GOVERNANCE PROCEDURES GUIDE

Approved by Board of Directors

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Introduction

The Oregon REALTORS® Governance Procedures Guide provides guidance on the responsibilities and expectations for Oregon REALTORS® elected positions, committees, chairs and staff. Practical information regarding committee purpose and structure is included, along with applicable award nomination criteria and applications, Request for Assistance forms and an internal matrix guide outlining decision making authority of the organization. The Governance Procedures Guide is designed to provide clarification and detailed information for staff and volunteers to assist with adhering to the policies developed by Oregon REALTORS®.

Duties & Responsibilities of the President

Function: Serve as Chief Elected Officer of Oregon REALTORS®.

Duties and Responsibilities: Within the limits of Oregon REALTORS® Bylaws and Policies, the President is responsible for and has commensurate authority:

- To serve as the Chair of the Board of Directors, the Executive Committee and the Leadership Team and to keep them informed of the condition and on-going operations of Oregon REALTORS®.
- To represent Oregon REALTORS® in contacts with the public, governmental entities, the members, other REALTOR® Associations, allied organizations and the media in concert with Oregon REALTORS®'s Chief Executive Officer.
- To work with the Chief Executive Officer to achieve the goals and policies of Oregon REALTORS®.
- As Chair of the Leadership Team:
    - To implement the Strategic Plan pursuant to the approved budget.
    - To coordinate and participate in an annual written performance review of the Chief Executive Officer.
    - To direct the activities of the elected officers of Oregon REALTORS® in accordance with their position descriptions.
    - To ensure that the policies and programs which further the goals and objectives of Oregon REALTORS® are planned, implemented and evaluated.
    - To monitor Association finances to ensure efficient and effective operations.
    - To appoint chairperson and members of Association Key and Special Committees and Task Forces, and to outline their purpose and duties and to monitor their progress.
- To serve as official host of Oregon REALTORS® at its social events.
- To attend, as a National Director and Voting Delegate, all official meetings of the National Association of REALTORS® and the Region 12 Caucus.
- To serve as Oregon's representative on the Region 12 Nominating Committee and to appoint or to serve as Oregon's Regional Strategic Planning and Finance Committee member in Region 12, on an every-other-year basis
- In coordination with the Vice President/Vice President Elect of Association and Member Engagement, to communicate with and assist Member Boards/Associations.
- To assist the President-Elect and First Vice President in his/her smooth transition into the Presidency.
- To perform other duties as directed by the Board of Directors and the Executive Committee.

Qualifications

- Must have held the office of President-Elect of Oregon REALTORS® immediately prior to assuming the office of President, and/or must meet all of the qualifications for that office.
- Must be actively engaged in the real estate business and hold an active real estate license from the State of Oregon

Term: The President is elected for a term of one year and is not eligible to serve a second successive term.

See Appendix 1.10 (a) for the Memorandum of Understanding of Expectations for the position of OREGON REALTORS® President form.

Duties & Responsibilities of the President-Elect

Function:
Assists the President and plan for the following year. Serves in place of the President in the event of the President's absence.

Duties and Responsibilities: Within the limits of Oregon REALTORS® Bylaws and Policies, the President-Elect is responsible for and has commensurate authority:

- To serve as a member of the Board of Directors, as Vice Chair of the Executive Committee, and Vice Chair of the Leadership Team.
- To attend all Oregon REALTORS® business meetings and other Association meetings as assigned by the Leadership Team.
- To attend Board/Association visitations and installations as assigned by the Leadership Team.
- To attend all official meetings of the National Association of REALTORS® and the Region 12 Caucus.
- To serve as an appointed member of the NAR State Leadership Forum.
- To recommend the names of potential Key and Special Committee vice chairperson and members to the Leadership Team.
- To represent Oregon REALTORS® at other associations and organizations as assigned by the Leadership Team.
- To be the spokesperson for Oregon REALTORS® as assigned by the President.
- To serve as Chair of Strategic Planning Committee to plan appropriate programs and activities for their own presidential term.
- To coordinate planning of programs and activities with the First Vice President and Leadership Team as necessary to implement the Strategic Plan and promote the smooth transition of leadership.
- To assume the duties and responsibilities of the Presidency in the absence or disability of the President.
- To perform other duties as assigned by the Leadership Team and/or Executive Committee.

Qualifications (all must be met):
- Must have served as: 1) President of his/her local Board/Association of REALTORS®; **or** 2) as an officer of the National Association of REALTORS® or any of its Institutes; **or** 3) as a Chair of any Oregon REALTORS® Key Committee; **or** 4) as Treasurer or Vice President for Oregon REALTORS®.
- Must have served as an Oregon REALTORS® State Director for a minimum of 3 years.
- Must have served on an Oregon REALTORS® Committee the year prior to taking office or have actively served on a state committee for a minimum of (3) three years of the last (5) five years.
- Must have actively served or be serving in an elective office or Directorship of a Member Board/Association.
- Must be actively engaged in the real estate business and hold an active Real Estate Broker license from the State of Oregon.

Term: The President-Elect is elected for a term of one year and thereafter, automatically succeeds to the office of the President.

See Appendix 1.10 (a) for the Memorandum of Understanding of Expectations for the position of OREGON REALTORS® President-Elect form

Duties & Responsibilities of the Immediate Past President

Function: Serve as an officer of Oregon REALTORS® and as a resource to the succeeding leadership.

Duties and Responsibilities: The Immediate Past President shall:

- Serve as a member of the Board of Directors. Executive Committee and Leadership Team.
- Serve as Vice Chair of the Elections Committee.
- Serve and perform other duties as directed by the Leadership Team.
- Be familiar with all governing documents of Oregon REALTORS® and assist in the implementation of the objectives and strategies of the Strategic Plan.
- Serve as a member of the CEO Evaluation Committee.

Term: The Immediate Past President serves in this office in the year immediately following the year served as President. In no instance may a President who resigned or was removed from office serve as Immediate Past President.

Duties & Responsibilities of the First Vice President

Function: Observe and learn the process of Executive Committee meetings. The First Vice President attends all Executive Committee and Leadership Team meetings held between the First Vice President's election and their subsequent transition to President-Elect. The First Vice President shall attend all Executive Committee and Leadership Team meetings, as a non-voting member, as an opportunity to become familiar with the issues and procedures of the Executive Committee prior to becoming the President-Elect.

Duties and Responsibilities: The First Vice President shall:

- Serve as a non-voting member of the Executive Committee and Leadership Team.
- Serve and perform other duties as directed by the Leadership Team.
- Be familiar with all governing documents of Oregon REALTORS® and assist in the implementation of the objectives and strategies of the Strategic Plan.

Qualifications: (all must be met):

- Must have served as: 1) President of his/her local Board/Association of REALTORS®; **OR** 2) as an officer of the National Association of REALTORS® or any of its Institutes, Societies or Councils; **OR** 3) as a Chair of any Oregon REALTORS® Key Committee; **OR** 4) as Treasurer or Vice President for Oregon REALTORS®.
- Must have served as an Oregon REALTORS® State Director for a minimum of 3 years.
- Must have served on an Oregon REALTORS® Committee the year prior to taking office or have actively served on a state committee for a minimum of (3) three years of the last (5) five years.
- Must have actively served or be serving in an elective office or Directorship of a Member Board/Association.
- Must be actively engaged in the real estate business and hold an active Real Estate Broker license from the State of Oregon.

Term: The First Vice President occupies the position from the time that they are elected, until they automatically succeed to the office of the President-Elect.

See Appendix 1.10 (b) for the Memorandum of Understanding of Expectations for the position of OREGON REALTORS® First Vice President form

Duties & Responsibilities of the Treasurer

Function: Serve as the Chief Elected Financial Officer of Oregon REALTORS®

Responsibilities: The Treasurer shall have the authority and responsibility to perform the following duties:

- Serve as Chair of the Finance and Budget Committee;
- Serve as a member of the Oregon REALTORS® Leadership Team, Executive Committee and Board of Directors;
- Assist Leadership Team in recommending a Vice Chair and members of the Finance and Budget Committee;
- Work closely with the CEO to ensure that the financial activities and processes are in accordance with the Oregon REALTORS® policy manual, and that properly adopted accounting procedures are used by the Association;
- Ensure that Oregon REALTORS® income/expense statements are prepared and presented quarterly to the Leadership Team, Executive Committee and Board of Directors;
- In coordination with the President-Elect and the Finance and Budget Committee, review the draft annual budget as prepared by the CEO (with staff input) to ensure alignment between program budgets and the Strategic Plan, suggest changes, and forward recommendations to the Executive Committee for referral to the Board of Directors at the fall Board of Directors meeting;
- Ensure that an annual Audit of the Oregon REALTORS® finances is completed and presented at the Spring Board of Directors meeting;
- In coordination with the CEO and Finance and Budget Committee, provide oversight and advice regarding the association's reserve accounts and investment strategy and policies;
- Participate in annual Strategic Planning sessions and activities. working with the CEO , provide input and oversight for the Oregon REALTOR® Plaza
- To strongly consider being a contributor to ORPAC at least at the NAR minimum level.

Qualifications: Prior to the time of election, the Treasurer shall have

- Completed a minimum of two (2) full years of service on the Finance and Budget Committee within the previous five-year period
- Knowledge of the principles and practices of financial record keeping (including the ability to read and interpret a financial statement and be conversant in basic financial terminology), accounting systems and financial reporting (including generally accepted accounting principles or GAAP).
- Been actively engaged in the real estate business and hold an active Real Estate Broker license from the State of Oregon for a minimum of 5 years
- The ability to communicate financial information effectively to persons with little or no financial expertise and work with Oregon REALTORS® staff and the independent auditors, as necessary.

Preparation: Before assuming office, the Treasurer shall

- Be thoroughly familiar with the Oregon REALTORS® financial reporting statements; budget development and reporting processes; fiscal management, reserves and investment policies; association bylaws and polices; Strategic Plan and strategic thinking initiatives; and any financial strategies of the Finance/Budget Committee, Leadership Team and Executive Committee;
- Complete a training program for treasurer as developed by the CEO and leadership

Term: The Treasurer is elected for a 2-year term and may serve no more than two consecutive 2-year terms

See Appendix 1.11 for the Memorandum of Understanding of Expectations for the position of OREGON REALTORS® Treasurer form

Duties & Responsibilities of the Leadership Team

Function: Provide day-to-day volunteer oversight, strategic guidance, and accountability for the Association

Responsibilities: The Leadership Team shall have the authority and responsibility to perform the following duties:

- Set the meeting dates and agendas for the Executive Committee
- Advise the CEO
- Monitor Oregon REALTORS® Strategic Plan progress and implementation
- Appoint Committee, Task Force and PAG Chairs, Vice Chairs and Members, subject to ratification by the Executive Committee and approval (as required) by the Board of Directors
- Exercise limited, non-discretional authority, as may be required in the bylaws and policies of the Association, between meetings of the Executive Committee
- Act as the "Travel Team" for the Association, making presentations and installing officers at Local Associations as requested
- Performs such other tasks as may be assigned to it by the Executive Committee and/or the Board of Directors

Qualifications: Members of the Leadership Team shall hold the following positions:

- President
- President-Elect
- Immediate Past President
- First Vice President (non-voting)
- Treasurer
- Chief Executive Officer of the Association (non-voting)

Term: All members of the Leadership Team with the exception of the First Vice President and CEO serve for a one-year term

Duties & Responsibilities of the Vice President of Association and Member Engagement

Function: Serve as conduit for engagement and two-way communication between the Executive Committee and Oregon's Six (6) largest local real estate associations and their members, through their State Director Liaison(s) and their Chief Executive Officers

Responsibilities: The Vice President of Association and Member Engagement shall have the authority and responsibility to perform the following duties:

- Serve as primary liaison between the Executive Committee and PMAR, CEAR, EMAR, MVAR, ER and RVAR
- Communicate at a minimum of four (4) times per year with State Director Liaisons and CEOs from the designated local associations (SDL). At least two (2) of the required communications with every assigned SDL and CEO shall be a verbal conversation (e.g. by telephone, virtually or in-person)
- The purpose of these two-way communications is to:
    - Enhance the working relationship between Oregon REALTORS® and local associations in support of shared members, identify areas for improvement, and ensure cooperative solutions are properly communicated
    - Identify local business, political, legislative or industry issues Oregon REALTORS® and local associations should understand and work collaboratively to resolve

    - Explore ways Oregon REALTORS® can enhance member services, including educational content, policy recommendations, or Oregon REALTORS® Forms revisions
    - Ensure that the business and strategic initiatives of both Oregon REALTORS® and local associations are fully communicated and are coordinated whenever possible
    - Coordinate shared efforts between Oregon REALTORS®, local associations and NAR
- Participate in the training and on-boarding of new State Directors
- Serve as a voting member of the Executive Committee and Board of Directors
- Participate in annual Strategic Planning sessions and activities
- Deliver updates at Board meetings, conferences, and member events, as requested either by Leadership Team, or an assigned local association and approved by Leadership Team
- Participate in newsletters, videos and other communications to raise awareness of membership, brokerage and risk management issues, as requested
- Mentor the Vice President-Elect of Association and Member Engagement for continuity and succession planning
- Serve and perform other duties as directed by the Leadership Team
- To strongly consider being a contributor to ORPAC at least at the NAR major investor level

QUALIFICATIONS. Prior to the time of election or appointment, the Vice President of Association and Member Engagement shall:

- Have previously served as Vice President-Elect of Association and Member Engagement
- Be actively engaged in the real estate business and hold an active Real Estate Broker license from the State of Oregon for a minimum of 5 years
- Have strong communication and relationship-building skills
- Have an in-depth knowledge of Oregon REALTORS® bylaws, polices, the Strategic Plan and strategic thinking initiatives
- Have a working knowledge of the National Association of REALTORS® Core Standards requirements
- Have actively served or be serving in an elective office or Directorship of a Member Association and have actively served on one or more Oregon REALTORS® committee(s) for a total of not less than two (2) years out of the last five (5) years
- Have a thorough understanding of the tools and resources available to Associations from Oregon REALTORS®

TERM: The Vice President of Association and Member Engagement serves for a one-year term

Duties & Responsibilities of the Vice President-Elect of Association and Member Engagement

Function: Serve as conduit for engagement and two-way communication between the Executive Committee and Oregon's Sixteen (16) medium and small local real estate associations and their members, through their State Director Liaison(s) and their Association Executive

Responsibilities: The Vice President-Elect of Association and Member Engagement shall have the authority and responsibility to perform the following duties:

- Serve as primary liaison between the Executive Committee and COCBR, CAR, CCAR, CCBR, DCAR, KCAR, LCBR, MCAR, PCAR, SR, TCBR, WAOR and YCAR
- Communicate at a minimum of four (4) times per year with State Director Liaisons (SDL) and AEs from the designated local associations. At least two (2) of the required communications with every assigned SDL and AE shall be a verbal conversation (e.g. by telephone, virtually or in-person)

- The purpose of these two-way communications is to:
    - Enhance the working relationship between Oregon REALTORS® and local associations in support of shared members, identify areas for improvement, and ensure cooperative solutions are properly communicated
    - Identify local business, political, legislative or industry issues Oregon REALTORS® and local associations should understand and work collaboratively to resolve
    - Explore ways Oregon REALTORS® can enhance member services, including educational content, policy recommendations, or Oregon REALTORS® Forms revisions
    - Ensure that the business and strategic initiatives of both Oregon REALTORS® and local associations are fully communicated and are coordinated whenever possible
    - Coordinate shared efforts between Oregon REALTORS®, local associations and NAR
- Participate in the training and onboarding of new State Directors
- Serve as a voting member of the Executive Committee and Board of Directors
- Participate in annual Strategic Planning sessions and activities
- Deliver updates at Board meetings, conferences, and member events, as requested either by Leadership Team, or an assigned local association and approved by Leadership Team
- Participate in newsletters, videos and other communications to raise awareness of membership, brokerage and risk management issues, as requested
- Observe and learn from the Vice President-Elect of Association and Member Engagement for continuity and succession planning
- Serve and duties as directed by the Leadership Team
- To strongly consider being a contributor to ORPAC at least at the NAR major investor level

QUALIFICATIONS. Prior to the time of election or appointment, the Vice President of Association and Member Engagement shall:

- Be actively engaged in the real estate business and hold an active Real Estate Broker license from the State of Oregon for a minimum of 5 years
- Have strong communication and relationship-building skills
- Have an in-depth knowledge of Oregon REALTORS® bylaws, polices, the Strategic Plan and strategic thinking initiatives
- Have a working knowledge of the National Association of REALTORS® Core Standards requirements
- Have actively served or be serving in an elective office or Directorship of a Member Association and have actively served on one or more Oregon REALTORS® committee(s) for a total of not less than two (2) years out of the last five (5) years
- Have a thorough understanding of the tools and resources available to Associations from Oregon REALTORS®

Term: The Vice President-Elect of Association and Member Engagement is elected for a one-year term and thereafter, automatically succeeds to the position of Vice President of Association and Member Engagement

See Appendix 1.12 for the Memorandum of Understanding of Expectations for the positions of OREGON REALTORS® Vice Presidents and Vice-Presidents-Elect form.

Duties & Responsibilities of the Vice President of Advocacy

Function: Oversee the implementation of the Oregon REALTORS® Strategic Plan with respect to the activities of the Government Affairs Key Committee, the Legal Action Committee, the ORPAC Trustees (endorsements and disbursements) and the Oregon Real Estate Agency.

Responsibilities: The Vice President of Advocacy shall have the authority and responsibility to perform the following duties:

- Serve as a non-voting member of the Government Affairs Key Committee, the Legal Action Committee and the ORPAC Trustees
- Serve as a liaison between the Executive Committee and the Government Affairs Key Committee, Legal Action Committee, and the ORPAC Trustees (endorsement and disbursements)
- In coordination with OR® Staff, serve as a liaison between the Executive Committee and the Oregon Real Estate Agency
- Attend REALTOR® Day at the Capitol
- Serve as a voting member of the Executive Committee and the Board of Directors
- Participate in annual Strategic Planning sessions and activities
- Deliver updates at Board meetings, conferences, and member events, as requested either by Leadership Team, or an assigned local association and approved by Leadership Team
- Participate in newsletters, videos and other communications to raise awareness of advocacy successes and calls to action, as requested
- Mentor the Vice President-Elect of Advocacy for continuity and succession planning
- Serve and perform other duties as directed by the Leadership Team to strongly consider being a contributor to ORPAC at least at the NAR major investor level

Qualifications: Prior to the time of election, the Vice President of Advocacy shall:

- Be actively engaged in the real estate business and hold an active Real Estate Broker license from the State of Oregon for a minimum of 5 years
- Have previously served as the Vice President-Elect of Advocacy
- Have served as Chair of the Oregon REALTORS® Government Affairs Key Committee or Political Affairs Key Committee within the past 5 years
- Have served at least 3 years in the past 7 years in some capacity on the Government Affairs Key Committee, Political Affairs Key Committee, Legal Action Committee or ORPAC Trustees, or have served in local or state elective office, or have served on one of NAR's advocacy-related committees at least three years in the past 10 years
- Have attended REALTOR® Day at the Capitol at least 2 times in the past 5 years
- Have the ability to communicate legislative and advocacy information effectively to persons with little or no advocacy expertise and work with Oregon REALTORS® staff, as necessary

Term: The Vice President for Advocacy serves a one-year term.

See Appendix 1.12 for the Memorandum of Understanding of Expectations for the positions of OREGON REALTORS® Vice Presidents and Vice-Presidents-Elect form.

Duties & Responsibilities of the Vice President-Elect of Advocacy

Function: Oversee the implementation of the Oregon REALTORS® Strategic Plan with respect to the activities of the Political Affairs Key Committee, REALTOR® Day at the Capitol, the Key Contacts Program, ORPAC fundraising, and the activities of the Issues Mobilization Committee.

Responsibilities: The Vice President-Elect of Advocacy shall have the authority and responsibility to perform the following duties:

- Serve as a non-voting member of the Political Affairs Key Committee, the Issues Mobilization Committee and the ORPAC Trustees
- Serve as a liaison between the Executive Committee and the Political Affairs Key Committee, the Issues Mobilization Committee, and the ORPAC Trustees (fundraising)
- Facilitate ORPAC fundraising activities in coordination with the ORPAC Trustees.
- Coordinate REALTOR® Day activities with Oregon REALTORS® staff, including but not limited to, arranging Legislative Key Contacts.
- Attend REALTOR® Day at the Capitol.
- Serve as a voting member of the Executive Committee and Board of Directors
- Participate in annual Strategic Planning sessions and activities
- Deliver updates at Board meetings, conferences, and member events, as requested either by Leadership Team, or an assigned local association and approved by Leadership Team
- Participate in newsletters, videos and other communications to raise awareness of advocacy successes and calls to action, as requested
- Observe and learn from the Vice President of Advocacy for continuity and succession planning
- Serve and perform other duties as directed by the Leadership Team
- To strongly consider being a contributor to ORPAC at least at the NAR major donor level

Qualifications: Prior to the time of election, the Vice President of Advocacy shall:

- Be actively engaged in the real estate business and hold an active Real Estate Broker license from the State of Oregon for a minimum of 5 years
- Have served as Chair of the Government Affairs Key Committee or Political Affairs Key Committee within the past 5 years
- Have served at least 3 years in the past 7 years in some capacity on the Government Affairs Key Committee, Political Affairs Key Committee, Legal Action Committee or ORPAC Trustees, or have served in local or state elective office, or have served on one of NAR's advocacy-related committees at least three years in the past 10 years
- Have attended REALTOR® Day at the Capitol at least 2 times in the past 5 years
- Have the ability to communicate legislative and advocacy information effectively to persons with little or no advocacy expertise and work with Oregon REALTORS® staff, as necessary

Term: The Vice President-Elect of Advocacy is elected for a one-year term and thereafter automatically succeeds to the position of Vice President of Advocacy.

See Appendix 1.12 for the Memorandum of Understanding of Expectations for the positions of OREGON REALTORS® Vice Presidents and Vice-Presidents-Elect form.

Duties & Responsibilities of the Vice President of Business and Member Services

Function: Oversee the implementation of the Oregon REALTORS® Strategic Plan with respect to the activities of the Business Issues Key Committee, the Safety Committee, Professional Standards Committee, and Oregon REALTOR® Forms Task Force.

Responsibilities: The Vice President of Business and Member Services shall have the authority and responsibility to perform the following duties:

- Serve as a non-voting member of the Business Issues Key Committee, the Safety Committee and the Professional Standards Committees.
- Participate as a member of the Oregon REALTOR® Forms Task Force.
- Serve as a liaison between the Executive Committee and the Business Issues Key Committee, the Safety Committee and the Professional Standards Committee.
- Serve as a liaison between the Executive Committee and the Oregon REALTOR® Forms Task Force to ensure high-quality forms content and system functionality.
- Serve as a liaison between the Executive Committee, Staff and outside consultants on robust promotion, distribution and utilization of Oregon REALTORS® Forms
- Serve as a voting member of the Executive Committee and Board of Directors
- Participate in annual Strategic Planning sessions and activities.
- Deliver Business and Services updates at Board meetings, conferences, and member events, as requested either by Leadership Team, or an assigned local association and approved by Leadership Team
- Participate in newsletters, videos and other communications to raise awareness of Oregon REALTORS® Member Services, as requested.
- Mentor the Vice President-Elect of Business and Member Services for continuity and succession planning
- Serve and perform other duties as directed by the Leadership Team
- To strongly consider being a contributor to ORPAC at least at the NAR major investor level

Qualifications: Prior to the time of election, the Vice President of Business and Member Services shall**:**

- Have previously served as the Vice President-Elect of Business and Member Services.
- Have served as Chair of the Business Issues, Professional Development or Diversity Key Committee within the past 5 years
- Have served at least 3 years in the past 7 years in some capacity on the Business Issues, Professional Development or Diversity Key Committees, or on NAR Committees related to Business Issues, Professional Development or with the past 10 years
- Have experience utilizing or managing those who use Oregon REALTORS® Forms
- Be actively engaged in the real estate business and hold an active Real Estate Broker license from the State of Oregon for a minimum of 5 years
- Have the ability to communicate business and professional standards information effectively to persons with little or no business issues or professional standards expertise and work with Oregon REALTORS® staff, as necessary

Term: The Vice President of Business and Member Services serves for a one-year term

See Appendix 1.12 for the Memorandum of Understanding of Expectations for the positions of OREGON REALTORS® Vice Presidents and Vice-Presidents-Elect form.

Duties & Responsibilities of the Vice President-Elect of Business and Member Services

Function: Oversee the implementation of the Oregon REALTORS® Strategic Plan with respect to the activities of the Professional Development and Diversity Key Committees and the Elections Committee. Coordinate Realtor of the Year, Distinguished Service Award, and Good Neighbor Award ceremonies.

Responsibilities: The Vice President-Elect of Business and Member Services shall have the authority and responsibility to perform the following duties:

- Serve as a non-voting member of the Professional Development Key Committee, the Diversity Key Committee, and the Elections Committee.
- Serve as a liaison between the Executive Committee and the Professional Development Key Committee, the Diversity Key Committee and the Elections Committee.
- Facilitate the Realtor of the Year, Distinguished Service Award, and Good Neighbor Award ceremonies with the respective chairs of those committees, and coordinate with Oregon REALTORS® staff as necessary.
- Serve as a voting member of the Executive Committee and the Board of Directors
- Participate in annual Strategic Planning sessions and activities.
- Deliver Business and Services updates at Board meetings, conferences, and member events, as requested either by Leadership Team, or an assigned local association and approved by Leadership Team
- Participate in newsletters, videos and other communications to raise awareness of Oregon REALTORS® Member Services, as requested.
- Observe and learn from the Vice President of Business and Member Services for continuity and succession planning
- Serve and perform other duties as directed by the Leadership Team
- To strongly consider being a contributor to ORPAC at the NAR major investor level

Qualifications: Prior to the time of election, the Vice President of Business and Member Services shall:

- Have served as Chair of the Business Issues, Professional Development or Diversity Key Committee within the past 5 years
- Have served at least 3 years in the past 7 years in some capacity on the Business Issues, Professional Development or Diversity Key Committees, or on NAR Committees related to Business Issues, Professional Development within the past 10 years
- Have experience utilizing or managing those who use Oregon REALTORS® Forms
- Be actively engaged in the real estate business and hold an active Real Estate Broker license from the State of Oregon for a minimum of 5 years
- Have the ability to communicate professional development and diversity information effectively to persons with little or no professional development or diversity expertise and work with Oregon REALTORS® staff, as necessary

Term: The Vice President-Elect of Business and Member Services is elected for a one-year term and thereafter, automatically succeeds to the position of Vice President of Business and Member Services.

See Appendix 1.12 for the Memorandum of Understanding of Expectations for the positions of OREGON REALTORS® Vice Presidents and Vice-Presidents-Elect form.

Duties & Responsibilities of the Vice President of Brokerage Engagement & Risk Management

Function: Serve as conduit for engagement and two-way communication between the Executive Committee and a pool of large residential brokerage leadership and commercial brokerage leadership throughout the state.

Responsibilities: The Vice President of Brokerage Engagement and Risk Management shall have the authority and responsibility to perform the following duties:

- Serve as primary liaison between the Executive Committee and Large Residential and Commercial Broker Owners/Managing Principal Brokers across the state
- Communicate a minimum of (4) times per year with the managing principal broker(s) of thirty-five (35) assigned Large Residential brokerages and the managing principal broker(s) of at least five (5) assigned commercial brokerages. At least two (2) of the required communications with every assigned managing principal broker shall be a verbal conversation (e.g. by telephone, virtually or in-person)
- The purpose of these communications is to:
    - Identify emerging business issues or risk management concerns Oregon REALTORS® and brokerages should understand and mutually resolve
    - Explore risk mitigation strategies, including educational content, policy recommendations, or Oregon REALTORS® Forms revisions
    - Solicit real-time brokerage perspectives to inform legislative advocacy priorities
    - Ensure brokerages are aware of available Oregon REALTORS® and National Association of REALTORS® tools and resources
- Serve as a voting member of the Executive Committee and Board of Directors
- Participate in annual Strategic Planning sessions and activities
- Deliver brokerage and risk management updates at Board meetings, conferences, and member events, as requested either by Leadership Team, or an assigned local association and approved by Leadership Team
- Participate in newsletters, videos and other communications to raise awareness of brokerage and risk management issues, as requested
- Mentor the Vice President-Elect of Business and Member Services for continuity and succession planning
- Serve and perform other duties as directed by the Leadership Team
- To strongly consider being a contributor to ORPAC at least at the NAR major investor level

QUALIFICATIONS. Prior to the time of election or appointment, the Vice President of Brokerage Engagement and Risk Management shall:

- Have previously served as Vice President-Elect of Brokerage Engagement and Risk Management
- Be actively engaged in the real estate business and hold an active Principal Real Estate Broker license from the State of Oregon

- Be a current or former Broker Owner or Managing Broker within the past 5 years of a real estate firm having at least 10 active licensees
- Have a minimum of 10 years of real estate industry experience, including a minimum of 5 years of combined experience in brokerage leadership, risk management compliance and/or as a managing broker
- Have strong communication and relationship-building skills with a proven ability to represent brokerage perspectives at an association or organizational level.
- Have actively served or be serving in an elective office or Directorship of a Member Association and have actively served on one or more Oregon REALTORS® committee(s) for a total of not less than two (2) years out of the last five (5) years.
- Have an in-depth knowledge of the Oregon REALTORS® bylaws, polices, the Strategic Plan and strategic thinking initiatives.
- Have a thorough understanding of the tools and resources available to brokerages from Oregon REALTORS®.

TERM: The Vice President of Brokerage Engagement and Risk Management serves for a one-year term.

NOTE: A "brokerage" is defined as being under the supervision/ownership of the same managing principal broker (regardless of number of locations). For the purpose of this role, large brokerages shall be those with MORE than forty (40) active licensees.

The choice of large brokerages for an upcoming elective year shall be made by the current Executive Committee, ensuring diversity of business models, franchise or independent relationships and geographic representation from around the state. A brokerage may not be selected for engagement in this category more than once every two (2) years.

See Appendix 1.12 for the Memorandum of Understanding of Expectations for the positions of OREGON REALTORS® Vice Presidents and Vice-Presidents-Elect form.

Duties & Responsibilities of the Vice President-Elect of Brokerage Engagement & Risk Management

Function: Serve as conduit for engagement and two-way communication between the Executive Committee and a pool of mid-sized and small residential brokerages and residential property management companies throughout the state

Responsibilities: The Vice President-Elect of Brokerage Engagement and Risk Management shall have the authority and responsibility to perform the following duties:

- Serve as primary liaison between the Executive Committee and Mid-sized and Small Residential Broker Owners/Managing Principal Brokers and Property Management firms across the state
- Communicate a minimum of (4) times per year with the managing principal broker(s) of twenty (20) assigned Mid-sized and fifteen (15) assigned Small residential brokerages, and the managing principal broker(s) of at least five (5) assigned resident property management firms. At least two (2) of the required communications with every assigned managing principal broker shall be a verbal conversation (e.g. by telephone, virtually or in-person)

- The purpose of these communications is to:
    - Identify emerging business issues or risk management concerns Oregon REALTORS® and brokerages and property managers should understand and mutually resolve
    - Explore risk mitigation strategies, including educational content, policy recommendations, or Oregon REALTORS® Forms revisions
    - Solicit real-time brokerage and property manager perspectives to inform legislative advocacy priorities
    - Ensure brokerages and property managers are aware of available Oregon REALTORS® and National Association of REALTORS® tools and resources
- Serve as a voting member of the Executive Committee and Board of Directors
- Participate in annual Strategic Planning sessions and activities
- Deliver brokerage and risk management updates at Board meetings, conferences, and member events, as requested either by Leadership Team, or an assigned local association and approved by Leadership Team
- Participate in newsletters, videos and other communications to raise awareness of brokerage and risk management issues, as requested
- Observe and learn from the Vice President of Business and Member Services for continuity and succession planning
- Serve and perform other duties as directed by the Leadership Team
- To strongly consider being a contributor to ORPAC at least at the NAR major investor level

QUALIFICATIONS. Prior to the time of election, the Vice President-Elect of Brokerage Engagement and Risk Management shall:

- Be actively engaged in the real estate business and hold an active Principal Real Estate Broker license from the State of Oregon
- Be a current or former Broker Owner or Managing Broker within the past 5 years of a real estate firm having at least 10 active licensees
- Have a minimum of 10 years of real estate industry experience, including a minimum of 5 years of combined experience in brokerage leadership, risk management compliance and/or as a managing principal broker.
- Have strong communication and relationship-building skills with a proven ability to represent brokerage perspectives at an association or organizational level.
- Have actively served or be serving in an elective office or Directorship of a Member Association and have actively served on one or more Oregon REALTORS® committee(s) for a total of not less than two (2) years out of the last five (5) years.
- Have an in-depth knowledge of the Oregon REALTORS® bylaws, polices, the Strategic Plan and strategic thinking initiatives.
- Have a thorough understanding of the tools and resources available to brokerages from Oregon REALTORS®.

Term: The Vice President-Elect of Brokerage Engagement and Risk Management is elected for a one-year term and thereafter automatically ascends to the position of Vice President of Brokerage Engagement and Risk Management

NOTE: A "brokerage" is defined as being under the supervision/ownership of the same managing principal broker (regardless of number of locations). For the purpose of this role, Mid-sized brokerages shall be those with those with between eleven (11) and forty (40) licensees. Small brokerages shall those with ten (10) or fewer licensees.

The choice of the Mid-sized and Small brokerages for the upcoming elective year shall be made by the Executive Committee, ensuring diversity of business models and geographic representation from around the state. A brokerage may not be selected for engagement in this category more than once every three (3) years.

See Appendix 1.12 for the Memorandum of Understanding of Expectations for the positions of OREGON REALTORS® Vice Presidents and Vice-Presidents-Elect form.

Duties & Responsibilities of a State Director

Function: To establish and review major policy of Oregon REALTORS®. This entails legal and fiscal responsibilities to Oregon REALTORS®'s members.

Duties and Responsibilities: Participate as a member of the governing body of Oregon REALTORS®**.** The Director shall:

- Attend each Board of Directors meeting.
- Attend the bi-annual REALTOR® Day in Salem.
- Complete all required training.
- Participate in polling and focus groups established by the Executive Committee and/or Strategic Planning Committee
- Annually sign and adhere to a Board of Directors Compliance Code.
- Be well-informed on the issues. Attend and participate in any scheduled Board of Directors conference call, pre-Board of Directors meeting forums and any District briefing sessions prior to the Board of Directors meeting. If you feel a motion should be discussed, or additional information is needed, speak up. Hurriedly passed motions usually do not receive the consideration they deserve. It is better to table a motion than pass one you will later regret.
- All Directors are invited and encouraged to attend any open committee meetings as a guest. Closed meetings are identified.
- Determine what the members want and need. Talk with peers and bring their concerns to the attention of the Committees and Board of Directors.
- Support the decisions of the Board of Directors and serve as a spokesperson to local Board/Associations and general membership of board decisions.
- Be familiar with the official policy and process of Oregon REALTORS®. Statements to members will be viewed as official policy.
- Be positive and constructive in your efforts and strive to build a stronger Association.
- Guide the industry.

Qualifications: Must have served or be serving in an elected office or Directorship of a Member Board/Association and must be a member in good standing with Oregon REALTORS® (i.e., dues are paid, real estate license is active).

Term: Method of selection and terms of office for Member Board/Association state Directors shall be at the discretion of the Member Board/Association from among their REALTOR® members, provided the individual selected meets the qualifications for the position. By December of each year, the Member Board/Association shall advise the Chief Executive Officer of the names of the Directors at Large and the Alternate Directors elected or appointed by the Member Board/Association for the upcoming year.
What Directors Should Know:

- Association Bylaws and Policy
- State Committee purposes and goals
- Policy and program adoption process
- Role of Executive Committee, Leadership Team and Staff

Summary: Service on the Board of Directors will have a significant impact on Oregon REALTORS®, and on Directors personally if goals are set and kept. As Directors achieve goals, service on the Board of Directors can be one of accomplishment and influence the future of Oregon REALTORS®.

Constituency: All members of Oregon REALTORS®. Specific concerns of local Board/Association should be considered; however, state Director decisions must be made with the welfare of the entire membership in mind.

Who do State Directors Represent? (Voting Responsibilities) State Directors are elected by their local Boards/Associations; however, they represent the interests of Oregon REALTORS®. They are fiduciaries of Oregon REALTORS® and not bound by any position or vote cast by the local Board/Association. Directors are free to vote in support of a local Board/Association position, Directors must consider the welfare of the entire State above the concerns of the local Board/Association.

Duties & Responsibilities of a State Director Liaison (SDL)

Function: Serve as conduits for engagement and two-way communication between the local association and the Oregon REALTORS® Executive Committee

Responsibilities: The State Director Liaison shall have the authority and responsibility to perform the following duties:

- Serve as primary liaison between the local association and the Executive Committee
- Communicate a minimum of four (4) times per year with the assigned Vice President or Vice President-Elect of Association and Member Engagement. At least two (2) of the required communications shall be a verbal conversation (e.g. by telephone, virtually or in-person)
- The purpose of these two-way communications is to:
    - Enhance the working relationship between the local association and Oregon REALTORS® in support of shared members, identifying areas for improvement, and ensuring cooperative solutions are property communicated
    - Identify local business, political, legislative or industry issues the local association and Oregon REALTORS® should understand and work collaboratively to resolve
    - Explore ways of working with Oregon REALTORS®, to enhance member services, including educational content, policy recommendations, or Oregon REALTORS® Forms revisions
    - Ensure that the business and strategic initiatives of both the local association and Oregon REALTORS® are fully communicated and are coordinated whenever possible
    - Coordinate shared efforts between the local association, Oregon REALTORS® and NAR
- Serve as a voting member of the Board of Directors
- Participate in annual Strategic Planning sessions and activities as requested
- Serve and perform other duties as directed by the local association

- To strongly consider being a contributor to ORPAC at least at the NAR fair-share level

QUALIFICATIONS. Prior to the time of election or appointment, the State Director Liaison shall:

- Be a State Director for the local association
- Be actively engaged in the real estate business and hold an active Real Estate Broker license from the State of Oregon
- Have strong communication and relationship-building skills

TERM: The State Director Liaison selection process and term of service shall be at the discretion of the local association

NOTE: All local association shall have one (1) State Director Liaison, except that PMAR shall have four (4) SDLs and CEAR shall have two (2) SDLs

Duties & Responsibilities of an Alternate State Director

Function: To establish and review major policies of Oregon REALTORS®. This entails legal and fiscal responsibilities to Oregon REALTORS®'s members. Each Member Board/Association may elect or appoint several alternate state directors to serve equal to their allotted number of state directors, having full voting rights and privileges only when substituting for a State Director who has an excused absence from the Member Board/Association. These substitutions can be made up to the time the credentials process is closed prior to each Board/Association meeting, no later than 7 days prior to a Board of Directors meeting. Newly appointed alternate directors must be declared to the Oregon REALTORS® in writing, at least 7 days prior to a Board of Directors meeting. By December of each year, the Member Board/Association shall advise the Chief Executive Officer of the names of the Directors at Large, and the Alternate Directors elected or appointed by the Member Board/Association for the upcoming year. Member Board/Association alternate directors shall be authorized to substitute for a Member Board/Association State Director by written authorization to Oregon REALTORS® from the Member Board/Association AE, President or elected Secretary.

Duties and Responsibilities: Be responsible for all the duties of the State Director in the event of the State Director's absence, incapacity, or vacancy.

Qualifications: Must be a member in good standing.

Term: By December of each year, the Member Board/Association shall advise the Chief Executive Officer of the names of the alternate state directors elected or appointed by the Member Board/Association for the upcoming year.

Duties & Responsibilities of NAR Directors

Function: Serve as a NAR Director. Support the decisions of the Board of Directors and serve as a spokesperson to Oregon REALTORS®, their local Board/Association, and general membership of said decisions.

Duties and Responsibilities: NAR Directors shall participate in and provide reports to the membership through the Board of Directors on all NAR meetings including, but not limited to:

- The Member and Director Update.
- The meeting of Oregon REALTORS® NAR Directors, if scheduled.
- The Region 12 Caucus.
- The National Association of REALTORS® Board of Directors meeting.

- Capitol Hill Visits during the Midyear Meeting.
- Two NAR Committee meetings of attendee's choice.

Qualifications: NAR Directors-At-Large, Small Board and Medium Board candidates should:

- Be a member in good standing, actively engaged in the business of real estate.
- Have served in some capacity within NAR governance, a state or local association, or NAR Institute, Society, or Council.
- Be committed to supporting the mission, priorities, and core values of NAR
- Be committed to fulfilling all the duties and responsibilities of the role and abide by NAR Policies
- Be willing to satisfy the expectation of the role of an NAR Director. NAR Director Performance Expectations:
    - Execute the NAR Volunteer Service Agreement that includes Director duties, responsibilities, and performance expectations.
    - Complete an annual orientation and NAR fiduciary refresher module.
    - Serve on at least one committee, forum, or advisory group to stay informed on key policy positions to act as a local member resource.
    - Demonstrate leadership and communication skills as well as proficient use of technology and social media.
    - Review all materials prior to each meeting and fully participate in each meeting from beginning to end.
    - Forfeit their Director position when they miss two consecutive Board meetings unless the Board of Directors, upon receipt of a written explanation for such absence satisfactory to it, waives this provision.
    - Resign or be removed from the Board in the event of a violation of fiduciary obligation to NAR or a violation of the NAR conflict of interest or harassment policies.

Term: NAR Directors are elected for a term of three years.

See Appendix 1.13 for Expectations for the NAR Directors form.

Duties & Responsibilities of Federal Political Coordinators (NAR Policy)

The Federal Political Coordinator is a position within the National Association of REALTORS®. A Federal Political Coordinator's (FPC's) most valuable contribution to NAR is the relationship they develop with their Member of Congress. In addition to regular contact with the assigned Member of Congress, there are several specific tasks which are required to fulfill the role of FPC:

1. Respond to All NAR Calls for Action
FPCs are expected to respond to ALL NAR Calls for Action they receive. As NAR's key REALTOR® communicators with Congress**,** FPCs are looked upon as leaders by their REALTOR® colleagues and should lead by example**.** After responding to a Call for Action, FPCs should also encourage their fellow REALTORS® to do the same**.**

2. Advocate on Behalf of all REALTORS® and the REALTOR® Party
The REALTOR® Party is the non-partisan approach to moving forward legislation that is of benefit and value to all REALTORS®. FPCs must be able to remain neutral on the issues and remove their personal bias before advocating on any REALTOR® supported issue 100% of the time.

3. Contact Assigned Member of Congress at Least Once per Quarter and Submit a Field Report
FPCs should have a minimum of four personal contacts with their Member of Congress (or staff) per year (meetings, RPAC check deliveries, etc.). FPCs are encouraged, however, to not limit that number to four and should communicate with their assigned Member of Congress as often as possible. Filing a field report after each meeting alerts NAR lobbying, policy and RPAC staff (if a check delivery was part of the interaction) as well as state Government Affairs staff that the meeting occurred and follow up may be required.

4. Participate in Training as Required
All FPCs must complete required training either in person or online. Newly appointed FPCs will participate in the semi-annual conference in Washington, DC, and returning veterans can complete their training requirement with various online options. Being familiar with each NAR issue is essential to advocate on behalf of REALTORS® - that issue education will occur in the training modules.

5. Utilize and Deliver All RPAC Contributions in a Timely Manner
FPCs are each allocated In-State Funds that they can use at their discretion to help develop their relationship with their Member of Congress. FPCs are to ensure that these funds are utilized early in the two-year cycle (six-year cycle for Senators). $1000 is allocated for each Representative and $2000 for each Senator, per cycle. (These funds are provided by NAR.) FPCs are also responsible for delivery of additional RPAC checks as approved by the RPAC National Trustees. They should ensure that each check is delivered in a timely manner.

6. Attend each Annual Mid-Year Meeting
FPCs are reimbursed by NAR up to $1000 for travel expenses incurred to attend the Mid -Year Meeting. Each FPC should make every effort to attend to lead the issue advocacy in their respective Member of Congress' office. This is the most important federal meeting of the year and FPC participation is vital.

7. Develop a Contact Team
Each FPC should identify REALTORS® in the district that can assist in their duties and should notify their state RPIC member upon doing so. The FPC should maintain regular communication with the team on the NAR issues and CFAs. The team should be ready to aid the FPC in check deliveries or facilitate a meeting in the FPC's absence if necessary. Members of the team will be viewed as possible replacements for the FPC should the time come to step down.

8. Sign and Return a Pledge Form to NAR

The Pledge is an agreement between the appointed FPC and NAR. By signing the form, the FPC agrees to carry out their duties to the best of their ability and acknowledges they can be removed for failure to fulfill the role.

FPCs are also encouraged to make a voluntary contribution to RPAC, as a tangible, credible sign of their commitment to NAR's legislative objectives and their understanding of RPAC's importance in achieving those goals.

Duties & Responsibilities of the Chief Executive Officer

Function: The Chief Executive Officer (CEO) is responsible for planning, organizing and directing the staff, programs and activities of Oregon REALTORS® to ensure members remain an integral and valuable part of the real estate transaction. The CEO recommends and participates in formulating the vision, mission, values, goals, objectives and related policies of Oregon REALTORS® and ensures objectives are achieved. The CEO is responsible to, reports to, works closely with, and supports the President, Board of Directors and the Executive Committee. The CEO has overall responsibility for the effective conduct of association affairs to meet association goals.

Duties and Responsibilities:

Board of Directors and Executive Committee Support

- Keep the President, Board of Directors and Executive Committee informed on status of the organization and operations, progress of all programs, and any significant problems or developments affecting Oregon REALTORS® and all factors influencing them.
- Counsel the Executive Committee on Association financial matters and direct the preparation of proposed budgets and financial reports.
- Serve as liaison to the Board of Directors and Executive Committee.
- Perform such other general responsibilities as may be delegated by the President, Board of Directors or the Executive Committee.
- Prepare agendas for the Board of Directors meetings and Executive Committee meetings.
- Execute all decisions and implement all policies of the Board of Directors and the Executive Committee, except when the duty to do so is specifically assigned to someone else by the President.
- Attend all meetings of the Board of Directors and Executive Committee as a non-voting member.
- Counsel the President regarding appointments of available association members to various committees and task forces.
- Act as secretary for Oregon REALTORS® by maintaining official minutes of the Board of Directors and Executive Committee and other official meetings of the organization, providing security for all files, legal and historic documents, and membership and mailing lists.
- Serve as liaison to the Oregon Real Estate Agency.

Committee and Member Support

- Provide coordination between Oregon REALTORS® staff and the chairs of all Oregon REALTORS® Key Committees and Special Committees.
- Counsel and assist the Key Committee chairpersons in developing and implementing programs proposed by their groups.
- Promote membership interest and active participation in association activities and report the activities of Oregon REALTORS® through the communications media of the Oregon REALTORS®.
- Provide the necessary liaison and staff support to Key Committee chairpersons, and other committees, to enable them to perform their functions properly.
- Ensure the decisions and recommendations of groups and committees are submitted to the Board of Directors and the Executive Committee for approval.
- Develop education programs to advance the professional, technical, and managerial skills of the membership and operate within the budget and program objectives the Board of Directors approves.
- Plan, organize, and direct membership promotion and retention programs and evaluate results to recommend policies, procedures and actions to achieve membership goals.

Staff Management and Operations

- Ensure there is an organizational structure in the Oregon REALTORS® office that responds to the priorities of Oregon REALTORS®.
- Implement the general policies established and approved by the Board of Directors and the Executive Committee by developing and following specific policies, procedures and programs for day-to-day operations.
- Direct and coordinate all approved programs, projects and major activities of Oregon REALTORS® staff.
- Provide and supervise staff necessary for the successful performance of Oregon REALTORS® services and functions.
- Be responsible for the hiring, training, reviews, promotions, terminations and morale of the staff within the established budget.
- Execute contracts and commitments as authorized by the Board of Directors or established policies.

Plans and Review

- Review and approve proposals for expenditures or commitments by Oregon REALTORS® and submit expenditures to the Executive Committee in accordance with existing policies.
- Plan, formulate and recommend for the approval of the Board of Directors and Executive Committee basic policies and programs which will further the objectives of Oregon REALTORS®, as identified and approved in the Strategic Plan.
- Review and countersign all accounts payable checks.
- In cooperation with the Executive Committee, develop, recommend, and operate within an annual budget, as approved by the Board of Directors.
- Ensure all funds, physical assets, and other property of Oregon REALTORS® are appropriately safeguarded and administered.
- Arrange and complete annual CPA audit.
- Ensure and maintain the legal and corporate integrity Oregon REALTORS®.

Meeting Coordination

- Be responsible for the planning, promotion and administration of all official meetings of Oregon REALTORS®.
- Provide necessary staff support for the President to attend official meetings of Member Boards/Associations, National Association of REALTORS®, and other meetings with allied organizations as required.

Communications

- Coordinate all communications to the general membership and Board/Association AEs, including memos, newsletters, general mailing, news releases, etc., as directed by the President, Board of Directors or the Executive Committee.
- Maintain an effective level of communications throughout the state.

Internal Relationships

- Maintain positive relationships with members of Oregon REALTORS® to further enhance the effectiveness of the organization.
- Build and maintain positive working relationships with and provide support to, local Boards/Associations and Oregon REALTORS® Executives to enhance the effectiveness of the local organizations, which will in turn strengthen Oregon REALTORS®.
- Establish such other internal relationships as the Board of Directors or Executive Committee may specify or as the CEO may deem advisable with the concurrence of the President.
- Establish and maintain a positive working relationship with Oregon REALTORS® Counsel.
- Maintain positive working relationships with staff to enhance the effectiveness of the organization.
- Maintain a positive working relationship with state and national associations and represent the Oregon REALTORS® on committees of the National Association of REALTORS®, with the concurrence of the Board of Directors.

External Relationships

- Represent Oregon REALTORS® in its contacts and dealings with governmental officials, elected officials, and agencies, including lobbying for issues deemed appropriate.
- Establish and maintain relationships with industry, public service organizations and vendors, as desirable or necessary in the best interests of Oregon REALTORS® and in conformity with the overall objectives and policies of the organization.
- Maintain positive working relationships with other organizations, both public and private, and see that the position of Oregon REALTORS® and its members is enhanced in accordance with the policies and objectives of Oregon REALTORS®.
- Plan, coordinate and conduct public relations programs to enhance public acceptance of the industry.

The Role of a NAR Director vs. NAR Delegate

The terms "Director" and "Delegate" are normally considered to be synonymous terms when, in fact, they are not. A Director has certain obligations of a fiduciary nature to the Association and serves as a member of the governing body. A Delegate, on the other hand, is an individual who is selected through a process to cast a vote (weighted by the Bylaws) as a representative of the membership at the Association's general membership meeting (convention). An alternate should be prepared to stand in the shoes of a Delegate in case of absence. The governing body of the NAR is the Board of Directors. Directors-at-large are allocated to each state based on the number of REALTORS® in that state.

Role of the Delegate (NAR Policy)
The following guidelines will explain the role of voting delegates.

Now that you are a Member of the NAR Delegate Body: The "Delegate Body" is the name commonly used to refer to the group comprised of presidents of member boards or their accredited alternate. As a delegate, you represent every member of your local Board/Association.

Function of the Delegate Body: The duties of the Delegate Body are to vote on the amendments to NAR's Constitution and Code of Ethics. These duties are accomplished at the Delegate Body Meeting held at the REALTORS® Conference & Expo or if the President calls a special meeting.

Preparing for the Delegate Body Meeting: The Delegate Body agenda and the proposed amendments to the NAR Constitution and the Code of Ethics are sent to the member boards 30 days prior to the meeting.

It is important that you read and understand the proposed amendments to NAR's Constitution and Code of Ethics because you will be voting to change the Association's governing documents. There will be a Delegate Body Forum held at the REALTORS® Conference & Expo to educate delegates about the issues.

At the Delegate Body Meeting: Association Executives can sit next to their delegate during the Delegate Body Meeting but are not allowed to vote.

There will be check-in stations located outside the meeting room. Upon check-in, each delegate **must** present a picture ID along with the Delegate Body Certification Confirmation.

There will be special check-in stations for delegates casting votes for multiple boards. Delegates voting for multiple boards should allow extra time to check into the Delegate Body Meeting.

At check-in, each delegate will receive the following:
- Delegate Body Agenda and Handouts
- Voting Delegate Ribbon
- Voting Ballots

Only **certified** delegates can vote. A large sign will designate the area reserved for your region. It is important that delegates sit within their respective region.

Voting: A delegate is entitled to cast as many votes as his/her board has REALTOR® and REALTOR-ASSOCIATE® members in good standing as of the NAR designated date. A delegate may not divide his/her

board's votes. **Voting by proxy is not permitted**. Delegates voting for multiple boards/associations will cast votes for each Board/Association separately.

Amendments to NAR's Constitution and the Code of Ethics must be approved by two-thirds vote.

The Delegate Body is an important part of the Association's governing structure. Your participation as a voting delegate assures that members receive representation at the National level.

NAR Director Voting

Since Directors of the NAR are elected by the Board of Directors of Oregon REALTORS® to act and represent the membership of the state, they should be left to cast their vote(s) according to their conscience.

Therefore, on all matters to be voted upon by the Board of Directors of the NAR, the Board of Directors of the Oregon REALTORS® may take a position on the matter. They may only suggest, but never require, that a NAR Director vote the position of the Oregon REALTORS®' Board of Directors.

NAR Directors

A National Association of REALTORS® Director position is reserved for the State President. All other National Association of REALTORS® Director vacancies shall be filled pursuant to Oregon REALTORS® Bylaws.

Attendance at committees/caucuses will be coordinated by the President to assure coverage of as many committees/caucuses as possible and to avoid double coverage. NAR Directors will also be asked to monitor various committee/caucus meetings in the event no other person from the Oregon Association is in attendance. Directors are encouraged to attend as many other committee/caucus meetings as possible since most of the important discussions take place at this level.

Most of the NAR committees/caucuses mail or e-mail information to members in advance of the meetings. Directors should read the information thoroughly, PRIOR to leaving for the NAR meeting. This practice will enable each Director to play an active role at NAR.

NAR Board of Directors Meetings

All NAR Directors must attend the NAR Board of Directors meetings to represent the views of the Oregon Association. Issues to come before the Directors should be studied in advance to assure a knowledgeable vote by each director. As much as possible, issues will be discussed in the Oregon Association Caucus. Directors should plan to stay for the entire board meeting.

Service on a NAR Committee

Each NAR Director may be assigned as a liaison between a similar Oregon REALTORS® and NAR Committee/Caucus. As a liaison, the Director will give a brief update at each of the Committee/Caucus meetings and lead the discussion on matters decided by the NAR Board of Directors that affect Oregon REALTORS®. Through participation in Oregon REALTORS® committees, each NAR Director will be better able to represent the membership of Oregon REALTORS®.

NAR Region 12 Caucus

The NAR Directors shall attend the Region 12 Caucus and participate in the discussions. They should be knowledgeable and prepared to discuss the matters that come before the caucus. The purpose of the Region 12 Caucus is:

- To receive an update from Committee/Caucus members and NAR Leadership on issues and programs that are being discussed in the various Committees/Caucuses that will come to the floor of the NAR Board of Directors; and

- To allow the Regional Vice President and the state presidents to give an update on issues and programs of their respective associations.

NAR Region 12 Conference

The purpose of the NAR Region 12 Conference is to provide a forum through which the elected leadership and/or staff of NAR can apprise the leadership and/or staff of the state associations and member boards in Region 12 of national and regional issues and activities of interest and importance, and to provide networking, education and information of region-wide significance to members and staff. The Region 12 Executive Committee may conduct a conference to be held at a date, time and place to be determined by the Regional Vice President of the Conference Year. The Region 12 Executive Committee is comprised of the current Regional Vice President, Immediate Past RVP, the RVP-elect, the Presidents of the five Northwest States -- OR, WA, ID, MT & AK -- and the Presidents-Elect of the five Northwest States are full voting members; the Association Executives and all active Past Presidents of NAR from any of the five Northwest States shall be non-voting members of the Executive Committee.

OREGON REALTORS® Committees

Key Committees:
- Business Issues
- Diversity
- Government Affairs
- Political Affairs
- Professional Development

Special Committees:
- Elections
- Oregon REALTORS® Political Action
- REALTOR® of the Year/Distinguished Service Award
- Legal Action
- Strategic Planning
- Issues Mobilization
- Professional Standards
- Finance & Budget
- Safety Committee

The President is empowered to form Presidential Advisory Groups (PAGs) to accomplish the objectives of the strategic plan and to address issues, programs and activities within the adopted policies and budget. The President may invite the ORPAC Trustees Chair to attend an Executive Committee meeting in a non-voting position.

Committee Selection Process

- All Committee Applications must be submitted by July (specific date designated each year).
- Elections Committee members must be members of the Board of Directors. Non-Directors will not be appointed to this committee.
- Finance and Budget Committee appointments must be made in a timely manner so that members can participate in budget planning meetings for the following year. These meetings occur in the 3rd quarter of the year, but no later than 1 month prior to the scheduled fall Board of Directors meeting.
- Staff will compile the request forms and create a matrix to send to the President-Elect and First Vice President.
- Committee matrix will include entire list of those requesting a Committee, and will show their 1st, 2nd, and 3rd choices.
- Staff will only screen Committee applications to verify eligibility.
- Staff will send to President-Elect and First Vice President:
    - Committee Request Matrix
    - A copy of the Committee Roster, with member terms and attendance reporting (those with expiring terms will not be included).

- Minimum number of Committee members for the Committee, along with a recommendation from the staff liaison as to what the top number of members on that Committee should be.
- Contact information for all incoming Vice Chairs and Chairs.
- Current Committee rosters showing expiration dates of members.

Invitations to serve on Key Committees will be distributed prior to Fall Governance meeting.

- Staff will prepare and send letters to members to confirm Committee appointments and their term.
- Staff will send a letter to those NOT selected to serve, to encourage their continued participation at the meetings.

Communication of Committee Selections

- Staff will distribute the list of Committee rosters to the local Association Executives upon completion.

For all appointments, appointee nominations will be solicited from Officers, State Directors, Key Committee Chairs and members, Member Board/Association Presidents, individual members, Affiliate members and Association Executives. Non-Association members may serve on Task Forces.

Participation

Each Key Committee shall attempt to have at least one representative from each of the six (6) Association Districts.

Communication, Reports and Recommendations

Communications from each Committee regarding each Committee's functions, responsibilities and programs shall come from the Committee's Chair or the Chair's delegate. Staff will facilitate such communications and staff will forward copies to elected leadership, when appropriate.

Committee reports shall be received as filed or referred to the Committee as needed.

Oregon REALTORS® staff will maintain a master calendar of all Association Committee meetings. The calendar will be used when setting meeting dates to avoid overlapping meetings as much as possible.

Each Key Committee, Special Committee, Task Force and PAG will be assigned a staff liaison as determined by the CEO.

Selection Criteria for Chair

It shall be the policy of Oregon REALTORS® that Committee and Task Force Chairs and Vice-Chairs are carefully selected per an established set of criteria. This established criterion shall be in effect unless other specific requirements for selection of Chairs are specifically mentioned in the Oregon REALTORS®' Bylaws or Policy Manual.

The selection of Committee and Task Force Chairs shall be based on the following:

- The candidate shall display the ability to communicate. Effective communication is a prime ingredient not only with the Committee, but also with other Committees, the Board of Directors, and related groups.
- The candidate shall have a record of active participation and interest in Association activities, Committees and objectives.
- The candidate shall display a willingness to listen. He/she should be open- minded encouraging free expression of ideas, opinions and recommendations by his/her Committee or Task Force members.
- The candidate shall display the ability to command attention and inspire.
- The candidate shall display the ability to control without dominating.
- The candidate shall maintain an acceptable understanding of parliamentary procedure.
- The candidate shall have a proven record of being a person with initiative.
- The candidate shall have the respect of his/her peers in the industry.
- The candidate shall display an understanding of the power relationships within the Committee or Task Force and his/her group's relationship with other Committees and Task Forces.
- The candidate shall display knowledge in the particular subject area in which the Committee will function.
- The candidate shall be able to think and act in terms of Association overall goals and objectives.

- The candidate shall display the ability to create the right atmosphere for productive Committee or Task Force action.
- The candidate shall indicate his/her availability to carry out the responsibilities involved. This includes time and, in some instances, resources.
- The candidate shall indicate a clear understanding of the position and role of Association management staff and a need for a close working relationship.
- The candidate is fully aware of their commitment and responsibilities.
- The candidate is encouraged to be an RPAC investor for at least the NAR Fair Share level.

Selection Criteria for Committee Members

The composition of Key and Special Committees is specified in the Policy Manual of the Oregon REALTORS®. Other committees are stated to have such size and composition as is necessary to accomplish the objectives of the committee. When such is the case, members will be appointed to Committees with the following general guidelines:

- Individuals who display an interest in the activities of Oregon REALTORS® as well as demonstrate a capacity or aptitude for the tasks of a Committee.
- To ensure representation from all segments of the membership, consideration will be given for representation from different areas of the state, sizes of firms, and/or areas of expertise to generate different viewpoints and achieve a well-rounded group.
- To ensure continuity, it is valuable to retain certain members who have previously served on the Committee, while at the same time, avoiding a permanent clique.
- Finance and Budget Committee applicants must also complete a supplemental questionnaire as part of the application to ensure adequate finance knowledge and experience.

Responsibilities of Committee Chair

- The work of a chair shall always encompass the vision, mission, values, and goals of Oregon REALTORS® and shall never be influenced by self aims and personal objectives and shall avoid self-dealings in any matters relating to Oregon REALTORS®.
- Before each meeting, consult with Association staff and other key members of the Committee in planning the Committee's Task Force's objectives and activities. The entire program of work should be thoroughly reviewed so that individual Committee/Task Force and PAG assignments can be effectively made.
- Direct the Committee in reviewing and achieving the Committee's objectives. Be responsible for stimulating group thinking, encourage and channel discussion, weigh the value of expressed ideas and suggestions, summarize constructive suggestions and seek out decisions.
- In coordination with staff, ensure that accurate minutes are kept, motions recorded, necessary reports prepared, and a record of Committee work maintained.
- Remain constantly informed regarding the progress of individual Committee/Task Force and PAG assignments.
- Motivate the members of the Committee/Task Force and PAGs toward active participation and involvement. With Association and the Committee objectives in mind, channel the interests and talents of individual members into productive efforts and insure the necessary follow-up action.
- Have a thorough knowledge of Oregon REALTORS® policies.
- Select Sub-committee, Task Force or Work Group chairs, as directed by Committee Policy and provide them with their duties.
- Be familiar with the events of other Committees to avoid duplication.
- Continually review and evaluate the Committee's purpose and their activities related to such.
- Accept all responsibilities as assigned by the President and the Executive Committee.
- Complete (and direct vice-chair to complete) at least one implicit bias training and NAR's Fairhaven prior to first annual committee meeting. Exceptions may be granted at the discretion of the president.
- Recruit diverse identities to the committee and, when appropriate, to vice-chair role
- Invite affinity associations (AREAA, LGBTQ+ Alliance, Women's Council, etc.) to attend appropriate committee meetings as non-voting members at the discretion of the committee chair.

Responsibilities of Committee Members

While the duties of the individual Committee member may vary, there are certain basic responsibilities when he/she accepts an appointment.

- The work of a member shall always encompass the missions and goals of Oregon REALTORS® and shall never be influenced by self-aims and personal objectives and shall avoid self-dealings in any matter relating to Oregon REALTORS®.
- Acknowledge immediately all communications regarding Committee work.
- Determine their availability for Committee meetings and inform the Chair or staff as soon as possible.
- Become acquainted with Committee members early in the year.
- Thoroughly review all pertinent background material and the agenda before coming to meetings.
- Take an active part in all discussions.
- Seek to understand and have respect for others' ideas and conflicting viewpoints.
- Consider all problems objectively and impersonally.
- Seek clarification on any point or problem not fully understood.
- Follow through on accepted assignments as requested by the Chair or Committee.
- Committee members shall abide by the Artificial Intelligence (AI) Notetaker Policy, and will not use any AI notetaker without the consent of each individual participant in the meeting prior to each individual meeting for which the technology is being used.

Committee Meetings – Chair/Staff Guidelines

- Oregon REALTORS® governance/volunteer structure has, as its main purpose, the effective/efficient use of volunteer time and energy. For the most part, Oregon REALTORS®'s annual plan of work is already laid out within the strategic plan and program packages contained in the annually approved budget. The responsibility of the Committees is to provide oversight for those programs and activities in their area and to determine the need for additional programs and services responsive to member needs. Remember, the Committees are responsible for the "what." It is staffs' responsibility to take care of the "how, when, where" development, coordination and implementation. Under normal circumstances, Key Committees will meet twice during the year at governance meetings and by conference call as needed.

- The best time to schedule Committee meetings (at other than governance prescheduled meetings) will be at 10:00 a.m. or 1:30 p.m. Either time gives the people who must travel long distances time to make the trip. As a rule of thumb, Committee meetings should be three (3) hours or less.

- Remember that Special Committee and Work Group or Task Force meetings should all be held by conference call or at Oregon REALTORS® office unless there is some justifiable, extenuating circumstance.

- Each Key Committee has less than 18 members selected for their interest and expertise. With the Key Committee size and the normal number of meetings, attendance is critical. Leadership and staff liaisons should be very sensitive to attendance and be prepared to recommend replacement of members where attendance problems become chronic or unsolvable.

- Agendas, support materials and any previous minutes should be sent to all Committee members, the President and President-Elect at least two weeks prior to the scheduled meeting. Final agendas and all support material should be given to the CEO for review at least three days before the scheduled meeting.

- Committees should do as much of the "decision making" as possible. When they need more information or study before a decision can be made, a Task Force or Work Group should be appointed. Do not try to appoint the Task Force Chair and all its members at the Committee meeting. The Committee Chair should appoint the Task Force Chair only and let that Chair and

staff select Work Group members for approval by the Committee Chair (remember that Task Force members are not restricted to Association members).

- When Task Forces are appointed, they should be given a clear understanding of their purpose and authority and the time commitment involved. Some Task Forces will be appointed with full authority to proceed while others will be appointed to make recommendations back to the Committee. Task forces should also be informed of the deadline for completion of their responsibilities.

- Timely communication is critical. A verbal report of Task Force activities should be provided to the Committee Chair as soon after the Task Force meeting as possible, followed by a written report when appropriate. Staff liaisons should make sure that communications between Committees on interrelated programs and activities are complete and timely.

- Minutes of meetings should be sent to the Chair with a copy to the CEO, within one week of the meeting. After comment, if any, the minutes should be sent to the President, President-Elect, and Committee members.

- Remember that Committees must provide a written report to the Board of Directors and that the Board of Directors packets will be emailed 20 days prior to the Board of Directors meetings in the spring and fall. Plan accordingly to give yourself enough time to draft the report for CEO review, finalization, copying and processing for the packets. Key Committee Chairpersons are also responsible for giving a brief verbal report at the Board of Directors meetings and each time the Executive Committee meets, if requested. In most cases, unless specific action involving money or policy is needed, these reports will be informational in nature.

Committee Reports

Final Committee reports recommending a course of action or conveying information to the Executive Committee and Board of Directors shall be given in person unless excused by the President, at which time it can be given in writing or by a substitute chosen by the Committee Chair. Reports to the Executive Committee and Board of Directors shall be required of the Committees as follows:

- A Committee report requesting an interpretation of Board policy shall be referred to the Executive Committee and Board of Directors.
- A Committee report requesting the approval of a publication, project or program not requiring financial support shall be referred to the Executive Committee and the Board of Directors, as appropriate. If the request involves the need for an appropriation, it shall first be referred to the Executive Committee.
- A Committee report requesting the approval of a new policy, or for a change in existing policy, shall be referred to the Executive Committee and the Board of Directors.
- A Committee report requesting an emergency action to adopt policy shall be referred to the President and Executive Committee, subject to ratification by the Board of Directors.
- A Committee report consisting of information, and not action, shall be referred to the Board of Directors.

Staff Liaison Duties

Staff Liaisons to Committees will meet with new Committee Chairperson prior to first Committee meetings to review function, roles and responsibility of the Committee; relevant plans and carry-over projects; proposed activities for the coming year; and policies and procedural guidelines. The Staff Liaison will provide continuity from year to year.

The Staff Liaison should render all possible assistance but should never assume the committee's prerogative. The Staff Liaison is involved to answer questions, offer suggestions or raise questions when appropriate. They are expected to be knowledgeable on Association Policy, Committee scope and the subject under discussion. They are not, however, to serve as accomplishers of the Committee's tasks.

The Staff Liaison will assist the Committee Chairperson in planning meetings and agendas; recording meeting notes; handling logistical details associated with meetings and sponsored events; preparing correspondence for the Committee; maintaining appropriate records; and gathering necessary information for policy decisions and meeting preparations.

The control of internal operating activities and procedures of Oregon REALTORS® rests with the Chief Executive Officer. Staff Liaison allocation remains the responsibility of the CEO. Because staff time is limited, any requests of the Staff Liaison above what is described here should go through the CEO for pre-approval.

Strategic Acton Fund (SAF) Procedures

(For more information, reference Section 3.7 of the Oregon REALTOR®S® Policy Manual)

Oversight of the individual expenses requested and paid from the Strategic Action Fund will be at the discretion of the Strategic Action Fund Committee, made up of four voting members- Oregon REALTORS® President and three NAR Directors appointed by the President. In addition, the Oregon REALTORS® CEO, the Candidate and the Candidates Campaign Strategist shall each serve as non-voting members.

Logistics:
Campaign rules as outlined by NAR for those seeking National Officer positions of Treasurer or First Vice President must be followed. There are three distinct time periods which an endorsed candidate can apply for and receive funds. For the purpose of this policy, time period #1 and #2 shall be treated the same as the candidate is not yet deemed eligible by NAR.

Time Period #1
On the first business day in September, the year prior to filing, the candidate can announce their official endorsement by the state as an Endorsed REALTOR® (Candidate) for the following year election. This applies to the position of either NAR First Vice President or NAR Treasurer. Once announced the Candidate is considered an "endorsed REALTOR®". Special attention is to be given to the NAR Guidelines for announcing State Endorsement specifically if the Endorsed REALTOR® (Candidate) is serving in a leadership role with NAR that expressly prohibits any form of campaigning or future campaign announcements during that service period.

In no case shall funds be provided to any candidate that would violate NAR campaign rules.
https://cdn.nar.REALTOR®/sites/default/files/documents/2022-05-campaign-and-election-rules-manual-06-28-2022.pdf

Time Period #2
Beginning March 1st through June 1st, the endorsed REALTOR® (candidate) can file their official application with NAR. Once filed, the Endorsed REALTOR® (Candidate) is considered to be a "Potential Candidate". The NAR Candidate Audit Work Group (CAWG) will review all timely-filed applications from June 1 through July 31 reviewing reports as outlined in the Campaign and Election rules Manual. If deemed Eligible (announcement may be made no sooner than the first business day in August) the Candidate can now campaign in accordance with NAR Campaign Rules and Guidelines.

Time Period #3
Beginning the first business day in August through the NAR BOD meeting in May in DC, the Eligible Candidate can campaign for election in accordance with the NAR Campaign rules and guidelines.

Prior to being verified as an Eligible Candidate, the Candidate must communicate with the Strategic Action Fund Committee regarding plans for any requested funds. Ten days' notice when requesting funds is recommended to allow sufficient time for approval. Any exception to this timeline must be approved by the President. A written summary from the candidate, detailing how the funds were utilized, must be provided within 15 days of the event or receipt of the funds. All communications and requests should be provided to the CEO for distribution to the SAF Committee. On behalf of the SAF committee, the CEO will provide monthly updates to the Executive Committee on the funds paid out of the SAF.

Once the candidate is considered to be a Potential Candidate, the candidate can submit a proposed budget to the SAF for assistance with the campaign expenses for use when the candidate becomes “eligible”. The candidate and Campaign Manager shall present a budget for the entire campaign to the SAF Committee and request appropriate funds to support the campaign. The candidate must demonstrate the need for the funds, providing reasonable assurances that any funds used will be managed in a fiscally sound manner. The candidate should identify other partners or sources of funding that will assist with the campaign. Upon approval of the funding, the campaign shall have full authority on how the funds are spent. The campaign must provide to the CEO for distribution to the Executive Committee a monthly accounting of how the funds have been used. Within 30 days of the election, the campaign will provide a final accounting for distribution within 30 days of the conclusion of the campaign. Any unused funds from the campaign shall be returned proportionally to the investor of said funds, if requested at the beginning of the campaign.

Legal Action Fund Operating Procedures

I. DEFINITIONS

As used in this Statement:

A. "Applicant" means a Board Member, Member Board or any Key Committee of Oregon REALTORS®, who has:
   1. been or will be named as party in a lawsuit, appeal, or quasi-judicial or administrative proceeding; and
   2. signed a Request for Assistance which has been submitted by a Member Board (except for Key Committees or OREGON REALTORS®).

B. "Board Member" means any active member of a Member Board as defined in (G) below.

C. "Committee" means the Legal Action Committee.

D. "Chief Executive Officer" means OREGON REALTORS®'s Chief Executive Officer or his/her designee.

E. "Fund" means the Legal Action Fund.

F. "Legal Counsel" means legal counsel for OREGON REALTORS®.

G. "Member Board" means any Board of REALTORS® within the State of Oregon which holds membership in good standing in this Association and in the National Association of REALTORS®.

H. "Submitting Member Board" shall be the Member Board (if any) submitting a Request for Assistance to the Legal Action Committee.

II. PROCEDURE

A. Request for Assistance
   1. Timely Filing with Committee. As delay in judicial processes can harm or defeat a claim, the Committee may decline to consider a Request for Assistance which the Committee deems to be filed too late for the Committee to react in a responsible manner.
   2. Proceeding against OREGON REALTORS® Member Board or Board Member.
      a) Proceeding Against OREGON REALTORS®. When a legal or an administrative proceeding is filed or threatened to be filed against OREGON REALTORS®, information regarding the proceeding should be submitted in writing and in detail to the Chief Executive Officer, along with all pertinent papers.
      b) Proceeding Against a Member Board or Board Member. When a legal or an administrative proceeding is filed or threatened to be filed against a Member Board or Board member, and the Member Board or Board member believes that the proceeding involves an issue which is important to Member Boards or OREGON REALTORS® generally, information about the proceeding should be submitted immediately to the Board of Directors of each relevant Member Board. The information should be submitted in writing and in detail, along with all pertinent papers. If the Board of Directors of a Member Board determines that the proceeding involves an

issue which is important to Member Boards or OREGON REALTORS® generally, it should forward the fully completed "Request for Assistance" (Exhibit "A") to the Chief Executive Officer.

3. Litigation. If litigation is filed or threatened which does not name Oregon REALTORS®, a Member Board or Board Member in the Lawsuit (but otherwise meets the criteria of Paragraph V of this Statement of Policy and Procedure) the Executive Committee, the Committee, the Chief Executive Officer, or Legal Counsel may request that Oregon REALTORS® participate (by intervention, negotiation or otherwise) in the filed or threatened litigation.
4. Amicus Curiae. The Board of Directors of a Member Board, the Committee, or Legal Counsel, may request that Oregon REALTORS® appear amicus curiae in a proceeding at any appellate level.

B. Consideration by the Oregon REALTORS®' Chief Executive Officer and Legal Counsel
The Chief Executive Officer shall promptly screen each request. Upon determination by the Chief Executive Officer that the request is complete, the request, along with all pertinent papers and information, shall be forwarded to and reviewed by Legal Counsel. Legal Counsel shall make a recommendation to the Committee about the request.

C. Consideration by Committee
1. No request shall be considered by the Committee unless all the pertinent papers and information are received by the Chief Executive Officer in time for Oregon REALTORS® to provide meaningful assistance.
2. The Committee, in consultation with Legal Counsel, shall consider the request according to the criteria of this Statement, and prepare a memorandum of recommended action to Oregon REALTORS®'s Executive Committee.

D. Consideration by the Oregon REALTORS® Executive Committee
1. The Committee's recommendation shall be considered at the next regular meeting of OR's Executive Committee or at a special meeting called for that purpose. The Committee members may be present when the recommendation is considered by the Executive Committee.
2. The Executive Committee may adopt, reject or order the Committee to reconsider the recommendation. If the Executive Committee orders reconsideration, the Executive Committee may adopt or reject the Committee's subsequent recommendation or make its own decision on the Request for Assistance.
3. In each case in which the Executive Committee authorizes the expenditure of monies from the Fund, the Oregon REALTORS® Executive Committee shall have sole discretion as to hiring the lawyers which will provide representation in a proceeding.

E. Proper Communications Channel
All communications, verbal or written, regarding a request for assistance shall be directed to the OREGON REALTORS® Chief Executive Officer.

F. Appeals
1. Appealing the Committee's Decision
Each submitting Member Board and each Applicant has a right to appeal the Committee's recommendation to Oregon REALTORS®'s Executive Committee.
2. Appeal of Executive Committee's Decision
If OREGON REALTORS®'s Executive Committee rejects the Committee's recommendation in whole or in part, the Committee, each Submitting Member Board and each Applicant has a right to appeal the Executive Committee's recommendation to OREGON REALTORS®'s Board of Directors.
3. Consideration of Appeals by the Board of Directors

The Board of Directors may take whatever action on the appeal it deems appropriate, consistent with the criteria of this Statement.

4. Procedure on Appeal
The procedure for appeals shall be established by the body considering the appeal.

III. LEGAL ACTION FUND

A. Monies
1. The Fund shall be established according to OREGON REALTORS® Bylaws, and maintained pursuant to OREGON REALTORS® Bylaws, by special dues and contributions, and by appropriations approved by the Oregon REALTORS® Board of Directors.
2. Each Applicant on whose behalf monies from the Fund were expended shall reimburse the Fund in full out of the proceeds of any monies awarded in a proceeding. If the award is insufficient to reimburse the Fund in full, the entire award shall be paid to the Fund, unless otherwise determined by the Committee.

B. Limitations
1. All authorized expenditures shall be submitted to OREGON REALTORS® for payment.
2. The Fund may not be used in any manner which would constitute the inurement of earnings and assets of OREGON REALTORS® to the benefit of any individual in a manner which would be inconsistent with maintenance of OREGON REALTORS®'s exemption under Section 501(c)(6) of the Internal Revenue Code.
3. The Fund may not be used on behalf of an Applicant to pay any judgment or settlement for damages, fine or any other monetary award.

IV. USE OF FUND

The Fund shall be used according to the criteria of assistance provided in Article V of this Statement. The Fund shall be used to pay for attorney fees, costs, disbursements and expenses for OREGON REALTORS®, a Member Board, a Board member or the Applicant for the following purposes only and subject to any monetary restriction imposed by the OREGON REALTORS® Bylaws:

A. Legal Action
1. Participation in litigation affecting REALTORS® as a class and/or the real estate industry.

B. Legal Defense
1. Amicus Curiae. To present argument as a "friend of the court" at the appellate level of a proceeding.
2. Defense of an Action. To defend an action.
3. Other. To intervene, or otherwise participate at a trial, quasi-judicial or administrative proceeding, or the like.

C. Legal Counsel and Consultants
1. To pay all costs of legal and other advice necessary for consideration by the Committee.

V. ASSISTANCE BY OREGON REALTORS®

The Committee, with the advice of Legal Counsel, shall determine whether OREGON REALTORS® should aid based on the following criteria:

1. Assistance is likely to increase the probability of a result favorable to the real estate industry and the interest of the public.
2. The outcome of the proceeding may be the establishment of a legal precedent of importance to the real estate industry.
3. The proceeding may affect, adversely or favorably, the ability of OREGON REALTORS® to continue to function as an effective association.

4. The proceeding involves a principle of law or an administrative regulation which may substantially affect a significant number of Member Boards or Board Members.
5. Goals consistent with the policies of OREGON REALTORS® may be achieved in the proceeding.
6. The cost of assistance is reasonable under the circumstances.
7. Such other matters as the Committee deems appropriate.

See Appendix 1.13 for Legal Action Committee Request for Assistance Form.

Issues Mobilization Fund Request Procedures

I. DEFINITIONS

As used herein:

A. "Applicant" means a Member Board/Association or any Standing Committee of Oregon REALTORS®, who has signed and submitted a Request for Assistance.
B. "Committee" means the Issues Mobilization Committee.
C. "Chief Executive Officer" means OREGON REALTORS®'s Chief Executive Officer or his/her designee.
D. "Fund" means the Issues Mobilization Fund.
E. “IE funds” means Issues Mobilization Independent Expenditure funds.
F. "Member Board/Association" means any Board/Association within the State of Oregon which holds membership in good standing in OREGON REALTORS® and NAR.

II. USAGE OF FUNDS

Issues Mobilization funds shall be used as follows:

A. To assist Member Boards/Associations with local political issues affecting real property rights, real property, real estate, real estate licensees, and the real estate industry.

    1. Funds may be made available by the Committee to Member Boards/Associations for use in local issues to assist them in organizing local issues campaigns and to assist them in solicitation of additional funds. Whenever possible, Funding Requests should be made in advance of expenditures. **Only upon specific approval of the Committee and the Executive Committee may funds be used to cover the actual cost of a local issues campaign.**
    2. No funds shall be authorized or allocated to any Applicant without submission of the Issues Mobilization Funding Request Form. The Committee may request that individuals representing the Applicant appear before the Committee to address the issue and the request.
    3. No request for Issues Mobilization funds for local campaigns shall be considered from REALTOR® Members or others without the written request of a Member Board/Association.
    4. Financial commitment by Applicants for local campaign funding is required.

B. To conduct issues campaigns on statewide political issues affecting real property rights, real property, real estate, real estate licensees, and the real estate industry.

    1. Funding Requests for issues of statewide significance may be submitted by Member Boards/Associations, Key Committees or OREGON REALTORS® Standing Committees *or the Chief Executive Officer* upon submission of the completed Funding Request Form.

    2. Approved funds may be used for all appropriate expenses incurred in the statewide issues campaign.

3. To ensure the most effective utilization of funds, the Committee may require that statewide issues campaigns be coordinated by and through the OREGON REALTORS® office.

4. Funds should not be used to reimburse Applicants for contributions made to other issues campaigns or promotions.

C. All funds allocated by the Committee are subject to the approval of the OREGON REALTORS® Executive Committee or the Board of Directors. If the Executive Committee disapproves the recommendation of the Committee, the Committee or the Applicant may appeal that decision to the OREGON REALTORS® Board of Directors.
D. Approval of monetary support by the Committee and the Executive Committee does not constitute OREGON REALTORS®'s endorsement of the Applicant's position on the issue in question.
E. Funds shall not be used to support political candidates or to pay costs of litigation.

Issues Mobilization Independent Expenditure (IE) funds shall be distributed as follows:

A. Funds shall be made available by the Committee to Member Boards/Associations for use in support of local REALTOR® Party candidates for elected office.

1. Funds shall be distributed to Member Boards/Associations on a per-member ratio, in an amount determined by the NAR Board of Directors.

2. Funds shall only be used for independent or like-kind expenditures in support local REALTOR® Party candidates for elected office.

a. Funds shall not be used to support local political issues affecting real property rights, real property, real estate, real estate licensees, and the real estate industry or to pay costs of litigation.
b. Additional IE funds, if available, shall be distributed at the discretion of the Committee.

3. A Member Board/Association may return their per-member allocation to the Committee for use in support of other local REALTOR® Party candidates in Oregon.
a. The Member Board/Association shall notify the Committee Chair in writing of the decision to return the allocated portion of IE funds.

4. A Member Board/Association may request additional IE funds for use in support of local REALTOR® Party candidates for elected office.

a. No request for additional IE funds shall be considered without the written request of a Member Board/Association.
b. No funds shall be authorized or allocated to any Applicant without submission of the IE Funding Request Form. The Committee may request that individuals representing the Applicant appear before the Committee to address the issue and the request.

III. PROCEDURE

A. All Funding Requests must be sent to OREGON REALTORS®'s Chief Executive Officer who shall promptly screen each Request. Upon determination by the Chief Executive Officer that the Request is complete, the Request, along with all pertinent papers and information, shall be forwarded to the Committee Chair and Issues Mobilization Staff Liaison.
B. No Request shall be considered by the Committee unless all the pertinent papers and information are received by the Chief Executive Officer in time for OREGON REALTORS® to provide meaningful assistance. The Committee, at its next regular meeting or a special

meeting, shall consider the Request pursuant to criteria established in Section II and prepare a recommendation for action by OREGON REALTORS®'s Executive Committee.

C. Consideration by Executive Committee

1. The Committee's recommendation shall be considered at the next regular meeting of OREGON REALTORS®'s Executive Committee or at a special meeting called for that purpose. The Committee Chair or their designee shall be present when the recommendation is considered by the Executive Committee.
2. The Executive Committee may adopt, reject or modify the Committee's recommendation.

D. All communications, verbal or written, regarding an Issues Mobilization Funding Request shall be directed to the OREGON REALTORS® Chief Executive Officer or his/her designee.

E. Appeals

1. Applicants have the right to appeal the Committee's recommendation to OREGON REALTORS®'s Executive Committee.
2. If OREGON REALTORS®'s Executive Committee rejects the Committee's recommendation in whole or in part, the Committee or the Applicant has the right to appeal the Executive Committee's decision to OREGON REALTORS®'s Board of Directors.
3. The Board of Directors may take whatever action on the appeal it deems appropriate, consistent with the criteria in this Statement.
4. The procedure for appeals shall be established by the body considering the appeal.

IV. DURATION OF AND AMENDMENTS TO POLICIES AND PROCEDURES

A. These Policies and Procedures shall remain in force until amended
B. The Policies and Procedures may be amended upon the recommendation of the Committee with the approval of the Executive Committee or Board of Directors or may be amended by the Executive Committee with the approval of the Board of Directors.

See Appendix 1.14 for Issues Mobilization Fund Request Form.

OREGON REALTORS® REALTOR® of the Year (ROTY) Nomination Guidelines

The State REALTOR® of the Year (ROTY) Program is designed to recognize a REALTOR® member from one of our Member Boards/Associations in Oregon who has provided outstanding service to all REALTOR® organizations (local, state and national), their profession and their community, primarily during the past 7 years.

Member Boards/Associations may submit candidates for Oregon REALTORS® Oregon REALTORS® ROTY recognition by submitting the individual's name to Oregon REALTORS® along with the required applicant information. The State REALTOR® of the Year will be acknowledged at the Spring Governance meetings.

The Purposes of the ROTY Program:

- to recognize and reward deserving REALTOR® members for efforts and work on behalf of their fellow REALTORS®, their profession and their community;
- to communicate to the public, by these outstanding examples, the professionalism of REALTORS® and the outstanding work they do for their clients, customers, industry and community;
- to exemplify the qualifications, involvement and contributions of those REALTORS® required to be considered for leadership positions in organized real estate; and
- to foster a spirit of competition among those REALTORS® who make outstanding contributions to their REALTOR® organizations, the profession, and the community in which they live.

See App. 1.15 REALTOR® of the Year Application Form.

OREGON REALTORS® Life Service Membership

State Life Service Member Application Guidelines:
a) Applications for the Life Service Member status must come from the individual member via the local Association AE.
b) All local Associations will be notified of the guidelines and provided with the appropriate form/application(s).
c) State Life Service Member applications will be reviewed and approved or disapproved by the Executive Committee.
d) Successful applicants and their local Association will be promptly notified.
e) Members receiving the Life Service Member status will be recognized at the annual governance meeting.
f) Receiving Life Service Member status will exempt recipient from paying OREGON REALTORS® dues beginning the year following recognition.

See Appendix 1.16 for Life Service Application

OREGON REALTORS® Distinguished Service Award (DSA) Nomination Guidelines

PURPOSE: To recognize outstanding service and contribution, over a period of years, to Oregon REALTORS®

AWARD: Oregon REALTORS® Distinguished Service Award

RATIONALE: The Distinguished Service Award (DSA) supplements the REALTOR® of the Year Award and does not replace or compete with it. The REALTOR® of the Year Award (ROTY) remains the highest single honor and recognition of achievement for service to the National Association of REALTORS®, Oregon REALTORS®, and Member Boards/Associations, and, in addition, business accomplishments, REALTOR® spirit and community service are also considered.

The DSA recognizes members for their extended (lifetime) contributions and service to **Oregon REALTORS®.** Other considerations and criteria used for the ROTY are not applicable.

The implementation of the DSA award compliments the annual ROTY award, serving a separate distinct purpose, and provides for more volunteer recognition. A recipient of the ROTY award may not be considered for the Distinguished Service Award until 5 years have elapsed from their receipt of the ROTY award.

SELECTION CRITERIA:

1. A minimum of 10 years of outstanding service and contribution to Oregon REALTORS® in areas such as:
    a. Key/Committee/Forum/Task Force Membership
    b. Key/Committee/Forum/Task Force Leadership
    c. Service as a State Director
    d. Service as an Officer
    e. Service as a NAR Director, Committee/Task Force, or Federal Political Coordinator
    f. Local Board/Association service
    g. Business accomplishments, REALTOR® spirit and Community service
2. The award can be given to no more than two individuals per year, but need not be given every year
3. No recipient of the ROTY award may be eligible for the Distinguished Service Award until 5 years have elapsed from their receipt of the ROTY award.
4. Recipient(s) recommendations are made by the REALTOR® of the Year Committee, subject to the approval of the OREGON REALTORS® President.
5. The Award(s) are given during the Oregon REALTORS® Fall Governance Meeting.

- Nominations for DSA must come from either the local or state Association.
- All local Associations will be notified of the guidelines and provided with the appropriate form/application(s).
- Application for NAR “DSA” will be reviewed by the Executive Committee using NAR criteria.
- The applicant meeting NAR’s criteria and approved by the Executive Committee will be passed forward to NAR.

CHARTING OF DECISION-MAKING RELATIONSHIPS

Rationale:
In the Oregon REALTORS®, the Board of Directors has the ultimate authority, responsibility and accountability for all that does and does not happen. However, as the affairs of OREGON REALTORS® cannot be efficiently managed in that manner, the Board has empowered the Executive Committee and the Key Committees to act on their behalf. The Executive Committee has also secured the services of a Chief Executive Officer and professional staff and has delegated certain authority and responsibility to them. The Decision Matrix is a guide to assist staff and members have a better understanding on the process and proper protocols on how decisions are made within Oregon REALTORS®.

For the organization to work smoothly, it is essential that those working to serve the Board of Directors understand where delegated authority, responsibility, and accountability for various functions and decisions lie. It is also essential to have a clear understanding of who in the organization must be consulted before a decision is made, and who should be informed of a decision when it has been made.

In many cases, simply separating functions between direction-setting and management functions (or between policy and operating decisions) is not sufficient to ensure that all necessary members of the organization have appropriate expectations or an adequate understanding of the expectations of others within the organization. The process of “Charting Decision Making Relationships“ has been designed to aid the involved members of the organization to think through and document the decision-making relationships within the organization.

It should be noted that although this general approach could be used to document decision-making relationships among the staff of OREGON REALTORS®, this specific process is not appropriate and should not be used for that purpose. For the purpose of this process, it is to be assumed that any authority or responsibility given to the Chief Executive Officer can be delegated to members of the staff. Only the Chief Executive Officer‘s accountability to the Board of Directors and Executive Committee cannot be delegated.

The process:
Each type of decision reserved to the Board of Directors, or delegated to the Executive Committee, Key Committee, or the Chief Executive Officer – and for which the decision-making relationships need to be established – should be listed on the worksheet under *“Description of Decision.“*

Then the role of each of these elements of the organization should be noted in the appropriate column with the appropriate letter code.

Definition of Decision-Making Roles:

A. **Decision Maker—**The person or group within the organization who has the authority and responsibility to make the decision. This person or group may seek advice or receive recommendations from others and need to advise others once the decision is made.
B. **Make Recommendation to Decision Maker—**The person or group within the organization responsible for making a recommendation for decision making to the decision maker. This person or group may use other sources within the organization to study and develop the recommendation and may seek advice from other segments of the organization.
C. **Must be Advised—**Any person or organization segment that must be advised about a decision that has been made. If the decision is to be disseminated publicly or to the organization, or both, such person or segment of the organization is to be advised before or during the next Board of Directors meeting.
D. **Must be Consulted---**Such person or group must be consulted prior to any decision being made or approval granted, to confer, render advice or provide information. The person or group being consulted does not make the decision or grant approval but does have veto power.
E. **May be Consulted**---Such person or group may be called in to confer, provide information, render advice or make a recommendation.

NOTE: THIS CHART WILL BE REVIEWED AND CORRECTED SPRING 2026

Description of Decision	*Board of Directors*	*Executive Committee*	*President*	*President-Elect*	*Committee*	*Chief Exec. Officer*	*Other*
CEO Compensation/ Responsibilities							
1) Hiring Chief Executive Officer	A	B			B		
2) Evaluation of Chief Executive Officer's performance.	E	C			A	C	
3) Establishing Chief Executive Officer's compensation.					A	C	
Budget/Fiscal Control							
1) Approving Annual Budget	A	B					
2) Formulate Draft Annual Budget		A			B	B	
3) Overspend budget line items.		C			C	A	
4) Authorize expenditure of unbudgeted funds, not to exceed five (5) percent of the approved budget, provided funds are available	C	A			C	B	
5) Capital Expenditures over $10,000 (budgeted).	C	A			C	B	
6) Capital Expenditures over $10,000 (non-budgeted).	C	A			D	B	

7) Capital expenditures $5,000-$10,000 (budgeted).		C			C	A	
8) Capital expenditures $5,000-$10,000 (non-budgeted).	C	A			D	B	
9) Capital expenditures less than $5,000 (budgeted).		E			C	A	
10) Capital expenditures less than $5,000 (non-budgeted).		E			D	A	
11) Review and approve CEO expenses, per the approved budget.			A			C	
Description of Decision	***Board of Directors***	***Executive Committee***	***President***	***President-Elect***	***Committee***	***Chief Exec. Officer***	***Other (Who?)***
Programs, Products, & Services							
1) New programs, products or sevices not specifically named but approved within the budget.	C	E/C				A	
2) Conferences and Meetings programs.		C	D			A	
3) Conferences and Meetings cities.	C	C	D			A	
Organization							
1) Employment of Strategic Planning Facilitator.		C	D			A	
2) Develop Strategic Plan.		C			A	B	
3) Approves Strategic Plan.	A	B					
4) Develops Committee Business Plans and changes to plans.	C	C			A	B	
5) Develops Association Business Plans and changes to plans.		A				B	
6) Approves Association and Business Plans and changes to plans.	A	B					
7) Marketing plan and changes to plan.	A	B			B		
8) Bylaw changes.	A	B			B	B	
9) Elect OREGON REALTORS® Officers and NAR Directors.	A				D		
10) Elect OREGON REALTORS® District Vice Presidents.	A				B		
11) Appoint Key Committee Chairs	C	C	A	A		B	

12) Appoint Key Committee Vice Chairs	C	C	E	A		B	A– First Vice President
13) Appoint Committee Members or Sub Committee Members	C	C	A	A		B	D- First Vice President
14) Appoint Task Force Members	C	C	C	C	A	B	
Description of Decision	***Board of Directors***	***Executive Committee***	***President***	***President-Elect***	***Committee***	***Chief Exec. Officer***	***Other (Who?)***
15) Appoint Presidential Advisory Group	C	C	A			B	
16) Executive Committee and Board of Directors agenda.	C	E	A			B	
17) Personnel		E				A	
18) Employment of auditing firm.	C	A	D		B	B	
19) Employment of consultants, attorneys, researchers, etc.	C	C	E	E	B	A	
20) Approves Policy Statements related to Governance, Committees/Task Forces, Finances and General Opertions of Oregon REALTORS®	A	B			E	B	
Governmental & Political Affairs							
1) Review and approve proposed legislative policies.	A	B			B	B	
2) Candidate support – National					B	B	A- NAR RPAC Trustees
3) Issues Mobilization							
A. State issues	A	B			B	B	
B. Local issues	C	A			B	B	
Legal Affairs							
1) Lend Association name to outside lawsuit	C	A			B	B	
2) Contribute funds to outside lawsuit	C	A			B	B	
3) Initiate litigation with OREGON REALTORS® as lead Plaintiff	C	A			B	B	
4) Initiate defense if OREGON REALTORS® is named as a Defendant/Respondent	C	A			B	B	
5) Monitor status of Association supported cases	C	C			C	A	

Appendix 1.10 (a) **Understanding of Expectations for the positions of OREGON REALTORS® President/President-Elect**

As Incoming President-Elect of Oregon REALTORS®, I acknowledge and commit to adherence of the following expectations during my 2-year tenure (or portions thereof) as President-Elect and President:

- I have read and understand the Duties and Responsibilities of the President and President-Elect as defined in the OREGON REALTORS® Governance Procedures Guide.
- I understand that I serve the members of the Executive Committee, Leadership Team and Board of Directors and that I represent all Members of OREGON REALTORS® in all my official activities and decisions. I acknowledge my responsibility to always place the interests of Oregon REALTORS® and its Members above my personal considerations.
- I understand that during my term of office I will be recognized as OREGON REALTORS®'s representative always, and will therefore exhibit the highest level of ethics, professionalism, and dignity in all my business and personal conduct.
- As a member of the Executive Committee and Leadership Team, I will agree to sign and adhere to the Code of Conduct for the Executive Committee and conform my behavior to the requirements therein.
- I agree that when traveling on behalf of OREGON REALTORS®, I will make every effort to attend and participate in all appropriate meetings. I will endeavor to meet and network with leadership from other Associations, with the intent of learning and sharing. I will be a good steward of the funds allotted to my travel and will promptly submit my expense report to OREGON REALTORS® upon my return. I will report to the Executive Committee, Leadership Team and Board of Directors on my activities and knowledge gained through meeting attendance and networking opportunities.
- I understand that the OREGON REALTORS® Strategic Plans provide the blueprint for the goals and objectives of Oregon REALTORS®, and I will always work within the established framework, unless approved otherwise by the Board of Directors and/or the Executive Committee (as appropriate).
- I understand that the role of the OREGON REALTORS® President is to provide leadership and to guide the Executive Committee, Leadership Team and Board of Directors in accomplishment of the Mission Statement and the Business Plan; and I understand that the role of the CEO is to manage the staff and OREGON REALTORS®s day-to-day activities. I will respect these separate roles and will partner with the CEO to ensure this essential division of labor.
- I understand that to effectively serve the office to which I've been elected, I must commit to being fully engaged in the REALTOR® association. I will endeavor to attend all meetings as assigned. I will review all written communications and promptly respond when requested. I will be accessible to the OREGON REALTORS® CEO upon pre-established preferred communication methods and will promptly respond to Member concerns upon request of the CEO.
- I understand that when holding the highest elective office of OREGON REALTORS®, I am subject to a higher level of scrutiny in my business and personal dealings. Should there be a personal issue that could reflect poorly on Oregon REALTORS® or my ability to serve as an effective leader (e.g., significant business, financial and/or personal distress) I will seek counsel of an OREGON REALTORS® Past President and the CEO to assess whether specific actions need to be undertaken.
- I understand I am encouraged to be an ORPAC investor at the NAR Major Investor level.
- I understand that leadership is a function, not a position. As an OREGON REALTORS® leader, my primary duty is to provide good stewardship and continuity – *not* to leave a personal legacy. I will endeavor to empower leadership to effectively serve in the roles to which they have been elected or appointed, to represent the REALTOR® association through a dignified presence and fulfill the responsibilities of the duties of the President.
- **I understand that failure to fulfill the expectations of the office as presented herein could be grounds for dismissal from that office, as prescribed in OREGON REALTORS® Bylaws – Article IV, Section 6; OREGON REALTORS® Policies – 4.2 Removal for Cause; and the Oregon REALTORS® Code of Conduct for Leadership Team, Executive Committee and Officers**

_____

PRESIDENT/PRESIDENT-ELECT'S NAME

_____ _____

SIGNATURE DATE

Appendix 1.10 (b) Understanding of Expectations for the positions of OREGON REALTORS® First Vice President

As First Vice President of Oregon REALTORS®, I acknowledge and commit to adherence of the following expectations during my tenure:

- I have read and understand the Duties and Responsibilities of the First Vice President as defined in the OREGON REALTORS® Governance Procedures Guide.
- I understand that I serve the members of the Executive Committee, Leadership Team and Board of Directors and that I represent all Members of OREGON REALTORS® in all my official activities and decisions. I acknowledge my responsibility to always place the interests of Oregon REALTORS® and its Members above my personal considerations.
- I understand that during my term of office I will be recognized as OREGON REALTORS®'s representative always, and will therefore exhibit the highest level of ethics, professionalism, and dignity in all my business and personal conduct.
- As a member of the Executive Committee and Leadership Team, I will agree to sign and adhere to the Code of Conduct for the Executive Committee and conform my behavior to the requirements therein.
- I understand that the OREGON REALTORS® Strategic Plans provide the blueprint for the goals and objectives of Oregon REALTORS®, and I will always work within the established framework, unless approved otherwise by the Board of Directors and/or the Executive Committee (as appropriate).
- I understand that to effectively serve the office to which I've been elected, I must commit to being fully engaged in the REALTOR® association. I will endeavor to attend all meetings as assigned. I will review all written communications and promptly respond when requested. I will be accessible to the OREGON REALTORS® CEO upon pre-established preferred communication methods and will promptly respond to Member concerns upon request of the CEO.
- I understand I am encouraged to be an ORPAC investor at the NAR Major Investor level.
- **I understand that failure to fulfill the expectations of the office as presented herein could be grounds for dismissal from that office, as prescribed in *OREGON REALTORS® Bylaws* – Article IV, Section 6*; OREGON REALTORS® Policies* – 4.2 Removal for Cause*; and the Oregon REALTORS® Code of Conduct for Leadership Team, Executive Committee and Officers***

_____
FIRST VICE PRESIDENT'S NAME

_____ _____
SIGNATURE DATE

Appendix 1.11 Understanding of Expectations for the position of OREGON REALTORS® Treasurer

As Incoming Treasurer of Oregon REALTORS®, I acknowledge and commit to adherence of the following expectations during my 2-year tenure (or portions thereof) as Treasurer:

- I have read and understand the Duties and Responsibilities of the Treasurer as defined in the OREGON REALTORS® Governance Procedures Guide.
- I understand that I serve the members of the Executive Committee, Leadership Team and Board of Directors and that I represent all Members of OREGON REALTORS® in all my official activities and decisions. I acknowledge my responsibility to always place the interests of Oregon REALTORS® and its Members above my personal considerations.
- I understand that during my term of office I will be recognized as OREGON REALTORS®'s representative always, and will therefore exhibit the highest level of ethics, professionalism, and dignity in all my business and personal conduct.
- As a member of the Executive Committee and Leadership Team, I will agree to sign and adhere to the Code of Conduct for the Executive Committee and conform my behavior to the requirements therein.
- I agree that when traveling on behalf of OREGON REALTORS®, I will make every effort to attend and participate in all appropriate meetings. I will endeavor to meet and network with leadership from other Associations, with the intent of learning and sharing. I will be a good steward of the funds allotted to my travel and will promptly submit my expense report to OREGON REALTORS® upon my return. I will report to the Executive Committee, Leadership Team and Board of Directors on my activities and knowledge gained through meeting attendance and networking opportunities.
- I understand that the OREGON REALTORS® Strategic Plans provide the blueprint for the goals and objectives of Oregon REALTORS®, and I will always work within the established framework, unless approved otherwise by the Board of Directors and/or the Executive Committee (as appropriate).
- I understand that the role of the OREGON REALTORS® President is to provide leadership and to guide the Executive Committee, Leadership Team and Board of Directors in accomplishment of the Mission Statement and the Business Plan; and I understand that the role of the CEO is to manage the staff and OREGON REALTORS®s day-to-day activities. I will respect these separate roles and will partner with the CEO to ensure this essential division of labor.
- I understand that to effectively serve the office to which I've been elected, I must commit to being fully engaged in the REALTOR® association. I will endeavor to attend all meetings as assigned. I will review all written communications and promptly respond when requested. I will be accessible to the OREGON REALTORS® CEO upon pre-established preferred communication methods and will promptly respond to Member concerns upon request of the CEO.
- I understand that when holding the highest elective office of OREGON REALTORS®, I am subject to a higher level of scrutiny in my business and personal dealings. Should there be a personal issue that could reflect poorly on Oregon REALTORS® or my ability to serve as an effective leader (e.g., significant business, financial and/or personal distress) I will seek counsel of an OREGON REALTORS® Past I understand I am encouraged to be an ORPAC investor at the NAR Major Investor level.
- President and the CEO to assess whether specific actions need to be undertaken.
- I understand that leadership is a function, not a position. As an OREGON REALTORS® leader, my primary duty is to provide good stewardship and continuity – *not* to leave a personal legacy. I will endeavor to empower leadership to effectively serve in the roles to which they have been elected or appointed, to represent the REALTOR® association through a dignified presence and fulfill the responsibilities of the duties of the President.
- **I understand that failure to fulfill the expectations of the office as presented herein could be grounds for dismissal from that office, as prescribed in OREGON REALTORS® Bylaws – Article IV, Section 6; OREGON REALTORS® Policies – 4.2 Removal for Cause; and the Oregon REALTORS® Code of Conduct for Leadership Team, Executive Committee and Officers**

_____

TREASURER NAME

_____ _____

SIGNATURE DATE

Appendix 1.12 Understanding of Expectations for the position of OREGON REALTORS® Vice President and Vice President-Elect of Association and Member Engagement, Advocacy, Business and Member Services, and Brokerage Engagement and Risk Management

As a Vice President or Vice President Elect of Oregon REALTORS®, I acknowledge and commit to adherence of the following expectations during my combined 2-year tenure (or portions thereof) as VP/VP-Elect:

- I have read and fully understand the Duties and Responsibilities of the office of Vice President and Vice President-Elect as defined in the OREGON REALTORS® Governance Procedures Guide.
- I understand that I serve on the Executive Committee and Board of Directors and that I represent all Members of OREGON REALTORS® in all my official activities and decisions. I acknowledge my responsibility to always place the interests of OREGON REALTORS® and its Members above my personal considerations.
- I understand that during my term of office I will be recognized as an OREGON REALTORS® Vice President or Vice President-Elect, and will therefore exhibit the highest level of ethics, professionalism, and dignity in all my business and personal conduct.
- As a member of the Executive Committee and Leadership Team, I will agree to sign and adhere to the Code of Conduct for the Executive Committee and conform my behavior to the requirements therein.
- I agree that when traveling on behalf of OREGON REALTORS®, I will make every effort to attend and participate in all appropriate meetings. I will be a good steward of the funds allotted to my travel and will promptly submit my expense report to OREGON REALTORS® upon my return. I will report to the Executive Committee and Board of Directors on issues of concern to members within my working portfolio.
- I understand that the OREGON REALTORS® Strategic Plans provide the blueprint for the goals and objectives of Oregon REALTORS®, and I will always work within the established framework, unless approved otherwise by the Board of Directors and/or the Executive Committee (as appropriate).
- I understand that to effectively serve the office to which I've been elected, I must commit to being fully engaged in the REALTOR® association. I will endeavor to attend all meetings as assigned by the OREGON REALTORS® President and Leadership Team and/or requested by the local Associations. I will review all written communications and promptly respond when requested. I will be accessible to the OREGON REALTORS® CEO upon pre-established preferred communication methods and will promptly respond to Member concerns upon request of the CEO.
- I understand that when holding an elective office of OREGON REALTORS®, I am subject to a higher level of scrutiny in my business and personal dealings. Should there be a personal issue that could reflect poorly on Oregon REALTORS® or my ability to serve as an effective leader (e.g., significant business, financial and/or personal distress) I will seek counsel of the OREGON REALTORS® President, Leadership Team and the CEO to assess whether specific actions need to be undertaken.
- I understand I am encouraged to be an ORPAC investor at the NAR Major Investor level.
- I understand that leadership is a function, not a position. As an OREGON REALTORS® leader, my primary duty is to provide good stewardship and continuity – *not* to leave a personal legacy. I will endeavor to identify future potential OREGON REALTORS® leaders, to represent the REALTOR® Association through a dignified presence and fulfill the responsibilities of the duties of the Vice President or Vice President-Elect.
- **I understand that failure to fulfill the expectations of the office as presented herein could be grounds for dismissal from that office, as prescribed in *OREGON REALTORS® Bylaws* – Article IV, Section 6*; OREGON REALTORS® Policies* – 4.2 Removal for Cause*; and the Oregon REALTORS® Code of Conduct for Leadership Team, Executive Committee and Officers***

_____
VICE PRESIDENT'S OR VICE PRESIDENT-ELECT'S NAME

_____ _____
SIGNATURE DATE

Appendix 1.13 Understanding of Expectations for the position of NAR Director representing Oregon REALTORS®

As a NAR Director of Oregon REALTORS®, I acknowledge and commit to adherence of the following expectations during my 3-year tenure (or portions thereof) as NAR Director:

- I have read and fully understand the Duties and Responsibilities of the office of NAR Directors as defined in the OREGON REALTORS® Governance Procedures Guide.
- I understand that I serve and represent all Members of OREGON REALTORS® in all my official activities and decisions. However, as a NAR Director, I acknowledge my responsibility to always place the interests of NAR and its Members above my personal, OREGON REALTORS®, and/or local Association considerations.
- I understand that during my term of office I will be recognized as OREGON REALTORS®'s appointee to the NAR Board of Directors, and will therefore exhibit the highest level of ethics, professionalism and dignity in all my business and personal conduct.
- I agree that when traveling on behalf of OREGON REALTORS®, I will make every effort to attend and participate in all appropriate meetings. I will endeavor to meet and network with leadership from Associations within Oregon, with the intent of learning and sharing. I will be a good steward of the funds allotted to my travel and will promptly submit my expense report to OREGON REALTORS® upon my return. I will report to the Executive Committee, the OREGON REALTORS® Board of Directors, and/or any local Association, when requested, on my activities and knowledge gained through meeting attendance and networking opportunities.
- I understand that, to effectively serve the office to which I've been elected, I must commit to being fully engaged in the REALTOR® association. I will endeavor to attend all meetings as assigned by the OREGON REALTORS® President and/or requested by Oregon REALTORS®. I will review all written communications and promptly respond when requested. I will be accessible to the OREGON REALTORS® CEO upon pre-established preferred communication methods and will promptly respond to Member concerns upon request of the CEO.
- I understand that when holding an elective office of OREGON REALTORS®, I am subject to a higher level of scrutiny in my business and personal dealings. Should there be a personal issue that could reflect poorly on Oregon REALTORS® or my ability to serve as an effective leader (e.g., significant business, financial and/or personal distress) I will seek counsel of the OREGON REALTORS® President and the CEO to assess whether specific actions need to be undertaken.
- I understand I am encouraged to be an ORPAC investor at the NAR Major Investor level.
- I understand that leadership is a function, not a position. As an OREGON REALTORS® leader, my primary duty is to provide good stewardship and continuity – not to leave a personal legacy. I will endeavor to identify future potential OREGON REALTORS® leaders within Oregon REALTORS®, to represent the REALTOR® Association through a dignified presence and fulfill the responsibilities of the duties of NAR Director.
- **I understand that failure to fulfill the expectations of the office as presented herein could be grounds for dismissal from that office, as prescribed in OREGON REALTORS® Bylaws – Article IV, Section 6 and OREGON REALTORS® Policies – 4.2 Removal for Cause**

_____

NAR DIRECTOR'S NAME

_____ _____

SIGNATURE DATE

Appendix 1.13 Legal Action Committee Request for Assistance Form

OREGON REALTORS®
LEGAL ACTION COMMITTEE
REQUEST FOR ASSISTANCE

TO: **Jenny Pakula**, Chief Executive Officer
Legal Action Committee
Oregon REALTORS®
P.O. Box 351
Salem, OR 97308-0351

DATE: _____

This Request for Assistance is made to the Oregon REALTORS® Legal Action Committee (Committee) by:

1. PARTIES

A. SUBMITTING MEMBER BOARD (if any):_____
(Name)

_____; _____
(Address) (Phone number)

_____
(Legal Counsel)

B. APPLICANT _____
(name)

_____ _____
(address) (Phone Number)

_____
(Legal Counsel)

C. APPLICANT _____
(name)

_____ _____
(address) (phone number)

_____
(Legal Counsel)

D. APPLICANT _____
(Name)

_____ _____
(Address) (Phone Number)

_____
(Legal Counsel)

E. APPLICANT _____

(Name)

_____ _____
(Address) (Phone Number)

_____
(Legal Counsel)

2. CAPTION OF CASE: _____

_____

3. SUMMARY OF CASE: _____

_____

_____

_____

4. SUBMITTING MEMBER BOARD ACTION:
The Submitting Member Board at its meeting of _____ determined that:
(Date)

		Yes	**No**
A.	Participation in this matter would be favorable to REALTORS® as a class and/or the real estate industry.	_____	_____
B.	The focus of the proceeding concerns laws or regulations which significantly affect a substantial number of Oregon REALTORS® members.	_____	_____
C.	The outcome of the proceeding could establish strong precedent affecting the real estate industry now or in the future.	_____	_____
D.	The proceeding affects the Submitting Member Board's or OREGON REALTORS®'s ability to function effectively.	_____	_____
E.	Intervention in the proceeding could achieve goals consistent with Oregon REALTORS® policies.	_____	_____

A copy of the Submitting Member Board's minutes, setting out the vote of its Board of Directors, is attached.

5. FINANCIAL SUPPORT REQUESTED: $ _____

6. ADDITIONAL FINANCIAL SUPPORT:
The following has committed finances for this matter as follows:

A. Submitting Member Board $ _____

B. Applicant(s) $ _____

C. Other: $ _____

7. LEGAL COUNSEL: In the event the Committee accepts this Request for Assistance, the Applicants and/or the Submitting Member Board understand and agree that the Oregon REALTORS® Executive Committee reserves the right to appoint legal counsel of its choosing, irrespective of the lawyer or lawyers now handling this matter for the Submitting Member Board or any of the Applicants.

8. DOCUMENTS. ***Applicants must attach a complete copy*** of the following materials to this Request for Assistance:

- Opinion of applicant's legal counsel, setting out all relevant facts (favorable and potentially adverse), all the law which applies to these facts and the lawyer's opinion as to how the Request complies with the criteria set out in Paragraph 4 of this Request for Assistance; and
- All relevant correspondence;
- All relevant documents;
- All relevant pleadings and memoranda;

9. ERRORS AND OMISSIONS: The errors and omissions insurance carrier(s) for the Submitting Member Board and the Applicant(s), as appropriate, have been notified of this matter. If no notification has been given, state the reason for not giving this notice.

10. HEARING DATES:

A. _____ No hearing or trial date has been scheduled; or

B. _____ A _____ has been scheduled for _____ at _____ o'clock ____. m. at the following address:
_____

11. SUBMITTING MEMBER BOARD'S VERIFICATION. The request is neither frivolous nor inconsistent with the Statement of Policy and Procedures, Committee rule or precedent.

I/We understand that the Committee will not act upon this Request unless all the information required is provided in detail with the Request. As the Submitting Member Board, I/we agree to be bound by the procedures set out in the Committee's Statement of Policy and Procedure.

By: _____, President

By: _____, Executive Officer

12. APPLICANT'S VERIFICATION; APPLICANT'S AGREEMENT TO REIMBURSE THE LEGAL ACTION FUND:

I/We understand that the Committee will not act upon this Request unless all the information required is provided in detail with the Request. I/We agree to be bound by the procedures set out in the Committee's Statement of Policy and Procedure.

I/We agree to reimburse the Committee and the Legal Action Fund in full out of the proceeds of any monies awarded in a proceeding. If the award is insufficient to reimburse the Committee and the Legal Action Fund in full, I/we agree that the entire award shall be paid to the Legal Action Fund, unless otherwise determined by the Committee.

Applicant	Applicant
Dated:	Dated:
Applicant	Applicant
Dated:	Dated:

Appendix 1.14 Issues Mobilization Fund Request Form

Issue Mobilization Funding Request

I. Funds Requested By (Member Board or OREGON REALTORS® Committee):					Date Submitted:
II. Contact:			**III. Check Addressee**		
Contact Person/Title:			Campaign Name / Bank Account:		
Contact Phone:			Contact Phone:		
Street:			Street		
City:	State:	Zip:	City	State	Zip

IV. Impact Assessment:		
Impact:	Statewide	Local
Position:	Support	Oppose
Funds Requested:	$0.00	
Local Contribution:	$0.00	

V. Official Name of Proposal (Local Code, Ballot Measure, Other):
VI. Describe the issue, how it originated and its current status:
VII. Appraise the significance of the Issue as it relates to the real estate industry:
(Not Much) 1 2 3 4 5 6 7 8 9 10 (Very)
VIII. Assess the likelihood of the issue passing for failing:
IX. What is your proposed course of action:
X. What are the overall assessed costs of the campaign (entire campaign):

XI. Are you the primary advocate:	YES	NO

XII. List Coalition Members:	XIII. List Opposition Members:
1.	1.

XIV. Other (special instructions, timelines, etc.):

Official Use Only:			
Action Taken, Issues Mobilization Committee:	Approve	Reject	Date:

Action Taken, Exec. Committee or B.O.D.:	Approve ☐	Reject ☐	Date:

Funding Approved:		Check Date	
Check Number		Date Mailed/Delivered:	

Appendix 1.15 State REALTOR® of the Year Nomination Form

State REALTOR® of the Year Nomination Form

Each Local Board/Association REALTOR® of the Year may become a candidate for State REALTOR® of the Year recognition when the individual's name is submitted to Oregon REALTORS® along with the required applicant information by the AE for the local board/association.

The Oregon REALTORS® State REALTOR® of the Year (ROTY) program is designed to recognize a REALTOR® member from one of the local Boards/Associations in Oregon who has provided outstanding service to all REALTOR® organizations (local, state and national), their profession and their community, primarily during the past 5-7 years.

Guidelines for Selection of State REALTOR® of the Year

REALTOR® SPIRIT (25%) Faithfulness and adherence to the principles of organized real estate, real estate laws and regulations, Board/Association Bylaws and the National Association of REALTORS® Code of Ethics; time and effort expended in furthering principles of good real estate practices in their own business and among other real estate brokers, the press and the public; attainment of professional designations; etc.

ACTIVITY IN STATE ASSOCIATION (25%) State association offices and leadership positions held; committee work; attendance and participation at state conventions, directors' meetings and education programs; etc.

ACTIVITY IN MEMBER BOARD/ASSOCIATION (20%) Member Board/Association offices held; committee work; special assignments; seminar and educational attendance or teaching; membership and offices held in state chapters of NAR institutes, societies and councils; etc.

ACTIVITY IN COMMUNITY AFFAIRS (15%) Local, state and national participation in civic and service clubs and charitable activities; participation on political/governmental commissions and committees; fraternal and religious involvement; etc.

BUSINESS ACCOMPLISHMENTS (10%) Public recognition of business conduct and achievements; service to clients and customers; imaginative and creative advertising programs; rehabilitation work; land utilization; etc.

ACTIVITY IN NATIONAL ASSOCIATION (5%) National offices and leadership positions held; committee work; membership and work in NAR institutes, societies and councils; attendance at National conventions and business meetings; etc.

ROTY Nominee Contact Information

Name _____

Business Name _____

Business Address _____

Home Address _____

Primary Local Board/Association _____

Date Licensed as a Broker _____

Date Licensed as a Principal Broker (if applicable) _____

ACTIVITY IN LOCAL MEMBER/BOARD ASSOCIATION

1. Has the nominee held office in the Board in the past 7 years? (Please indicate year(s) by the office that was held)

President _____

President-Elect _____

Treasurer _____

Secretary _____

Director _____

2. Has the nominee ever served as a Chair or Vice-Chair on a Local Board committee in the past 7 years? (Please list each committee/year/Chair or Vice Chair on a separate line)

_____

_____

_____

3. Has the nominee served as a MEMBER on a Local Board committee in the past 7 years? (Please list each committee(s) and the year(s) served on a separate line).

_____
_____
_____

4. Briefly describe the nominee's attendance record at local membership meetings prior to the past year.

_____
_____
_____

5. Has the nominee served in any "Special Assignment" capacity for the Local Board in the past 7 years? (i.e. task forces, ad hoc committees, Board Representative to government agency, etc.) Briefly describe the "Special Assignment" and note the appropriate year(s).

_____
_____
_____

<u>ACTIVITY IN STATE ASSOCIATION</u>

6. Has the nominee ever held a State Association office in the past 7 years? (Please provide year on lines provided).

President _____

President-Elect _____

Director _____

Other _____

7. Has the nominee served as Chair or Vice Chair of an OREGON REALTORS® Committee in the past 7 years? (Please list each committee/year/Chair or Vice Chair on a separate line).

_____
_____
_____

8. Has the nominee served as a MEMBER on an OREGON REALTORS® committee in the past 7 years? (Please list each committee(s) and the year(s) served on a separate line).

_____
_____
_____

9. Has the nominee attended any of the OREGON REALTORS® semi-annual meetings in the past 7 years? (Please list years)

Spring Governance _____

Fall Governance _____

10. Has the nominee served in any "Special Assignment" capacity for the State Association in the past 7 years? (i.e., task forces, ad hoc committees, etc.) Briefly describe the "Special Assignment" and list the appropriate year.

_____
_____
_____

ACTIVITY IN NATIONAL ASSOCIATION

In the last 7 years, has the nominee held any of the following at the National level:

11. NAR Committee Chair (Please list committee(s) and year(s); ex. Public Relations, 2017)

_____
_____
_____

12. NAR Committee Vice Chair (Please list committee(s) and year(s); ex. Public Relations, 2017)

_____
_____
_____

13. Member on any NAR committee? (Please list committee(s) and year(s); ex. Legislative Committee, 2017)

_____
_____
_____

14. Served in any "Special Assignment" capacity for NAR? (Please list committee(s) and year(s); ex. Chaired Task Force for Ethics & Arbitration review, 2017)

_____
_____
_____

15. Attended an NAR Meeting or Convention? (Please list meeting(s) and year(s); ex. Convention, 2017; Mid-Year, 2018)

_____
_____
_____

16. Has the nominee been member of an NAR Institute, Society or Council? (List all that apply)

•

REALTOR® SPIRIT & INVOLVEMENT

17. Has the nominee invested in RPAC in the past 7 years? (Please list the year(s) in each category if applicable):

_____
_____
_____

18. Has the nominee served in any capacity for the region in the past 7 years? (Briefly describe the activity, committee, or office held and the year(s) served):

_____
_____
_____

19. Has the nominee contributed time and effort expanding good real estate practices in their own business and among other real estate brokers, the press and the general public? (Briefly describe the activity, committee, or program and the year(s) served):

_____
_____
_____

ACTIVITY IN COMMUNITY AFFAIRS

20. List activities or involvement in civic groups, religious organizations, service clubs, campaigns or political organizations, public offices held, service on local planning, zoning board, etc. in the past 7 years in your community. (Please list activity and year(s).

_____
_____
_____

BUSINESS ACCOMPLISHMENTS

21. Has the nominee attended any real estate related workshops, special meetings and seminars other than those required by license law in the past 7 years? (Please list the activity and the year)

_____
_____
_____

22. Has the nominee earned any designations in the past 7 years? (Please indicate the year(s) of the designations that were earned during the above-referenced time period)

_____
_____
_____

23. Please describe any other activities not covered in this application which the local board/association feel would further demonstrate the nominee's professionalism and commitment to the real estate industry.

_____
_____

Submitted by:

Name _____

Board/Association _____

Nominee Signature _____

Please

Email: info@oregonrealtors.org

Mail: P.O. Box 351

Salem, OR 97308

Fax: 503-362-9615

Appendix 1.16 Life Service Member Application Form

LIFE SERVICE

MEMBERSHIP APPLICATION FORM

Name: _____

Firm Name: _____

Address: _____ **City/Zip:** _____

Telephone: _____ **E-Mail:** _____

Name of local Board/Association: _____

QUALIFICATIONS

1. **Member of OREGON REALTORS® for not less than twenty-five (25) cumulative years:**
   Member Since: _____ (year)

2. **Must be at least sixty-five (65) years of age, or have experienced a permanent health disability:**
   Birth Date: _____ (month/year)

   Permanent Health Disability (explain): _____

   _____

3. **Notable Service to Oregon REALTORS®**
   Service required-must be completed)
   Please outline your past and present service to OREGON REALTORS® for a minimum of 3 years; including committees and years served.

   _____

   _____

   _____

4. **Notable Service to your local Board/Association**
   (Must be completed)
   Please outline your past and present service on local committees in detail, including committees and years served.

   _____

   _____

   _____

AND/OR

Notable Service to your community

- **Volunteering with recognized local community volunteer programs**
- **Serving on City or County Board of Directors/Trustees**

List organizations and years served:

_____

_____

If more space is needed, please use a separate sheet.

5. **Current Resume** *(attach copy)*

- **Application is considered incomplete if resume is not attached**

I certify that the above information is accurate and verifiable.

Signature:_____Date:_____

Return form to your local AE/EO for submission to OREGON REALTORS®.

Notable service means:

Service on local board/association REALTOR® Committees

OR

Volunteering with recognized local community volunteer programs and/or city councils, commissions, or boards.

1. An Elections Committee of the Oregon REALTORS® Board of Directors (BOD) has been appointed by the President to supervise the election and voting procedures. The Committee is composed of a Chair and up to 8 members. Members of the Election Committee shall be permitted to vote. A professional parliamentarian and designated Oregon REALTORS® staff person shall oversee the election process during the Board of Directors' Meeting.

2. No individual campaigning is allowed prior to Elections Committee certification of qualified candidates. Candidates must have been informed in writing as being a qualified candidate before they formally announce their candidacy and begin distribution of campaign materials. Copies of all campaign materials, including all social media postings to be distributed, must be sent to the Oregon REALTORS® CEO and Elections Committee Chair for approval three (3) business days prior to distribution to protect the integrity of Oregon REALTORS® and its members. The Oregon REALTORS® CEO and Elections Committee Chair shall have three (3) business days to review materials and reply in writing if materials are approved.

3. Campaign costs if any, are limited to a maximum of $1000 for items such as brochures, flyers, mailings, campaign functions, etc. Candidates shall certify their compliance with campaign policy and procedures to the Elections Committee prior to the election.

4. No campaign materials shall be posted on walls, tables, chairs, etc., or in any virtual platform including chat, screen share, etc., at any Oregon REALTORS® conference or at either of the two regularly scheduled Board of Directors' meetings. This includes all governance meetings and the annual Fall Convention. Campaign materials include stickers, buttons, pins, flyers, brochures, posters, and the like. General campaigning and the dissemination of promotional campaign materials are permitted following certification until no later than two hours before the scheduled Board of Directors meeting.

5. All campaign communications shall contain factually accurate information. Electronic media communications to members shall be allowed and must include an "opt out" provision.

6. Any reported violation of these campaign rules and procedures will be reviewed within three (3) business days of receipt by the Elections Committee. All reported violations must be in writing and signed by the complainant. The Elections Committee, in their sole discretion, may conduct an investigation if additional facts are needed to render an opinion on whether a violation of campaign rules has occurred. If the Elections Committee does conduct further investigation, they will have an additional seven (7) business days to render an opinion in writing and submit to the candidate.

7. If the Elections Committee determines that a violation has occurred, the candidate will receive one written warning to cease and desist the activity determined to be a violation. If the candidate does not refrain from the violating activity or engages in subsequent campaign violations, the Elections Committee may disqualify the candidate from the election. Any appeals by the candidate regarding the decision of the Elections Committee shall be made to the Oregon REALTORS® Executive Committee. If the candidate serves on the Oregon REALTORS® Executive Committee, they will recuse themselves from any appeal hearing and subsequent decision. The decision of the Oregon REALTORS® Executive Committee will be final and not appealable.

8. Candidates will address the Board of Directors based on a predetermined, random drawing conducted by the Elections Committee Chair. Each candidate will be allowed five (5) minutes to address the BOD immediately prior to the elections. Oregon REALTORS® staff will monitor the allotted time and will alert the candidate with 60 seconds remaining. Candidates will remain outside of the meeting room until they are requested to present to the Board of Directors and will remain outside until election results have been officially announced. If a candidate is participating virtually, the candidate will remain in the "waiting room" until their scheduled time to present to the Board of Directors. The results of the election will be disclosed to the candidates privately prior to full disclosure to the Board of Directors.

9. Candidates who have been elected shall avoid use of their title in written communications until they have been formally installed into office.

10. A record of all Oregon REALTORS® election results, including a tally of the votes, will be retained; however, the ballots will be destroyed immediately following the election.

Appendix 1.18 Campaign Rules and Procedures for NAR Director Positions

1. An Elections Committee of the Oregon REALTORS® Board of Directors (BOD) has been appointed by the President to supervise the election and voting procedures. The Committee is composed of a Chair and up to 8 members. Members of the Election Committee shall be permitted to vote. A professional parliamentarian and designated Oregon REALTORS® staff person shall oversee the election process during the Board of Directors' Meeting.

2. No individual campaigning is allowed prior to Elections Committee certification of qualified candidates. Candidates must have been informed in writing as being a qualified candidate before they formally announce their candidacy and begin distribution of campaign materials. Copies of all campaign materials, including all social media postings to be distributed, must be sent to the Oregon REALTORS® CEO and Elections Committee Chair for approval three (3) business days prior to distribution to protect the integrity of Oregon REALTORS® and its members. Submissions to be emailed to CEO and Elections Committee Chair. The Oregon REALTORS® CEO and Elections Committee Chair shall have three (3) business days to review materials and reply in writing if materials are approved.

3. Campaign costs if any, are limited to a maximum of $1000 for items such as brochures, flyers, mailings, campaign functions, etc. Candidates shall certify their compliance with campaign policy and procedures to the Elections Committee prior to the election.

4. No campaign materials shall be posted on walls, tables, chairs, etc., or in any virtual platform including chat, screen share, etc., at any Oregon REALTORS® conference or at either of the two regularly scheduled Board of Directors' meetings. This includes all governance meetings and the annual Fall Convention. Campaign materials include stickers, buttons, pins, flyers, brochures, posters, and the like. General campaigning and the dissemination of promotional campaign materials are permitted following certification until no later than 2 hours prior to the scheduled Board of Directors meeting.

5. All campaign communications shall contain factually accurate information. Electronic media communications to members shall be allowed and must include an "opt out" provision.

6. Any reported violation of these campaign rules and procedures will be reviewed within three (3) business days of receipt by the Elections Committee. All reported violations must be in writing and signed by the complainant. The Elections Committee, in their sole discretion, may conduct an investigation if additional facts are needed to render an opinion on whether a violation of campaign rules has occurred. If the Elections Committee does conduct further investigation, they will have an additional seven (7) business days to render an opinion in writing and submit to the candidate.

7. If the Elections Committee determines that a violation has occurred, the candidate will receive one written warning to cease and desist the activity determined to be a violation. If the candidate does not refrain from the violating activity or engages in subsequent campaign violations, the Elections Committee may disqualify the candidate from the election. Any appeals by the candidate regarding the decision of the Elections Committee shall be made to the Oregon REALTORS® Executive Committee. If the candidate serves on the Oregon REALTORS® Executive Committee, they will recuse themselves from any appeal hearing and subsequent decision. The decision of the Oregon REALTORS® Executive Committee will be final and not appealable.

8. Candidates will address the Board of Directors based on a predetermined, random drawing conducted by the Elections Committee Chair. Each candidate will be allowed five (5) minutes to address the BOD immediately prior to the elections. Oregon REALTORS® staff will monitor the allotted time and will alert the candidate with 60 seconds remaining. Candidates will remain outside of the meeting room until they are requested to present to the Board of Directors and will remain outside until election results have been officially announced. If a candidate is participating virtually, the candidate will remain in the "waiting room" until their scheduled time to present to the Board of Directors. The results of the election will be disclosed to the candidates privately prior to full disclosure to the Board of Directors.

9. Candidates who have been elected shall avoid use of their title in written communications until they have been formally installed into office.

10. A record of all Oregon REALTORS® election results, including a tally of the votes, will be retained; however, the ballots will be destroyed immediately following the election.