

## How will I receive notice of the Directors' meeting agenda?

You will receive an email with the key issues.

Plus you will be able to gain access to the LIBOR Board of Directors Paperless Meeting System by going onto the home page of LIRealtor.com. Next, click on **DIRECTORS** and log in with your Stratus Username and Password and then click on the upcoming meeting date to view the meeting.

You will be able to review the agenda, consent agenda, and any back up material that you will need in order to discuss and consider the various items at the Directors meeting.

## Are the meetings easy to follow?

The meetings are usually easy to follow, however, because you have an obligation to understand the business of the Board, please ask staff or the CHAIR to explain anything you need clarified.

## Seating and Meeting Conduct

Meetings are subject to open seating. This is where you sit for the entire meeting in order to assure that the necessary quorum is maintained for conducting the Board business. While the business meeting is in progress, you have an obligation to pay attention to the proceedings, for your own protection and the well-being of the organization. If, for some reason, you need to conduct a private discussion, please leave the meeting so you do not disturb the business at hand. Please place all cell phones, beepers, etc. on vibrate.

## ABOUT COMMITTEES

### Why is it so important that I serve on a committee?

All Directors, including Past Presidents, are required to serve on at least one LIBOR standing or special committee during each year of their term. Through committee service you share experience and gain knowledge which improves your decision making capabilities at the LIBOR Board of Directors meetings. It also provides you with leadership opportunities which will help you evaluate future roles within the association.

### How do LIBOR Directors get appointed to a committee?

The committee request form from the association is available ONLINE. You should complete the form following the instructions. Each LIBOR Director will be offered an opportunity to serve in some committee capacity. You will receive notification of your committee assignment.



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*“Our vision is to be the source of real estate information and services for members who join the Board and participate in its activities due to the outstanding benefits.”*

**NOW THAT  
YOU ARE A  
LIBOR  
DIRECTOR**



**Dianne Scalza**  
*LIBOR President*

January 1, 2019 — December 31, 2019

## A Message From the President...

Now that you have been elected a LIBOR Director, you may be wondering how you are going to handle the responsibility of governing the association.

Here are answers to some frequently asked questions. Our objective is to make the role you play in the growth and development of LIBOR a rewarding one.

## DIRECTOR STRUCTURE

### Who serves as a LIBOR Director?

- The Elected Officers
- 12 Chapter Presidents
- 18 Elected Directors (6 per County)
- 5 Divisional Presidents
- MLSLI President
- 10 Past Presidents

*LIBOR members of the New York State Real Estate Advisory Board not filling prescribed positions can serve, providing they acknowledge their willingness to serve before being appointed.*

## YOUR RESPONSIBILITIES

- To act all times in accordance with LIBOR By-laws and the Policy and Procedure Manual.
- Establish governing policies and procedures.
- Authorize major corporate actions.
- Approve an annual budget.
- Set dues.
- Approve public policy positions as they pertain to the Real Estate Industry.
- Approve member programs, products and services.
- Establish and define Chapter jurisdictions.
- Authorize and approve Chapter and Divisions By-laws.

## As a LIBOR Director you should:

- Understand how the Board works. Read the Bylaws and Policy and Procedure Manual and keep them available as a guide for your actions.
- Know the issues of importance to the Board. Report matters of concern and actions taken by the Board back to your constituency.
- Know the issues of importance to your constituency. Bring matters of their concern to the Board.
- Understand the basics of Robert's Rules of Order, which is the parliamentary authority governing Board meetings.

## Whom do I represent?

The Board has about 23,000 members who often have just as many views and opinions with reasons to support each of them. As a member of the Board of Directors, you represent all of them, not just those in your County or Chapter. Your legal and fiduciary obligation is to determine what is in the best interest of LIBOR and its entire membership and to put that interest before all others.

## What is my liability as a LIBOR Director?

You will have no personal liability provided that you always act in accordance with the Board By-laws and the Policy and Procedure Manual. If an Officer or Director acts contrary to by-laws or the Board policies and procedures or otherwise breach their fiduciary duty; for example, acts in their own interest rather than in the interest of the Board, then civil liability could be imposed.

## How do I get recognized to address an issue, ask a question, or motion during the LIBOR Directors meetings?

If you wish to address an issue, ask a question, or make a motion from the floor, stand behind the microphone in the middle of the aisle. The Chair will then recognize you.

## How will I keep up with all the matters of interest to LIBOR?

- 1) Two primary communication resources include these websites — **LIRealtor.com** where important information is regularly posted and **mlsstratus.com**. In addition to the web sites, important news and updates are posted frequently on all LIBOR social media venues such as Facebook, Twitter, and You Tube. Members also receive regular emails and text alerts with newsworthy items.
- 2) Additionally, LIBOR produces a newspaper called “The REALTOR®” that reports on association and industry news. The paper is published five (5) times a year in print and will be inserted in the middle of each issue of the NYSAR Magazine. An online version of the paper will also be published.
- 3) All communication is sent by email. You will be provided with the minutes of every Directors’ meeting. Make sure we have your current e-mail on file.
- 4) Finally, you can always contact the LIBOR Staff with any questions.

## How often do LIBOR Directors meet?

There are usually seven (7) LIBOR Director meetings in each calendar year. Occasionally, special meetings are called when situations warrant. You will receive at least 10 days notice of all meetings. As a Director, you are expected to attend all meetings of the Board. Attendance at Board meetings is critical to your performance as a Director. If the Board were to take improper action at a meeting, you might be responsible unless you were present to record your vote against such improper action. You will automatically forfeit your office if you are absent from 3 meetings of the Board of Directors in any calendar year.