accepted by the chair during the course of the meeting once agenda is approved.)
- **Sub-committee Reports**
 1. *(as appropriate)* (Sub-committee Chairman)
- **Topics for Discussions:**
 - 1.
 - 2.
 - 3.*(should be sufficiently defined so all committee members understand the topics to be discussed)*
- **Old Business**
 1. *(Read as "unfinished business" from the minutes of the prior meeting. Should be extracted from those minutes...not called for by the Chair)*
- **New Business**
 1. *The chairman may place "NEW" business items here and then any new business item requested by a committee member should be placed here at the beginning of the meeting before approval of the agenda.*
- **Schedule next meeting date & time**
(Chairman)
- **Adjournment**

TO: V.P. of Administration and Human Resources

ACTION ITEM # _____

DATE: _____ **COMMITTEE:** _____

STAFF LIAISON: _____

CHAIRMAN: _____ **VOTE: Majority/Unanimous**

BUDGET IMPACT: \$ _____ **IN BUDGET: Yes/No**

MOTION:

EXECUTIVE COMMITTEE ACTION/RECOMMENDATION: _____

BOARD OF DIRECTORS ACTION: _____ (date)

SECTION IV

CHAPTERS

FUNCTION AND PURPOSE

Chapter meetings are for the dissemination of information directly to the local membership and give the members an opportunity to voice their concerns and communicate issues they want addressed.

Chapters shall have functions in accordance with the bylaws as approved by the LIBOR Board of Directors.

CHAPTER OFFICER RESPONSIBILITIES

Participation in the work of the Chapter is the first step toward future leadership and should be encouraged among REALTORS.

It should be recommended to all chapters that they have either a "mini Board of Directors" or a "Chapter Committee" consisting of the Chapter Officers and representatives from all areas covered by the Chapter. This group would have the responsibility of determining the meeting program and agenda. They should seek input from Chapter members as to the issues to be presented to the leadership during questions and answer periods and select the questions to be presented at the meeting (to avoid repetition).

The Chapters are an extension of the Board. The amount of effort that the Chapter Officers put into their meetings and the execution of the planning will to a large degree determine the strength and effectiveness of the Chapters. The Chapter Officers should work as a team. This will encourage involvement and also groom future Presidents.

Chapter Officers are selected from the "mini Board of Directors" or "Chapter Committee" and should be nominated by a nominating committee which includes members at large within the chapter jurisdiction.

If not already active on Board committees, Chapter Officers should be encouraged to participate so that they gain a better understanding of the work of the Board and will be knowledgeable when they become Chapter Presidents and serve on the LIBOR Board of Directors.

CHAPTER PRESIDENT

1. Attend all LIBOR Board of Director meetings
2. Attend leadership/planning sessions called by the LIBOR President.
3. Support the President's program and assist in achieving the goals set forth by him/her.
4. Within the guidelines of the President's program, set goals for his/her own Chapter to meet during the year.
5. Work closely with the Division Vice President to maximize the bond between the Chapter and the leadership of the Board.
 - a. Attend county meetings called by the Division Vice President.
6. Via the Chapter's own "mini Board of Directors" remain informed as to local government activity as it pertains to the real estate industry and the right to property ownership.
7. Be informed - keep in touch with members - on issues and/or problems that should be brought before the Board of Directors of LIBOR.
8. At Chapter meetings discuss Board programs and issues to:
 - a. keep members informed
 - b. get feedback from members
 - c. report Board policy, not personal opinions
9. Give input at the Board of Directors meeting to make the opinions and feelings of Chapter members known.
10. Call a minimum of four Chapter meetings a year to establish and maintain a close relationship between the members and the Board. These meetings may offer continuing education credit through LIBOR's Education Department.

11. Attend other Chapter meetings in your county to maintain a close cooperation within the county.
12. At all times be cognizant of the fact that the Chapter President is the link between the members at large and the Board, its programs and its goals and, most of all, its purpose.
13. Ensure that staff is informed on a timely basis, at least 2 weeks prior to the meeting, to get the meeting notice out to the members.
14. A Chapter President shall not knowingly take a position contrary to the Board of Directors.

CHAPTER PRESIDENT-ELECT

1. Attend the last two LIBOR Board of Directors Meetings prior to his/her incoming year of service as Chapter President.
2. The President-Elect is a position in which the opportunity is afforded to prepare to assume the Presidency in the future.
3. The President-Elect will support the Chapter's programs and assist in achieving goals established by the President and Board of Directors.
4. Act as a presiding officer if the President is absent and assume the primary chapter leadership position on a temporary basis if the President is unable to serve.

REMOVAL OF A CHAPTER OFFICER

For removal of a chapter officer, counsel shall adapt the procedures in Section VI to ensure a due process hearing at the Chapter level.

CHAPTER MEETINGS SCHEDULE

NASSAU

- Nassau North Shore Chapter -
2nd Wednesday of the month
- Central Nassau Chapter -
2nd Tuesday of the month
- Nassau South Shore Chapter -
3rd Tuesday of the month

SUFFOLK

- Suffolk North Shore Chapter -
3rd Thursday of the month
- Suffolk South Shore Chapter -
1st Tuesday of the month
- Huntington Township Chapter -
1st Wednesday of the month
- Central Suffolk Chapter
1st Thursday of the month
- Hamptons Chapter -
dates vary
- North Fork Chapter -
dates vary

QUEENS

- Northeast Queens Chapter -
2nd Friday of the month
- South Queens Chapter -
4th Thursday of the month
- Western Queens Chapter -
2nd Thursday of the month

DIVISIONS:

- Commercial Network of LIBOR -
4th Tuesday of the month
- Appraisal Division -
dates vary
- Women's Council of REALTORS -
1st Friday of the month
- Young Professionals Network (YPN) -
dates vary

CHAPTER BYLAWS AND RULES & REGULATIONS

◆ PREAMBLE

The Bylaws of the Long Island Board of REALTORS® are incorporated herein by reference. In the event of a conflict between these Bylaws & Rules and Regulations and the Bylaws of the Long Island Board of REALTORS®, Inc., the Bylaws of the Long Island Board of REALTORS® shall control.

◆ ARTICLE I ~ NAME

The name of this organization shall be the _____ Chapter of the Long Island Board of REALTORS®.

◆ ARTICLE II ~ OBJECT

The object of this Chapter shall be:

- A. To act as duly chartered representatives of the Long Island Board of REALTORS® in their community and Chapter area.
- B. To serve as a common meeting ground for members of the Long Island Board of REALTORS® within the local community and Chapter area.
- C. To take action on matters of local community interest, conforming to Long Island Board of REALTORS® policy.
- D. To provide a place for discussions of mutual and local interest.
- E. To cooperate with all local governmental and community agencies for the benefit of the local community.
- F. To publicize the availability within the community of the fully qualified REALTOR® and to elevate his position.

◆ ARTICLE III ~ MEMBERSHIP

SECTION 1. CLASSIFICATIONS:

The classifications of membership in the Chapter shall be the same as those of membership in the Long Island Board of REALTORS® and membership within the Chapter shall be determined by membership in the Long Island Board of REALTORS®.

SECTION 2. JURISDICTION:

This Chapter shall be as established by the Board of Directors of the Long Island Board of REALTORS®, Inc.

SECTION 3. PRIVILEGES:

Only REALTOR® members in good standing in the Long Island Board of REALTORS®, who maintain or work in an office within the Chapter jurisdiction, shall have the right to vote or hold elective office.

Only REALTORS® can be elected President or Vice President and may hold all other elective offices.

SECTION 4. SERVICE:

All members of the Long Island Board of REALTORS® with offices within the jurisdiction of the Chapter shall be members of the Chapter and therefore, be entitled to receive notification of Chapter meetings and functions.

◆ARTICLE IV ~ MEMBERSHIP QUALIFICATIONS

Membership in the Chapter shall be only after acceptance and while the individual remains a member in good standing with the Long Island Board of REALTORS®, Inc.

◆ARTICLE V ~ FINANCES

SECTION 1.

The Chapter by consent of its members may establish any voluntary method of financing Chapter activities, subject however to prior written approval of the Long Island Board of REALTORS® President and Chief Executive Officer. The President and CEO will review the proposal with Counsel and/or outside Accountant, if advisable.

SECTION 2.

No Chapter or multi-Chapter undertaking shall obligate the Chapter(s) to any expenditure exceeding 50% of the current Chapter assets without prior review and approval by the LIBOR President and Chief Executive Officer.

SECTION 3.

Each Chapter must establish a system requiring two Chapter Officers' signatures on all accounts. Any expenditure exceeding \$500.00 will require both signatures on the check.

SECTION 4.

...taken from LIBOR By-Laws: Article XX – LOCAL AREA CHAPTERS – Section 2. PURPOSE:
“All activities of the Chapter, before implementation, shall be subject to the review and approval of the Executive Officer. Both the Executive Officer and the Chapter shall have the right to submit any difference to the Board of Directors, whose decision shall be final.”

♦ ARTICLE VI ~ OFFICERS & DIRECTORS

SECTION 1.

The Officers of the Chapter shall consist of a President, President Elect, who shall succeed the President at the end of the President's term, Vice President, a Secretary and a Treasurer, although Chapters may elect additional Officers if they wish.

SECTION 2.

The term of President and President Elect shall be no more than two (2) one (1) year terms consecutively. If under special circumstances a third year is needed it must be by a special election meeting of the general membership of the Chapter with a 2/3's majority vote.

SECTION 3.

It shall be the duties of the Officers to administer the Chapter business subject to approval of the Board of Directors of the Chapter and informing the chapter membership of these actions.

SECTION 4

There shall be a Board of Directors of the Chapter consisting of the Officers and at least three (3) additional members of the Chapter elected by the membership. All Past Presidents of the Chapter may serve on the Board of Directors.

SECTION 5.

The Officers and Directors shall meet at the call of the President or three (3) other Officers and/or Directors for the transaction of business.

SECTION 6.

Absences of Directors or Officers totaling three (3) meetings of the Chapter Board of Directors and/or General Chapter meetings which they are required to attend, shall result in the Officer/Director being automatically removed from office and their position shall be declared vacant, and the position shall be filled. The Board of Directors may excuse absences at their discretion for good cause shown.

♦ARTICLE VII ~ NOMINATING COMMITTEE

SECTION 1.

The Nominating Committee shall be appointed by the President with the approval of the Executive Board of the Chapter not later than the July meeting of the Chapter, consisting of the immediate Past President as chairperson, 2 members from the Chapter Officers or Chapter Board of Directors and 2 members at large.

SECTION 2.

The report of the Nominating Committee shall be mailed to each member of the Chapter at least 30 days prior to the September/October meeting of the Chapter.

SECTION 3.

Any member desiring to present a slate or nomination in opposition to the Nominating Committee recommendation shall present such nomination to the Chairperson of the Nominating Committee and Chapter President at least 15 days prior to the September/October meeting in the form of a petition signed by at least 25 Active members. The Chapter President will notify the nominated slate of the additional nominations as soon as possible.

♦ARTICLE VIII ~ ELECTION OF OFFICERS & DIRECTORS

SECTION 1.

At the September/October meeting of the Chapter, the election of the Officers and the Board of Directors for the following year shall take place.

The Chapter Membership may elect additional Directors during the year at a scheduled Chapter meeting.

SECTION 2.

In the event of a contest, the voting shall be by closed ballot and the President shall appoint three Active members who shall make a tabulation of the ballots and report the results.

SECTION 3.

In the event of a vacancy in any office, such a vacancy shall be met by a vote of the Chapter Officers and Directors.

SECTION 4.

A quorum for the election of Chapter Officers and Directors shall consist of 5% or 50 members whichever is less of the active members of the Chapter.

♦ARTICLE IX ~ TERMINATION OF MEMBERSHIP

Membership in the Chapter shall cease upon termination of membership, by individual or institution, as a member of the Long Island Board of REALTORS®.

♦ARTICLE X ~ COMMITTEES

SECTION 1.

The President shall appoint, subject to the approval of Chapter Directors, such Committees as he shall deem necessary to conduct the business of the Chapter.

♦ARTICLE XI ~ MEETINGS AND QUORUM

SECTION 1.

The Annual Meeting of the Chapter for the election of Officers shall be held during the months of September/October at such time and place as specified by the Chapter President and Board of Directors.

SECTION 2.

The Chapters are expected to meet no less than 4 times a year for the purpose of conducting Chapter business and to carry out the objects of the Chapter as stated in Article II of these By-laws. Such meetings of the Chapter shall be called at the time and place as the President and/or Officers of the Chapter shall direct provided notice to be sent to each member of the Chapter at least five days prior to the meeting. No meetings shall be held in months where there is a conflict with major Board activities without approval of the LIBOR Executive Committee.

SECTION 3.

The quorum to conduct business at any Chapter meeting will consist of 5% of the membership or 50 members, whichever is less, of the active members of the Chapter.

♦ARTICLE XII ~ FISCAL AND ELECTIVE YEARS

The fiscal and elective year of the Chapter shall conform with that of the Long Island Board of REALTORS®, Inc.

◆ARTICLE XIII ~ AMENDMENTS

SECTION 1.

These By-laws and Rules and Regulations may be amended by the membership of the Chapter by a majority of the members present at a quorum meeting called for the purpose, provided that 15 days notice shall be given to members of the Chapter with the intention to amend, together with the substance of proposed amendments. Any such amendment shall become effective when approved by the Board of Directors of the Long Island Board of REALTORS®, Inc.

◆ARTICLE XIV ~ COMMISSION RATES

THE RATE OR AMOUNT OF COMMISSION CHARGED FOR THE SALE, LEASE, APPRAISAL OR MANAGEMENT OF REAL ESTATE SHALL BE NEGOTIATED BETWEEN EACH MEMBER OF LIBOR AND HIS/HER CLIENT.

➤Revised: January 2017

SECTION V

MISCELLANEOUS

ANNUAL LEADERSHIP SEMINAR

The President serves as the Chairman of the Board of Directors, the elected leader of the organization and he or she sets the stage for the year. The President reviews the goals that he or she wants to meet for the year in concert with the Long Range Plan.

In order to ensure a smooth running operation the President meets with the Chief Executive Officer to discuss Board goals. This is important because staff support is essential to achieve the goals set. If staff has any reservations about being able to provide proper support this is the time to discuss it and resolve the issue of adequate resources to accomplish goals. The President Elect plays an important role in support of the plans and should therefore be included in this discussion.

The President chairs leadership seminars with the Officers, Chapter Presidents, Chairs and Vice Chairs to ensure they understand their roles and responsibilities.

SECTION VI

SPECIFIC ITEM POLICIES

REMOVAL OF AN OFFICER OR DIRECTOR FOR CAUSE

In the event that there is cause to remove an Officer or Director he or she may be removed from office under the following procedure:

- (a) A petition calling for the removal of an Officer or Director and signed by not less than one third of a majority of all Directors shall be filed with the President, or if the President is the subject of the petition, with the next ranking officer, and shall specifically set forth the reasons the individual is

alleged to be disqualified from further service.

- (b) Upon receipt of the petition, and not less than thirty (30) days or more than forty-five (45) days thereafter, a special meeting of the voting membership of the Board of Directors shall be held, and the sole business of the meeting shall be to conduct a hearing before the entire Board of Directors to consider the charge(s) against the Officer or Director, and whether such charge(s) make removal for cause appropriate.
- (c) The special meeting shall be noticed to the Board of Directors at least twenty (20) days prior to the meeting, and shall be conducted by the President of the Board unless the President's continued service in office is being considered at the meeting. In such case, the next ranking officer will conduct the meeting of the hearing by the Board of Directors. Provided a quorum is present, a two thirds vote of the Board of Directors present and voting shall be required for removal from office.
- (d) The Director or Officer must be given written notice of the charges brought against him/her at least twenty (20) days before the hearing. The Director or Officer is entitled to be represented by counsel, call witnesses, testify on his/her own behalf and cross-examine witnesses against him/her.
- (e) The Director or Officer must provide to the Board, and the Board must provide to the Director or Officer, not less than ten (10) days prior to the hearing date the following:
 - a. A written list of the names of all witnesses intended to be called at the hearing, and
 - b. Copies of all documents and physical evidence intended to be introduced at the hearing.
- (f) In the event of a hearing, the Board shall generally follow the procedures as

set forth in the National Association of Realtors' (NAR) Code of Ethics and Arbitration Manual for the hearing of an ethics complaint. The standard of proof that must be met at the hearing is "clear, strong, and convincing", as defined in the NAR Code of Ethics and Arbitration Manual.

*Cause shall include, but not be limited to, any conduct which was intended to damage the corporation, or where the Director or Officer used or attempted to use his/her higher powers for personal gain or advantage, or any conduct that is contrary to the best interest of the corporation. This definition is intended as a guide to assist the Board of Directors in its deliberation.

PRIVILEGES AND OBLIGATIONS OF AFFILIATE MEMBERS

RESPONSIBILITIES & OBLIGATIONS

- 1) Must abide by the Bylaws, Rules and Regulations of the Long Island Board of Realtors, Inc. as they pertain to Affiliate Members.
- 2) In the event the Affiliate Member is also a member of the State Association, that Affiliate Member must abide by the Constitution and Bylaws of the State Association.

PRIVILEGES

Affiliate Members have the following privileges:

- 1) The right to join the Long Island Realtors® Federal Credit Union.
- 2) The right to serve on select LIBOR committees.
- 3) Automatically assigned to a Chapter based on the geographic location of Affiliate Member's office.
- 4) Eligible for Affiliate Member of the Year Award.
- 5) Eligible for Member pricing for LIBOR educational courses and events.

TRAVEL ALLOTMENT - NAR

Objective: to subsidize or defray the expenses of LIBOR Committee Members who also serve on NAR committees or as Directors at NAR. The use of the word allotment is not meant to convey the concept of totally restoring out of pocket expenses of meeting attendees.

All requests for reimbursements must be submitted no later than 45 days from the date of return from the event.

1. MEETINGS:

- Mid Year Legislative Conference – Washington, DC
- Annual Convention

2. ADJUSTMENTS:

The Executive Committee may make adjustments to this policy when it is prudent to do so. Allotment amount will be reevaluated annually by staff and the Treasurer.

3. ADVANCES FOR EXPENSES:

Airline tickets purchased in advance may be reimbursed prior to the meeting provided a copy of the ticket is submitted. If the Member does not attend the meeting he/she is liable to the Board for the amount advanced.

4. ENTITLEMENT FOR ELIGIBLE NAR COMMITTEE MEMBERS & NAR DIRECTORS:

- For NAR Committee Members up to two (2) nights
Committee members must attend their assigned committee meeting in its entirety and prepare a written or oral report to qualify for the allotment if requested.
- For NAR Directors up to three (3) nights. If not attending Directors meeting, same reimbursement as committee members.
LIBOR members serving as NAR Directors who have not

been appointed by the LIBOR Board of Directors are not entitled to an allotment.

NOTE:

1. For west coast meetings one (1) additional day may be added to each if justified by meeting schedule.
 2. If there is a committee meeting scheduled on Monday prior to 12 Noon one (1) extra day to travel a day in advance will be added.
5. REIMBURSEMENT FOR LIBOR OFFICERS, EXCLUDING PRESIDENT:
- a) Officers who are not also NAR Committee Members or NAR Directors are eligible for reimbursement to attend two (2) meetings per calendar year:
 - Annual Convention and Mid year Legislative Conference in Washington, DC – on the same basis as Committee Members (as above).
6. REIMBURSEMENT FOR PRESIDENT:
- a) The President is eligible to attend all meetings with all actual expenses covered upon submission of expense vouchers and substantiating receipts.
7. FEDERAL POLITICAL COORDINATORS:
- a) The Federal Political Coordinators are eligible for reimbursement by NAR only.

TRAVEL ALLOTMENT - NYSAR

Objective: to subsidize or defray the expenses of LIBOR Committee Members who serve as NYSAR Directors. The use of the word allotment is not meant to convey the concept of totally restoring out of pocket expenses of meeting attendees. NYSAR Past President Directors who also serve as LIBOR Committee Members shall be considered on the same basis as other NYSAR Directors, minus any funds they received from NYSAR. Board Officers who may not be a NYSAR Director may still qualify for

an allotment as if they were a NYSAR Director. NYSAR Directors must attend the NYSAR Board of Directors meeting to qualify for the allotment except in the case of illness, family emergency or if NYSAR cancels the Directors meeting.

All requests for reimbursements must be submitted no later than 45 days from the date of return from the event.

1. MEETINGS:
 - Legislative: January/February
 - Business: September/October
2. ADJUSTMENTS:

The Executive Committee can modify this policy if it's in the best interests of the Board, such as subsidizing additional Members to attend Delegate Body meetings. Allotment amount will be reevaluated annually by staff and Treasurer.
3. ENTITLEMENT FOR NYSAR DIRECTORS
 - Up to three (3) nights
 - If a NYSAR Director has a committee meeting on Monday morning prior to 12 Noon, they are entitled to an extra day to travel a day in advance.
 - a. September: LIBOR may invite NYSAR Directors to a function at the Boards Expense.
 - b. Triple Play: An allotment of \$250 per NYSAR Director towards expenses incurred while attending the NYSAR Triple Play Convention. The allotment is contingent on the NYSAR Director's attendance at the Board of Directors Meeting for both the February and September NYSAR Business Meetings.
4. EXCEPTIONS: Any request must be submitted to the Executive Committee prior to the trip for their decision. When timing does not permit this the decision shall be made by the President.
5. REALTOR of the YEAR: Recipients of LIBOR's Realtor Broker of the Year and Realtor Salesperson of the Year, plus their respective spouse/guest shall be entitled to

reimbursement for: travel (mileage at the designated IRS rate and tolls); one night's hotel; and meals, to enable them to attend the NYSAR recognition event. Such reimbursement is applicable when the honoree, or their respective spouse/guest, is not otherwise due for reimbursement, such as for NYSAR Director and is to conform to current reimbursement policy for NYSAR Directors (for maximum amount allowable).

6. NYSAR LEADERSHIP MEETING: If a NYSAR Director is also an Officer of LIBOR and attends the leadership meeting at the NYSAR Albany meetings, their allotment is based on two extra nights and two extra days..

TRAVEL REIMBURSEMENT– ARBITRATION & ETHICS HEARINGS & APPEALS

1. When *LIBOR* decides it should not handle a particular hearing or appeal and refers it to NYSAR the parties are to be reimbursed for their mileage and tolls.
2. When an overnight stay is required the policy specified in item #3b (see Travel Subsidy-NYSAR above) will apply.
3. In those cases where the change in venue is requested by one of the named parties only the *non-requesting party* is eligible for reimbursement.

COMPLIMENTARY TICKETS POLICY

***Annual Installation Dinner/Dance**

- Current President and guest
- Incoming President and guest
- Up to 8 guests for incoming President
- REALTOR-Broker of the Year and guest
- REALTOR-Salesperson of the Year and guest
- REALTOR-Affiliate of the Year and guest
- Community Service Award recipient and guest
- Lifetime Achievement Award recipient and guest.
- Each incoming elected Officer and guest
- Each Past President and guest

- Installing Officer(s) and Guest(s).

***Annual LIBOR Recognition Meeting**

- WCR Member of the Year and guest
- Commercial Network Member of the Year and guest
- Outgoing President and guest
- All LIBOR Directors

***Chapter Meetings and January Divisional Meetings**

- President and guest
- President Elect
- County/East End Vice Presidents
- Secretary
- Treasurer
- Immediate two Past Presidents
- RPAC Chair
- RPAC County Vice Chair corresponding with County

Any exception to this policy must be approved by the Executive Committee.

MAILING LABELS

Membership mailing labels may be purchased from LIBOR within the following guidelines:

1. Labels may not be used to mail material which violates Federal, State or local law or the Code of Ethics of the National Association of REALTORS®, the Bylaws, Rules and Regulations or LIBOR, NYSAR and NAR. The exchange of information which violates anti-trust laws is prohibited.
2. Mailing label requests must be received by LIBOR three business days prior to the requested date of delivery. Labels will be ordered from a form that can be obtained by calling the Board office.
3. Mailing labels are not public information and are only to be used one time.
4. Any member in a contested election for an Officer position shall receive a complimentary set of labels applicable to the position for which they are running.
5. Any breach of this agreement constitutes ineligibility for future label purchases.

EDUCATION COURSE CANCELLATION POLICY

ALL COURSES: LIBOR reserves the right to cancel any course if a minimum enrollment is not met. In this case a full tuition will be refunded.

Student Cancellations:

If notice of student cancellation is received three (3) business days prior to the first session full tuition refund will be made; 50% refund after 3 business days prior to first session; No Refunds thereafter, education credit slip only.*

***EDUCATION CREDIT SLIPS:**
Education credit slips may be issued for full tuition paid, good for one year, to be applied toward another LIBOR offering.

No-show student forfeits entire tuition.

Hardship cases will be considered on an individual basis at the discretion of the VP of Professional Development.

QUALIFYING COURSE CANCELLATION POLICY:

Student Withdrawals:

Up to three (3) business days prior to the first session full tuition refund will be made. No Refunds thereafter, education credit slip only.

FREE COURSES:

LIBOR members in good standing are entitled to attend any free courses as offered by LIBOR on a first come, first served basis. A reservation is necessary. There will be a \$10.00 No-Show if cancellation does not allow 24 hour weekday notice.

FORMS & SUPPLIES

We carry forms and supplies to promote business for the Real Estate professional.

A price list is available to all members on Fax-on-Demand and the LIBOR and MLSLI web

site, mlsli.com. All prices are subject to change without notification.

Members may place orders by visiting www.libor-store.com

LIBOR accepts most major credit cards, checks and cash. Office items (i.e., forms) can be charged to the Designated Realtor's account by affiliated licensees and by individuals authorized by the DR.

The customer is responsible for any shipping and Board handling charges incurred. Items may be returned within 10 days from the sale date providing that (1) the merchandise has not been used and is in good condition and (2) the customer presents the original receipt (invoice). No refunds will be given without the original receipt. All refunds will be either in the form of a check or by credit to their credit card.

REINSTATEMENT OF FORMER DESIGNATED REALTORS

1. Members who have resigned in good standing* may be reinstated as a REALTOR member of LIBOR as follows:
 - a. Up to one year from date of resignation: completed membership application with a \$100 administrative reinstatement fee and acceptance by the Board of Directors.
 - b. In excess of one year from resignation: completed membership application accompanied with a \$100 administrative reinstatement fee, attendance at a LIBOR indoctrination program and acceptance by the Board of Directors.
2. Members whose LIBOR membership terminated for non-payment of dues and fees shall be reinstated on the same terms as outlined above except that those monies due at the member's date of termination shall be due and payable upon reinstatement application. Also, a \$50 reinstatement fee will be collected if within thirty days. After thirty days, the

reinstatement fee is \$100. In those instances wherein termination was initiated because dues/fees were paid by a dishonored check, payment shall be accepted in the form of cash/certified check.

3. Members whose LIBOR membership was terminated for violation of Article 14 or Article 15 of the Code of Ethics shall be reinstated as above and conditioned upon agreeing to arbitrate the original request.

*For purposes of this policy, "good standing," means resigning without any outstanding dues, fees or other obligations to LIBOR.

MEMBERSHIP TRANSFERS

1. Designated REALTORS whose status was inherited by a partner or corporate officer of their previous company shall provide "original" Corporate Documents showing proof and will be charged a \$150 Corporate Transfer Fee.
2. When a transfer of Designated REALTOR status is within the family (parent, child, sibling, spouse) the initiation fee will be waived but an administrative fee of \$150 will be charged.

HARASSMENT – Employee/Participant/Member

It is the policy of LIBOR and MLSLI that sexual harassment is illegal conduct and is contrary to the policy of the company. Each and every employee and Participant or Member is responsible for assuring that they do not engage in sexual harassment or any conduct which could be viewed as sexual harassment. Harassment of any sort, verbal, physical, or visual, on the basis of a protected characteristic is prohibited. These characteristics include, but are not limited to, gender, race color, citizenship status, national origin, ancestry, sexual orientation, religion, creed, physical or mental disability, marital status, veteran status, or any other protected status as defined by law.

- I. Prohibited harassment can take many forms. It may include, but is not limited to:
- A. **Verbal harassment**, such as making a joke or comment that refers to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, genetic predisposition, pregnancy, or any other status protected by applicable law, epithets, derogatory comments, vulgar or profane words and expressions, or slurs;
 - B. **Physical harassment**, such as unwelcome touching, assault, blocking, impairing or otherwise physically interfering with an individual's normal work or movement;
 - C. **Visual forms of harassment**, such as derogatory posters, cartoons, drawings, e-mail, computer screen savers, graffiti or photographs;
 - D. **Sexual harassment**. Examples of sexual harassment may include, but are not limited to:
 - Unwelcome or unwanted sexual advances. This includes physical contact and verbal conduct of a sexual nature which is considered unacceptable or unwelcome by another individual.
 - Requests or demands for sexual favors. This includes expressed and implied, subtle or blatant, pressure or requests for sexual favors accompanied by any implied or expressed promise of preferential treatment or negative consequences.
 - Verbal abuse or comments which are sexually oriented and considered unacceptable by another individual. This includes comments or compliments which extend beyond mere courtesy, jokes which are clearly unwelcome or considered offensive, and other comments, innuendos or actions of a sexual nature which are offensive to others.
 - Sexually oriented conduct which interferes with the work performance of another. This includes unwanted sexual attention which reduces personal productivity or interferes with the performance of assigned tasks.
 - Creating a work environment which is intimidating, hostile or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contact or attention.

Sexual harassment may also include harassing conduct which is targeted at an individual because of that person's gender but is not necessarily sexual in nature. Prohibited harassment includes harassment directed at the targeted individual, and harassment which takes place within the individual's hearing. Normal, courteous, respectful, pleasant and non-coercive interaction between individuals, which conforms to this policy and is acceptable to both, is not considered to be sexual harassment

II. Complaint procedure:

- A. Any employee who believes he/she has suffered harassment by any other employee, including supervisors, will follow the procedure outlined in the Employee Manual.
- B. Any employee who believes he/she has suffered harassment by any Member or Participant of LIBOR or MLSLI or by any guest or visitor of the company must bring the problem to the attention of any of the following individuals:
 - 1) His/her supervisor
 - 2) Supervisor or manager of any other department
 - 3) Vice President of Human Resources and Administration
 - 4) Chief Executive Officer
- C. Any Member or Participant of LIBOR or MLSLI who believes he/she has suffered harassment by any employee of LIBOR or MLSLI shall bring the problem to the attention of any of the following individuals:
 - 1) Chief Executive Officer
 - 2) President of LIBOR or MLSLI
 - 3) President Elect of LIBOR
- D. Any employee who witnesses conduct that qualifies or may qualify as harassment is strongly urged to report this to his/her supervisor in a timely manner.
- E. Any employee holding a supervisory or managerial position is required to make such a report as soon as possible.
- F. The complaint does not have to be in writing. It is helpful if details such as date, times, places and witnesses, if any, to the harassment can be provided.

III. Complaint investigation and confidentiality:

- A. All complaints made by a Member or Participant against an employee will be investigated promptly by a team comprised of the following:
 - 1) Vice President of Professional Development
 - 2) An appointee of the President of LIBOR and/or MLSLI
 - 3) Employee's supervisor

If the charge is brought against one of the members of the team the remaining members shall select another member from among the members of the Board of Directors of LIBOR and/or MLSLI.

- B. All complaints made by an employee against a Member or Participant will be investigated by a team comprised of the following:
 - 1) Vice President of Professional Development
 - 2) Staff Designee of the Chief Executive Officer
 - 3) Realtor Designee of the Chief Executive Officer
 - 4) Outside Counsel
 - 5) LIBOR President Elect.

If the charge is brought against one of the members of the team, the remaining members shall select a fifth member from among the members of the Board of Directors of LIBOR and/or MLSLI.

- C. The Company cannot promise absolute confidentiality. However, every effort will be made to keep the complaint confidential except to the extent necessary to find out what happened. The Respondent is not to have contact during the Investigation with the Accuser.
- D. Retaliation, reprisal or discrimination against a person who complains, reports discrimination or harassment, or otherwise participates in any such investigation is

strictly prohibited. Witnesses interviewed will be provided only such information as is necessary to elicit from them their observations and other relevant information. During the investigation both the complainant and the accused will be provided a full opportunity to tell their side of the story. Witnesses identified by the complainant or the accused will also be interviewed.

- E. Upon completion of the investigation the investigatory team will prepare a written report of the findings and recommendations for the Chief Executive Officer. Authority for the final resolution of all charges and the determination of appropriate sanctions rests with the Chief Executive Officer. The decisions will be final and not subject to appeal.
- F. In the event that the accused is either the Chief Executive Officer or the sitting President of either LIBOR or MLSLI, in place of the investigatory team, a Human Resources consulting group (i.e. Society for Human Resource Management) will be engaged to conduct the investigation. This consulting group will provide the written report and recommendations to the Board of Directors. The Board of Directors, meeting in executive session, will have the authority for the final resolution of all charges and the determination of appropriate sanctions which will not be subject to appeal.

IV. Discipline:

- A. Sexual harassment is a serious offense and any employee found to have engaged in such conduct is subject to severe discipline, including termination.
- B. It is contrary to company policy for a supervisor to retaliate against any employee who files a charge of sexual harassment. All possible steps will be taken to eliminate the possibility of retaliation resulting from the filing of a complaint. Any employee found to have engaged in such retaliation is also subject to severe discipline, including termination.
- C. Disciplinary action may include any sanction authorized in the National Association of Realtors Code of Ethics and Arbitration Manual, including any one or more of the following:
 - 1. Letter of warning
 - 2. Letter of reprimand
 - 3. Attendance at a relevant educational program approved by the CEO and at the expense of the accused
 - 4. Fine not in excess of \$15,000.00
 - 5. Suspension of Board and/or MLS privileges and services for not less than thirty (30) days nor more than one (1) year
 - 6. Expulsion and/or termination of Board and/or MLS rights, privileges, and services with no right to reapply for a specified period of one (1) to three (3) years
- D. Prior incidents of similar behavior shall be taken into consideration when determining the appropriate disciplinary action. Such decision shall be made by the investigatory team.
- E. Clear, strong, and convincing shall be the standard of proof by which alleged allegations of harassment are determined. Clear, strong, and convincing shall be defined as that measure or degree of proof which will produce a firm belief as to the validity of the allegations sought to be established.

V. Follow up:

In instances in which sexual harassment is found to have occurred, a member of the investigatory team will remain in communication with the victim to find out whether the harassment has ceased or if any retaliation has occurred.

HARASSMENT – Leadership

It is the policy of LIBOR and MLSLI that sexual harassment is illegal conduct and is contrary to the policy of the companies. Each and every Officer and Director of LIBOR and MLSLI and each and every Officer, Director, Chairperson and Vice Chairperson of a Committee and Chapter/Division (each collectively hereinafter referred to as “Leader”) is responsible for assuring that they do not engage in sexual harassment or any conduct which could be viewed as sexual harassment against any Member of LIBOR or any Participant or Subscriber of MLSLI.

Harassment of any sort, verbal, physical or visual, on the basis of a protected characteristic is prohibited. These characteristics include, but are not limited to, gender, race, color, citizenship status, national origin, ancestry, sexual orientation, religion, creed, physical or mental disability, marital status, veteran status, or any other protected status as defined by law.

1. Prohibited harassment can take many forms. It may include, but is not limited to:
 - a. **Verbal harassment**, such as making a joke or comment that refers to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, genetic predisposition, pregnancy, or any other status protected by applicable law, epithets, derogatory comments, vulgar or profane words and expressions, or slurs;
 - b. **Physical harassment**, such as unwelcome touching, assault, blocking, impairing or otherwise physically interfering with an individual’s normal work or movement;
 - c. **Visual forms of harassment**, such as derogatory posters, cartoons, drawings, e-mail, computer screen savers, graffiti or photographs;
 - d. **Sexual harassment**. Examples of sexual harassment may include, but are not limited to:
 - i. Unwelcome or unwanted sexual advances. This includes physical contact and verbal conduct of a sexual nature which is considered unacceptable or unwelcome by another individual.
 - ii. Requests or demands for sexual favors. This includes expressed and implied, subtle or blatant, pressure or requests for sexual favors accompanied by any implied or expressed promise of preferential treatment or negative consequences.
 - iii. Verbal abuse or comments which are sexually oriented and considered unacceptable by another individual. This includes comments or compliments which extend beyond mere courtesy, jokes which are clearly unwelcome or considered offensive, and other comments, innuendoes or actions of a sexual nature which are offensive to others.
 - iv. Sexually oriented conduct which interferes with the work performance of another. This includes unwanted sexual attention which reduces personal productivity or interferes with the performance of assigned tasks.
 - v. Creating an environment which is intimidating, hostile or offensive because or unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contact or attention.

Sexual harassment may also include harassing conduct which is targeted at an individual because of that person's gender but is not necessarily sexual in nature. Prohibited harassment includes harassment directed at the targeted individual, and harassment which takes place within the individual's hearing. Normal, courteous, respectful, pleasant and non-coercive interaction between individuals, which conforms to this policy and is acceptable to both, is not considered to be sexual harassment.

2. Complaint Procedure:

- a. Any Member of LIBOR or any Participant or Subscriber of MLSLI who believes he/she has suffered harassment by a Leader should bring the problem to the attention of any of the following individuals:
 - i. Chief Executive Officer of LIBOR/MLSLI
 - ii. President of LIBOR or MLSLI
 - iii. General Counsel
- b. The complaint does not have to be in writing, but it would be helpful if details such as date, times, places and witnesses, if any, to the harassment can be provided.

3. Complaint investigation and confidentiality:

- a. All complaints made by a Member against a Leader will be investigated promptly by a team comprised of the following:
 - i. President of LIBOR or MLSLI or the President's designee
 - ii. Three Realtors, one appointed by the President and two appointed by the Chief Executive Officer
 - iii. Outside Counsel
 - iv.

If the charge is brought against one of the members of the team, the remaining members shall select another member from among the members of the Board of Directors of LIBOR and/or MLSLI.

- b. Every attempt will be made to keep confidential the identity of the Member making the complaint and the identity of the Leader accused of the sexual harassment. However, the Company cannot promise absolute confidentiality. Information regarding the charge of sexual harassment and the investigation of that charge will not be made known to anyone who is not directly involved either as a party, a witness, a member of the investigatory team, or the Chief Executive Officer. Witnesses interviewed will be provided only such information as is necessary to elicit from them their observations and other relevant information.
- c. During the investigation, both the complainant and the accused will be interviewed separately and be provided a full opportunity to tell their side of the story. Also, witnesses identified by the complainant or the accused will be separately interviewed.
- d. Retaliation, reprisal or discrimination against a person who complains, reports discrimination or harassment, or otherwise participates in any such investigation is strictly prohibited.

- e. Upon completion of the investigation, the investigatory team will prepare a written report of the findings and recommendations for the Chief Executive Officer. Authority for the final resolution of all charges and the determination of appropriate sanctions rests with the investigatory team. The decision and findings shall be final and not subject to appeal.

4. Discipline:

- a. Disciplinary action may include any sanction authorized in the National Association of Realtors Code of Ethics and Arbitration Manual, including any one or more of the following:
 - i. Letter of warning
 - ii. Letter of reprimand
 - iii. Attendance at a relevant educational program approved by the CEO and at the expense of the accused Leader
 - iv. Fine not in excess of \$15,000.00
 - v. Suspension of Board and/or MLS privileges and services for not less than thirty (30) days nor more than one (1) year
 - vi. Expulsion and/or termination of Board and/or MLS rights, privileges, and services with no right to reapply for a specified period of one (1) to three (3) years
- b. Prior incidents of similar behavior shall be taken into consideration when determining the appropriate disciplinary action. Such decision shall be made by the investigatory team.
- c. Clear, strong, and convincing shall be the standard of proof by which alleged allegations of harassment are determined. Clear, strong, and convincing shall be defined as that measure or degree of proof which will produce a firm belief as to the validity of the allegations sought to be established.

5. Follow up:

In instances in which sexual harassment is found to have occurred, a member of the investigatory team will remain in communication with the victim to find out whether the harassment has ceased or if any retaliation has occurred.

STANDING RULES

- I. For the Annual General Membership Meeting
 - The minutes of the Membership Meetings shall be approved by the Board of Directors at their next meeting following the Membership meeting which occurs at least 20 days after the Membership meeting.
 - With respect to electioneering at the Annual General Membership Meeting, campaign materials cannot be distributed in the building where the voting is being held (rev 7/18/07)
- II. Contested Election Guidelines (passed on 7/18/2007):
 - Make Realtor Service Centers available if candidate chooses to have a forum.
 - A letter to the Chapter Presidents will be issued that states that all candidates appearing at Chapter Meetings/Functions will be given the opportunity to speak.
 - Campaign materials cannot be distributed in the building where the voting is being held
- III. For the Annual General Membership Meeting (passed on 9/20/01):
 - The names of those nominated for Officer Positions by the Nominating Committee shall appear first on the ballot, listed in alphabetical order, and then be followed by the name(s) of petitioner(s), if any, also in alphabetical order.
 - The names of those nominated for director by the Nominating Committee and the names of any petitioners shall appear on the ballot listed in alphabetical order.
- IV. For regular Board of Directors meetings (passed on 11/18/98 revised: 1/18/2017)
 - A. Speakers:
 - must be recognized by the chair and address their comments to the chair and not to other members
 - comments are limited to two minutes
 - must state in advance whether they are speaking in favor or in opposition to the motion on the floor
 - may not speak a second time until anyone else wishing to speak has first had a chance
 - the member who makes a motion would have an opportunity to explain it and is entitled to speak first and may not speak against his/her own motion
 - every member is entitled to speak once on a debatable motion unless the time for debate has expired
 - all comments must be confined to the subject immediately before the assembly
 - a procedural violation that is not objected to at the time of its occurrence does not invalidate the action taken. Silence implies consent or at least acquiescence.

