

TABLE OF OPERATIONS AND EFFICIENCY POLICY MANUAL

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Passaic County Board of Realtors®

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INTRODUCTION

The Table of Operation and Efficiencies is a policy document created by the Passaic County Board of REALTORS® which retains policies, procedures and operation of the Board in unification with our Bylaws. This document is changed and amended from time to time with the approval of the Board of Directors. This document contains descriptions of the Officers, Directors and Committees of the Board. It also contains policies adopted by the Board of Directors including but not limited to Antitrust, Alcoholic Beverage, Confidentiality, Fundraising and Professional Standards.

MISSION STATEMENT

At the Passaic County Board of Realtors® we promote, encourage and safeguard the interests of our Members.

VISION STATEMENT

We are the Source of Everything Real Estate.

Policy Purpose and Formulation

Policy Statements establish guidelines and standards for internal Association operations. Policies may be recommended to the Bylaws/Governing Documents Committee by any Member of the Board of Directors or by the Chief Executive Officer (CEO). All policies are subject to the approval of the Board of Directors. Policy statements shall be reviewed annually by the Governing Documents Committee. All policies shall be in adherence with the PCBOR® Bylaws as from time to time revised.

PCBOR® agrees to adhere to the National Association of REALTORS® (NAR) Core Standards, which are organizational standards and objectives as published and from time to time revised by NAR.

General Guidelines

1. The President, by and with the approval of the Board of Directors, shall appoint all committees and committee Chairpersons. The President may appoint such special committees and their leaders as deemed necessary to carry out the programs of the Board. Types of committees may vary, i.e. forums, formal or informal working groups, taskforce and a Presidential Advisory Group (PAG). Any substitutions or changes of any committee member(s) shall be approved by the President. The President shall have ex-officio appointment with the exception of the following committees, Professional Standards, Grievance and Nominating. The President shall appoint Nominating committee representatives in accordance with provisions within the Bylaws.
2. Appointments to all committees shall be for the period of one year, commencing on January 1st and ending on December 31st of each year, except if otherwise required, and in the case of special committees which are appointed subsequent to January first, said special committee appointments shall be for less than one year and terminate on December thirty first of the year of appointment. A Chairperson and a Vice Chairperson shall be named for each committee. It is the expectation that committee Chairpersons will be appointed by no later than November 1st of the year preceding term. There shall be a continuum in operation between the prior year's committee and the incoming committee Chairpersons to ensure smooth transition. January 31st shall be the last day in which committee members may be appointed unless otherwise required or appointed by the

President, in consultation with the Board of Directors. Credit for the New Jersey Realtors® Circle of Excellence award will not be granted for those who voluntarily join a committee after the January 31st deadline. The President and Committee Chairperson must approve all committee additions.

3. It shall be the function of committees to work within the objectives of the Strategic Plan and make investigations, conduct studies and hearings, make recommendations to the Board of Directors, and to carry on such activities as may be delegated to them by the President and the Board of Directors. All committee Chairpersons shall be provided with or have access to the Board's Strategic Plan during their tenure to identify their roles within it.
4. Meetings for all committees shall be held as directed by the Committee Chairperson. Meetings shall be scheduled with the staff to ensure availability of a committee staff liaison and of the Board's facility. Meetings of all committees shall be open to all members of the Board with prior written notice to the Chief Executive Officer (CEO). Members may observe but not participate. Meetings that are not open to members are Professional Standards Committee, Grievance Committee, Nominating, and Budget and Finance committee due to the confidential nature of their proceedings.
5. Committee Chairpersons are to schedule an organizational meeting at the beginning of the year and notify the committee members of such meetings. Each committee Chairperson shall be responsible to provide a purpose for the committee meeting and prepare the agendas accordingly. Committee notes and action items are to be prepared and provided to the Chief Executive Officer or Director Liaison for presentation to the Board of Directors. The Chairperson shall prepare the agenda. There shall not be any meetings scheduled without a purpose. A Chairperson presides over meetings, they remain neutrality and vote only to break a tie. A Chairperson does not have an active voice at the table. If a Chairperson intends on having an active voice they should not accept this role, or they must surrender the chair until the conclusion of the discussion and /or vote.
6. Each Chairperson shall provide a written report of their meeting to the Chief Executive Officer (CEO) along with any action items or recommendations needed to be brought to the Board of Directors for their consideration and/or approval. The Chairperson shall provide the actual wording of any motion and should provide rationale for the Board's consideration. Committees are deemed to have reviewed all background material relevant to the issue. The Board of Directors shall be provided with the agenda item, recommendations and/or motion at least three days prior to their meeting to process the issue, its ramifications and unintended consequences. Committees may not have actual motions to consider but the issue should be identified to allow for substantive discussion.
7. Attendance records shall be prepared by the committee Chairperson for each committee meeting and a copy provided to the Chief Executive Officer of the Board. It is required that committee members attend 75% of the meetings. If a percentage cannot be established due to infrequency of meetings, the committee Chairperson would make the determination by majority attendance. Absence from three (3) regular or special scheduled meetings within any calendar year shall provide the Chairperson with the option of terminating the absent member from that committee with notice to the President. There shall be no credit given to any resigned or terminated committee member for the NJR® Circle of Excellence Award. Each committee Chairperson shall verify the meeting attendance by signing their name on the attendance sheet, provided by Board staff, to

acknowledge its accuracy. Staff will log the attendance and conduct any administrative work pertaining thereto.

9. All actions by committees shall be presented for approval to the Board of Directors.
10. All meetings shall be held at the Board office or by electronic means in compliance with the Errors and Omission Insurance provided by NAR.

PROFESSIONAL LIABILITY -ERRORS AND OMISSIONS POLICY

NAR's insurance program provides errors and omissions, Directors and Officers, employment practices, crime coverage and limited patent protection to the National Association, its Affiliates, Institutes, Societies and Councils, and to Associations and MLSs that are in compliance with the policies promulgated by the National Association's Board of Directors. Directors, Officers, and Staff of each insured also are generally covered.

There is no coverage under the policy for damages arising out of antitrust claims. Coverage is only for amounts incurred in connection with the defense of such claims, and then only up to the stated limits. Claim expenses are limited to costs incurred by the attorney or law firm appointed by the insurance company to defend the claim and other amounts, which have been authorized or approved in advance by the insurance company.

The annual premium is paid by NAR. There is an extra charge if an Association elects to purchase excess insurance. This shall be established annually by the Board of Directors.

Coverage is extended only to those Associations whose governing documents and operations have been found by the Member Policy Department of NAR to conform to the Constitution and Bylaws of NAR and the policies adopted, and amended from time to time, by the Board of Directors of NAR.

Documents to be reviewed and approved by the Member Policy Department policy include, Association Bylaws and confirmation that the Association has adopted NAR's *Code of Ethics and Arbitration Manual* and that Association counsel has certified that it is consistent with state law.

Professional Standards policies as outlined in the PCBOR® Professional Standards policy manual shall be reviewed on an annual basis and memorialized in the Board's minutes to reflect adoption.

OFFICERS

CHIEF EXECUTIVE OFFICER

The Chief Executive Officer, under the supervision of, and with the approval of the Board of Directors, is responsible for the day to day operation of the Association. The CEO serves as the Association executive, responsible to the Board of Directors for the effective management of the affairs of the Association. Recommends and participates in the formulation of Association mission, goals, and objectives and related policies. Within that framework plans, organizes and directs the staff, programs, and activities of the Association. The Chief Executive Officer serves as continuity to the organization.

SPECIFIC RESPONSIBILITIES:

Within the limits of the Bylaws of the Association and policies established by the Board of Directors, the Chief Executive Officer is responsible for the following:

OPERATIONS:

- Responsible for the coordination and oversight of the Association's Strategic Plan. Facilitates defining and completion of team goals. Visionary for short, medium, long-term and strategic objectives.
- Responsible, in consultation with the Executive Committee, for negotiation, development and management of outside service providers and consultant agreements excluding the day to day vendors necessary for operation.
- Responsible for analysis and implementation of effective and efficient administrative policies and procedures for the Association, including those for membership and finance.
- Recruits, hires, and trains staff and administers an effective personnel program which includes position descriptions, performance evaluation and a compensation system. Shall ensure staff support for all committees.
- Ensures the legal integrity in cooperation with the Board counsel of the Association.
- Responsible for financial plan development and managing the annual operating budget.
- Supervise under the guidelines of the Board of Directors, the investments and monitor the financial condition of the Association.
- Arrange for the annual accountant review of the Association.
- Responsible for the development and maintenance of effective internal and external public relations both directly and through delegation to appropriate staff, consultants and volunteers.
- Attends all conferences and conventions.
- Represent the Association as chief staff spokesperson to the National Association of REALTORS® and the New Jersey Association of REALTORS® at related Association events.
- Maintains an effective relationship with lobbyist for the provision of a government relations program that represents the interests of the Association membership with legislative and other governmental departments and agencies as appropriate.
- Responsible for the full program and service offering of the Association in conjunction with staff and volunteers.
- Maintain and improve the quality of programs and services as perceived by the members.

- Identify and develop new member services supportive of the priority objectives of the Strategic Plan.
- Responsible for conducting research necessary to the Association and its Members.
- Responsible for management of both the board and staff structures and operations of the Association.
- Serve as staff liaison to the Board of Directors, Executive, Bylaws-Governing Documents and Nominating Committees. Sits as ex-officio on all committees except Professional Standards, Grievance and Nominating and will provide guidance if solicited by the Chairperson on process or procedure only.
- Responsible for effective communication with the President and Board of Directors on issues and developments, both internal and external, affecting the Association.

REPORTS TO:

- President or Chief Elected Officer, the Executive Committee and the Board of Directors of the Association.

NAR® CORE STANDARDS REQUIREMENTS FOR CEO:

- Pursuant to the National Association of REALTORS® Core Standards, the Association chief staff must complete at least six hours of REALTOR® Association professional development on an annual basis. The Association must adopt policies and procedures for conducting annual performance reviews of their chief paid staff, and must annually certify that a performance review for their chief paid staff has been conducted.

EXTERNAL RELATIONSHIPS:

- Has regular contact with the elected Officers and the Board of Directors and its committees on policy matters and other issues as appropriate. Maintains personal contact with the general membership. Maintains appropriate relationships, as directed by the Board, with other Association, industry, government, academic institutions and vendors to enhance the image of the Association and the attainment of its objectives.

**CEO Annual Review Process Policy
Adopted June, 2017**

PCBOR® shall review the CEO's job performance once every twelve (12) months and shall be scheduled to occur in May of each year to allow input into the Finance Committee's July meeting. In conducting the annual review, an evaluation questionnaire shall be distributed to the current Board of Directors in April. The questionnaire shall be completed and submitted to the President and immediately disseminated to the Executive Committee within the first week in May. The Executive Committee shall review and create a compilation report of the findings and a summary provided to the Board of Directors in May. The Executive Committee shall meet with the CEO to conduct the yearly review and discuss the findings and recommendations.

Applicable industry staffing studies/surveys shall be utilized and evaluated by the Executive Committee to ensure PCBOR®'s CEO employment package is industry-appropriate and competitive.

The CEO's employment contract shall be held only by the CEO and the Board attorney. Members of the Executive Committee may view the employment contract upon written request to the CEO. This review may only take place on Board premises. Terms of the contract may be discussed only by the entire Board of Directors, as deemed necessary by the Executive Committee. This contract is considered confidential.

Volunteer Leader Job Descriptions

ELECTED OFFICERS:

The Elected Officers of the Board shall be:

President

First Vice President

Second Vice President

Treasurer

EXECUTIVE COMMITTEE:

The Executive Committee shall consist of:

President

First Vice President

Second Vice President

Treasurer

Immediate Past President

Chief Executive Officer

Executive Committee Policy Adopted June, 2017

The PCBOR® Executive Committee is comprised of the President, First Vice President, Second Vice President, Treasurer, Immediate Past President and Chief Executive Officer (CEO) (who sits as an *ex officio*). This committee shall meet at the discretion of the President, or by request of any Officer with due notice to the President and CEO.

The Executive Committee may meet in preparation for the monthly Board of Directors meetings or any issue which requires leadership input. The Executive Committee may also meet between meetings regarding pertinent issues for any purposes permitted within the Board's Bylaws.

The Executive Committee shall also serve as the Budget & Finance committee and oversee the finances of the Association. The Executive Committee shall prepare a budget for the ensuing fiscal year and submit it to the Board of Directors for approval at their July or August meeting. The Treasurer shall serve as Chairperson for this purpose. The duties of this committee shall be as set forth in the Budget and Finance committee description within the policy manual

The Executive Committee has limited authority to act on behalf of the Board of Directors except as otherwise stated below. The Executive Committee may approve matters of minor importance such as Member late fee appeals, new Member orientation waivers and the like. The approvals made, or actions taken by the Executive Committee shall be reported to the Board of Directors by the President, or the CEO if so delegated at their next scheduled meeting.

The Executive Committee has full authority to administer PAC Share requests in cooperation with an annual PCBOR® Legislative Committee report. The PCBOR® Legislative Committee report will identify local, county and municipal candidates who support the organization's position on real estate-related issues. The preliminary Legislative Committee report shall be prepared by March each year. A final report shall be reviewed and approved by the Board of Directors by the end of the second quarter of the calendar year. This report shall be reviewed and considered at the Board of Directors' regularly scheduled June meeting. If a candidate was not previously identified within the Legislative Committee report, the Executive Committee shall be the authority to approve these PAC Share requests. PAC Share requests may only be approved under \$1,000.00 pursuant to New Jersey REALTORS® guidelines. Action by the Executive Committee to request additional PAC Share funds shall be reported to the Board of Directors as their next scheduled meeting. The PCBOR® Legislative Committee's role to the Executive Committee and Board of Directors will be to assist the leadership of the organization to become an effective force in the political arena.

The Executive Committee shall have full authority to act on behalf of the Board of Directors in an emergency situation. An emergency situation is defined as a problem which has dire consequences that must be solved in a very short amount of time to limit damage to people, property and environment. The Executive Committee should report their emergency action as soon as possible to the Board of Directors.

The Executive Committee will have authority to conduct an annual CEO Evaluation as required by the National Association of REALTORS® core standards and as outlined within the TO&E policy manual. The Executive Committee shall report their evaluation findings and make recommendations regarding salary, bonuses or compensation package to the Board of Directors each June at their regularly scheduled meeting.

A quorum for decisions by the Executive Committee would be three (3) Officers not including the Chief Executive Officer.

PRESIDENT

As the Chief Elected Officer and Chairperson of the Board of Directors is responsible for the general direction of its affairs and presides at all meetings. Subject to the approval of the Board of Directors, the President appoints committees and is designated as an ex-officio member of all committees (with the exception of Grievance, Professional Standards and Nominating committees) and carries out

policies established by the Board. The President is the chief spokesperson for the Association and shall be responsible for responding to or delegating press inquiries and statements thereof, in cooperation with the CEO, so to ensure consistent messaging with the National Association and New Jersey REALTORS®.

President Specific Duties:

- To be the Association ambassador, representing the Board in community activities. If the President is unable to attend a community function they should designate another Officer to attend the function as the Board's official representative.
- To cooperate with the New Jersey REALTORS® (NJR) and the National Association of REALTORS® (NAR);
- To attend NAR and NJR conventions and meetings, in accordance with the Board's travel policy, Appendix VIII, and otherwise become familiar with their policies and operations;
- To strengthen the organizational structure of the Board
- To work closely with the CEO and Elected Officers and Directors of the Board
- Communicate with the CEO whenever issues arise that require collaboration, advice, direction, or decisions. The First Vice President shall be included in relevant discussions and decisions.
- Preside over the Executive Committee meeting which is set to occur at least one week prior to the Board of Directors meeting.
- Initiate through the CEO e-mail queries and vote requests to the Board of Directors, when necessary.
- Presides over the General Membership Meetings including the Annual Meeting in September.
- To appoint the best possible Chairpersons and to work with the First Vice President in the selection of Vice Chairpersons.
- To encourage maximum participation
- To see that a comprehensive strategic plan is formulated, reviewed and carried out
- To make certain that the Board does not participate in programs which are illegal or outside its prerogative as a voluntary trade organization
- To assure that the Board finances are in a sound position and make certain that the Board retains its fiscal integrity; is a signatory on PCBOR® bank accounts.
- To make certain that the Board promotes high standards of conduct and to promote the REALTOR® brand
- To assist in furthering the development of the community
- To promote free enterprise and the real estate business
- Prepares the First Vice President and looks towards creating a continuum for new leadership
- Seeks to create an atmosphere for harmony and respectful deliberation among the directors

- Responds to concerns by Directors in conjunction with the CEO
- Has a plan for crisis management in conjunction with the CEO
- Fulfills the position of NAR Director when applicable
- Spokesperson, in coordination with the CEO, for press and media inquiries, or alternatively, assigns best possible Spokesperson, when applicable;
- Coordinates with CEO and incoming President annual Leadership training for the Board of Directors as required by NAR CORE Standards.

FIRST VICE PRESIDENT

The First Vice President shall exercise the powers and authority and perform the duties of the President in the absence, disability or as delegated by the President. These duties include but are not limited to:

- Interfaces closely with the President and the Chief Executive Officer.
- Substitutes when directed, and as needed.
- Be knowledgeable and conversant relative to the Board's strategic plan, objectives, programs and activities of the Board at all levels.
- Assists President in completing all short term team goals;
- May be asked by the President to select Vice Chairpersons, if and when appropriate;
- Maintaining continuing progress of long term team goals;
- Monitors progress of committees;
- The First Vice President is the President-in-training, prepares the next person in line to take over creating a continuum;
- They are expected to attend all meetings with the President;
- Represents the Board to other Associations and organizations as requested by the President or Board of Directors;
- They are expected to attend Leadership training and NAR® Meetings;
- Be familiar with the current Bylaws and policies of the Board;
- Be familiar with Robert's Rules of Order and Parliamentary procedures;
- Be familiar with the Legislative affairs of the Association;
- The First Vice President reports to and is responsible for his/her actions to the President and the Board of Directors.

SECOND VICE PRESIDENT

The Second Vice President shall exercise the powers and authority and perform the duties of the First Vice President or President-Elect in the absence or disability of either. The Second Vice President shall perform all other tasks and duties as may be assigned by the Board of Directors. These duties include by are not limited to:

- Attendance at all Executive Committee Meetings;
- Substitutes when directed and as needed;
- Assists President in completing all short term team goals;
- Maintaining continuing progress of long term team goals;
- Be knowledgeable and conversant relative to the Board's strategic plan, objectives, programs and activities of the Board at all levels;
- Represents the Board to other Associations and organizations as requested by the President;
- Maintains a close working relationship with the CEO, being cognizant of the respective differing areas of responsibility;
- Be familiar with the current Bylaws and policies of the Board;
- Be familiar with Robert's Rules of Order and Parliamentary procedures;
- Be familiar with the Legislative affairs of the Association;
- The Second Vice President reports to and is responsible for his/her actions to the President and the Board of Directors.

TREASURER

The Treasurer shall oversee and be responsible for all funds received by the Board and for their proper disbursement. The Treasurer shall present the Board's financial statements to the Board of Directors and in order to do that, the Treasurer must become familiar with the statement format and content. Such funds, shall be kept on deposit in financial institutions, or invested in a manner approved by the Board of Directors. The Treasurer shall be a signatory on all accounts held by the Board. The Treasurer shall cause a monthly financial report to the Board of Directors. The Treasurer shall be Chairperson of the Budget and Finance committee. These duties include but are not limited to:

- Ability to read/understand/interpret financial statements for Board Members;
- Ensure financial statements are presented to the Board on an annual basis with the Board appointed Certified Professional Accountant;
- Acts as a resource to other committees in financial matters;
- Attends an annual meeting with the CEO & CPA to ensure the financials are on track from year to year;

- Ensures the Board’s strategic plan goals are properly funded;
- Signatory on PCBOR® Bank Accounts;
- Commits the time necessary in preparation and meeting time;
- Works closely with the Assistant Treasurer as appointed by the Board of Directors.
- The Assistant Treasurer is not an Officer.

Immediate Past President

The Immediate Past President serves as an Officer on the Board’s executive committee. They act as a continuum to the President and the Association. The Immediate Past President is there in the capacity of counsel, backup and support to the Board. Immediate Past Presidents are appointed to the Board of Directors for additional terms to provide continuity to the organization The Immediate Past President serves as the Nominating Committee Chairperson and continually seeks out future talent volunteer leadership for the organization. Provides support to the President during their tenure.

The Board of Directors

The governing body of the Board shall be a Board of Directors which shall be comprised of the elected Officers, President, First Vice President, Second Vice President, Treasurer the two (2) immediate past presidents, unless that option does not exist, then any active Past President may fill the position, an Assistant Treasurer who is chosen from among the Directors, six (6) Directors and not less than three (3) non-voting Alternate Directors. All of the members of the Board of Directors must hold REALTOR® Membership in this Board, whether primary or secondary. Directors shall perform all tasks with the advice and consent of the Board of Directors. Election to any position does not connote that any Officer or director will automatically move up through the chairs. Officer election procedures, pursuant to the Bylaws are outlined below. The Alternate Directors shall be non-voting positions. Alternate Directors shall vote in the absence of a Director. The voting order of the three Alternate Directors shall be established at the Board of Directors’ first meeting of the year. This voting order shall remain in effect until December 31st of that calendar year.

Local Director

PCBOR® will have six (6) elected Directors, two (2) Past Presidents and three (3) alternate Directors, a first alternate, a second alternate and a third. Each local Director will serve a term of three (3) years with the ability to run for the position once their term expires. Alternate Directors will be elected for a term of one (1) year. The governing body of the Association shall be a Board of Directors.

Duties of Local Directors:

Attend all of the PCBOR® Board of Directors meetings and any special meetings as necessary;

Maintain a conduit between their constituency and the Board to ensure clear communication and member needs are heard;

Attend leadership training as mandated by NAR® Core Standards;

Respond in a timely manner to e-mail queries and vote requests to the Directors;

Attend PCBOR® Events and General Membership Meetings;

Support the goals of PCBOR® and the PCBOR® Strategic Plan;

Directors are encouraged to participate in committees and act as a liaison to the Board of Directors when requested by the President.

Directors have one vote on the PCBOR® Board of Directors.

New Jersey Realtors® Regional Vice President (RVP):

Pursuant to the governance of the New Jersey Realtors®, a Regional Vice President must be appointed by each Association in rotation. Our Region Five (5) individual will represent Passaic County Board of Realtors, RealSource Association of Realtors and Sussex County Association of Realtors. Once every three years in rotation, a representative must be selected by Passaic County Board of Realtors to serve. The individual would sit on the New Jersey Realtors® Executive Committee and their Board of Directors. They are responsible for relaying pertinent information to the local boards within that region. The rotation is determined by the Region in cooperation with leadership.

Ideally, candidates should have had past experience serving on New Jersey Realtors® Board of Directors. Candidates that may be considered could include, Immediate Past President, other active Past Presidents and the Executive Committee. Each candidate would submit to the PCBOR® Board of Directors their statement as to why they would like to seek the position, bio and any references. The Board of Directors would determine their choice by silent ballot. Candidates may not participate in the vote. Selection is then reported to the Region and New Jersey Realtors® accordingly.

Election of Officers Policy

The four Officers, President, First Vice President, Second Vice President and Treasurer are elected by the prior Board of Directors each year pursuant to the Bylaws. Only Members of the current Board of Directors may be selected as Officers. The Nominating Committee does not participate in the selection of Officers.

Each May an application is distributed to the Board of Directors for candidacy by those who have expiring terms or those who desire to make application to become an Officer. The deadline will be June 30th for self-nomination. Thereafter, Directors may nominate additional candidates for Officer Positions as outlined below.

June 30th: Board of Directors Candidate application due date, Officers and/or Directors.

Thereafter, a list of Officer-Candidates shall be sent by e-mail to the Board of Directors. All Members of the Board of Directors, including Alternate Directors, are notified that they may make nominations for additional Officer Candidates, and may nominate themselves. This shall be done by e-mail to the Chief Executive Officer. The deadline for nominee submissions shall be established annually.

Thereafter, notification by e-mail to the Board of Directors of additional candidates, if applicable.

Thereafter, a “Meet the Candidate” Forum, held at the Board office and election by silent ballot as outlined in the procedure below.

Officers may be selected from only the current Officers and Directors pursuant to our Bylaws.

1. Additional candidates should complete the Application for Elected Office, and be in agreement for the placement of their nomination by another. Candidates can be nominated for more than one office. Once the candidate is elected, they become ineligible for any other offices nominated.
2. Officer candidates will have the option to speak to their nomination. Members of the Board of Directors will have the option to ask questions or make statements regarding Officer candidate(s) at a Meet the Candidates forum at a subsequent Board of Directors meeting.
3. The election of Officers shall take place at a Board of Directors meeting and shall be chaired by the Chief Executive Officer.
4. Alternates will not be permitted to vote unless they are voting in the absence of a Director in the pre-determined voting order as established by the Board of Directors.
5. Nominees may participate in the balloting process for the position in which they are nominated.
6. The Officer election shall be by secret written ballot. Abstentions will be registered as a non-vote. A majority must be reached for any candidate to be elected. A majority shall be construed as one more than half of the voting Directors. The ballot process will continue without elimination of any candidate until one candidate has a majority of the votes cast.
7. Each Officer position will be voted on individually. The first ballot will be for the President, the second ballot will be for First Vice President, the third ballot will be for Second Vice President, and the fourth ballot will be for Treasurer and the fifth for Assistant Treasurer.
8. In the event of a tie for any office, the ballot process will continue until a majority candidate is found.
9. In the event of abstentions, a majority will be counted as one more than half of the voting Directors.
10. All proceedings are confidential.

Announcement of the new Officers shall be made to the Membership at their annual meeting and in subsequent communication to the Membership.

FIDUCIARY DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors have the same fiduciary responsibilities to the Passaic County Board of REALTORS® as they would a client. The fiduciary duties are:

Obedience: to Bylaws, policies, procedures, guidelines and decisions of the Board of Directors;

Loyalty: to the decisions of the Board of Directors whether or not you agree with them;

Disclosure: of facts, research, pros/cons of any issues to be voted on;

Confidentiality: for all debates and votes, and other topics as outlined by the Confidentiality policy of the Board.

Accounting: for money and documentations;

Reasonable Care: knowledge prior to voting, engage in full debate, render an action in the best interest of the Association.

Violation of the fiduciary duties will negate coverage of Errors and Omissions and may subject violator to personal liability. An Officer or Director in violation will be subject to removal as outlined in the Bylaws of the Board.

VALUES OF THE BOARD OF DIRECTORS

The Board of Directors shall embody the values of respect, adaptability, collaboration, impartiality and inclusiveness. The membership looks to the Officers and Directors to represent its interests and ideas.

Following are guidelines for Directors:

- Board Members should work cooperatively with the President, the Chief Executive Officer, fellow Board Members and the Membership.
- Board Members should have a complete and thorough knowledge of the antitrust and conflict of interest policies of the Board.
- Board Members should understand fully the confidentiality policy of the Board and sign it annually with the Chief Executive Officer.
- Familiarize themselves with the governing documents and policies of the Board.
- Approve the Bylaws and policies of the Association
- Determine membership needs and attempt to satisfy them by the timely introduction of their suggestions, along with recommendations for appropriate action.
- Be prepared to present constructive feedback.
- Seek the advice of the Chief Executive Officer on duties of a Director. The Chief Executive Officer is your Association executive and brings continuity to the Board. Their role should be clearly defined and distinguished from the role of the Officers and Directors.

- Avoid gossip, rumors and participation in divisive politics or cliques.
- Each Director shall represent the entire membership.
- Build a strong organization which represents the needs and aspirations of the Members.
- Have the strength to suspend judgment and listen when you are not in agreement.
- Have the vision to re-evaluate matters instead of keeping things always the same;
- Directors are expected that you understand the platform, contribute to the effort and ensure there is a plan;
- Prepare for each meeting, Directors should do their homework, studying issues and details relevant to subjects requiring decision;
- Participate actively in the meetings. The Association depends on experience, knowledge, judgment and spirit brought by the Directors;
- Distinguish between policy setting, the mission of the Directors and implementation of that policy which is the mission of the Officers;
- Review and approve all budgets, understanding they are guidelines for the fiscal year of the Board, (January through December).
- Have a clear understanding of the financial reports and be willing to question and seek answers;
- Keep abreast of all current issues relevant to our business;
- Debates and votes on action items only
- May receive oral, electronic or written committee reports.
- May be appointed to Procedural Review Panels.
- Are expected to attend Board meetings and Board functions to serve as ambassadors for the Association.
- Understand that once a Board decision and vote is taken, the Board's position is to be respected, honored and supported regardless of individual viewpoints.
- Always seek replacements and talent for the future good of the organization;
- Always seeking to ensure the safety and welfare of the organization;
- Should act as visionaries to the organization;
- Recognize that note-taking, text messaging and email communication related to their role as a Director may be subpoenaed.
- Clarity of roles, the President leads the Board of Directors, the Board of Directors leads the Association, and the Chief Executive Officer runs the Association.

As a Member of the Board of Directors, you agree:

- Listen carefully to your colleagues on the Board.
- Respect the opinion of fellow Board members.
- Respect and support majority decisions of the Board.
- Recognize that all authority is vested in the full Board only when it meets in legal session.
- Keep well-informed about developments relevant to issues that may come before the Board.
- Prepare for and participate in board meetings and actions.
- Bring to the attention of the Board issues you believe will have an adverse effect on the Association.
- Attempt to interpret to the Board the needs of those you serve, and interpret the actions of the Board to those you serve.
- Recognize your job is to ensure the Association is well-managed by authorizing the CEO to hire appropriate personnel, as necessary.
- Represent not just a particular specialty group, but all Members of the Association.
- Consider yourself a trustee of the Association and do your best to ensure the Association is well maintained, financially secure, growing, and always operating in the best interest of its Members.
- Work to learn how to do your job better.
- Understand the Conflict of Interest form and declare any conflicts of interest between your personal/professional life and your position on the Board, and abstain from voting or discussions when appropriate.
- Refer any concerns regarding the staff to the CEO.
- Refer any concerns about the CEO to the Board of Directors.
- Understand your fiduciary duties to the Association: good faith, duty of care, duty of undivided loyalty as outlined in this document.

As a Member of the Board of Directors, you agree to NOT:

- Criticize fellow Board members of their opinions, in or out of the boardroom.
- Use the Association for your personal advantage or that of your friends, relatives or associates.
- Discuss confidential proceedings of the Association outside the boardroom.
- Promise before a meeting how you will vote on any issue.

NEW JERSEY REALTORS® (NJR) Director Appointments

The President and First Vice President shall serve as the Directors for the New Jersey REALTORS®, if that option is not available, the President shall nominate additional candidates which shall be approved by the Board of Directors. The President may make recommendation and/or nominate a candidate outside the Board Officers to serve on the NJR® Board of Directors. Such nomination shall be presented to the President of NJR®. When serving at a NJR® Director, you act and serve in the best interest of the New Jersey REALTORS®.

- NJR® Directors are expected to attend all NJR® Board of Directors meetings and vote on behalf of the Association.
- Render oral reports of state happenings to the Board of Directors and general membership at scheduled meetings
- Receive information and recommendations from Board members concerning real estate matters having local, state and national significance.
- Submit local information and recommendations to NJR® concerning real estate matters having local, state and national significance.

COMMITTEES, COUNCILS, FORUMS & TASKFORCES

Advocacy Committee (Standing Committee)

Purpose: The Passaic County Board of REALTORS® Advocacy Committee is to provide resources for our Members to increase involvement in our communities, and the political process. Using the programs, publications, classes and grants, we can effectively engage REALTORS® in our community and demonstrate the value of REALTORS®. The Advocacy Committee is an issues based committee. They can work in cooperation with the Legislative Committee. The Legislative Committee is responsible for identifying and establishing relationships with local candidates and representatives and create a dialogue on issues effecting housing, private property rights, smart growth and diversity.

The Advocacy Committee, addresses two central components of making the connection to REALTORS® on how political issues and community policies can affect their businesses. Utilizing the REALTOR Party initiatives, grants and funds we can help members become experts on housing opportunity, smart growth and diversity. Our political programs lead members into the fight to protect real estate issues legislatively, encouraging them to become their own advocates as part of the REALTOR® Party.

This committee works closely with the National Association of REALTORS® and the New Jersey REALTORS® Government Affairs staff.

The committee should locate local REALTOR® Liaisons to bring information to the Advocacy Committee.

The Membership should be made aware of the various grant opportunities as well as issues mobilization assistance offered through the Realtor® Party program. Awareness should be created

through social media channels, website submission form for this purpose, and at General Membership meetings.

This committee embodies the values of the REALTOR® Party, not aligning with any specific political party but a bi-partisan philosophy grounded in the best interest of property ownership and the real estate profession at large.

Affiliate Committee and Forum (Standing Committee)

Purpose: To recognize, encourage and recruit those individuals and companies who share a like interest in the real estate industry to participate with the Board.

This committee is comprised of both REALTOR® and Affiliate members alike. They will research, recognize and recruit prospective affiliate members who are individuals or firms who, while not engaged in the real estate profession, as such, have interests requiring information concerning real estate and empathize with the objectives of the Board.

Maintains contact with the Affiliate members for the exchange of information which may affect their businesses and/or the real estate industry. This committee creates opportunities and membership benefits for affiliate members.

The Affiliate Committee works with other committees of the Board to provide opportunities to affiliate members to participate and/or sponsor board events. The Affiliate Committee creates a bridge for the affiliate members to be active members within the organization and be represented accordingly.

Awards-New Jersey Realtors® Circle of Excellence and Distinguished Sales Committee (COESA) (Standing Committee)

Purpose: To receive and review all applications for Circle of Excellence and Distinguished Sales Club awards and to comply with the New Jersey REALTORS® rules regarding these awards. To plan and organize an honoree event for recipients.

New Jersey Realtors® Guidance on Establishing a Local Verification Committee (v.2016)

1. Local Boards/Associations must create a local verification committee comprised of Members. The role of board/Association staff will be limited to the items listed in Paragraph 4 of this section.
2. Select a Chairperson of your NJ REALTORS® Circle of Excellence Sales Award Verification Committee considering the individual's experiences. The size of the committee should depend on the predicted number of recipients, and we ask the local Boards/Associations to use their discretion.
3. New Jersey REALTORS® offers your local Board/Association verification committee the opportunity to have one of the state committee members meet personally with the local committee to discuss and review procedures, rules, problems areas, etc. Simply contact the NJ REALTORS® office and an appointment will be set up.

4. The local Board/Association verification committee members must complete the verification procedures to determine eligibility of the award.
 - a. The role of the local Board/Association executive Officer and/or staff is only to confirm membership, committee involvement, RPAC contribution or perform administrative tasks. If an EO and/or staff is asked a question regarding their verification process or procedures, all questions should be directed to a member of the local committee or NJ REALTORS®.
5. Have all committee members sign the certification prior to a committee member reviews any applications.
6. Committee members cannot verify any applications from their own firm or an office in which they previously worked.

COESA Committee will consult staff to determine committee unit eligibility based on a 75% attendance. If an applicant did not meet 75% attendance, the respective Board committee Chairperson shall be consulted by the COESA Committee Chairperson. Committee service shall be limited to participation at least 75% of meetings held in a calendar year, if a percentage cannot be obtained than majority of scheduled meetings shall prevail. If there is any question as to attendance, the applicant shall be notified accordingly.

Committee units shall be granted for the year of service.

Awards-REALTOR® of the Year (Standing Committee)

Purpose: To award proper recognition to members who have demonstrated outstanding dedication and service to the Board and the REALTOR® organization and who have made a notable contribution to public service which reflects favorably on the REALTOR® image.

This committee will be comprised of REALTOR® Members who must be past recipients of the REALTOR® of the Year Award.

Staff annually publicizes qualifying criteria to Members of the Board and solicits recommendations for candidates for this award. Committee receives, reviews and investigates all Members recommended as candidates for this award. Committee selects from among all candidates, their choices for the award and submits citations to the Board of Directors.

This committee submits within the time frame established by NJR, the selection made by the Board for consideration by NJR as a winner at the state level.

The report of this committee will be presented to the liaison Director for presentation to the Board of Directors.

Broker's Council

Purpose: This council will help to serve as the voice of the brokerage community for the Association. This is a forum for broker input. This council will assist the Association in creating awareness and engagement by fellow Brokers in the Association. This council will design and tailor specific tools, services and benefits for the brokerage community. Open to Brokers and Managers.

Budget & Finance Committee (Standing Committee)

Purpose: The Budget & Finance Committee is responsible for the preparation of the annual budget, advises and recommends actions related to the budget and financial matters, and monitors the financial condition of the Board.

It formulates recommendations concerning strategic and financial planning control, budgeting and the efficient utilization of the Board's resources.

This committee is comprised of the Executive Committee, (President, First Vice President, Second Vice President, Treasurer and Immediate Past President). If there is an Assistant Treasurer, they shall be invited and included in these meetings. The Chairperson of this committee shall be the Treasurer of the Board. Anyone deemed helpful in preparation of the budget and finances may be appointed to serve at the discretion of the Treasurer, and / or President with approval by the Board of Directors.

The committee shall, each year, meet to prepare the next year's annual budget of the Board, basing it on the current budget, year to date expenditures and proposed or anticipated expenses for the balance of the year and the next calendar year.

Mid-year, the committee shall meet to assess the actual income and expenditure as opposed to the budgeted amount to evaluate compliance.

Each September, the Treasurer shall arrange to present a financial report to the membership at the annual meeting.

Bylaws-Governing Documents Committee (Standing Committee)

Purpose: To maintain and continually review the Board's governing documents to ensure compliance. This committee shall consult with other committees and Board counsel, when applicable, to obtain proper guidance for the successful operation of the Board. These governing documents include the Board's Bylaws, the Table of Operation and Efficiency Policy Guidelines. Professional Standards policies shall be reviewed by Members who serve on the Professional Standards and /or Grievance Committees annually.

The committee is comprised of REALTOR® members who shall study and review the governing documents of the Board on an annual basis.

The committee will recommend changes and modifications to the governing documents to the Board of Directors for approval, consideration and appropriate action.

Any committee action affecting the governing documents shall be reviewed by the Board of Directors to ascertain whether possible inclusion to the Bylaws must be made.

Any voluntary bylaw changes must be provided to the PCBOR® Membership for vote as required in the Board's Bylaws. Mandatory changes as dictated by NAR will be made automatically to ensure compliance and be continuously advertised on the Board's website indicating the latest revisions and/or deletions. Revisions will be bolded and underlined. Deletions will be stricken.

The latest revision date and approval date will be listed on the first page of the documents.

This committee shall be responsible for reviewing the governing documents once annually and the CEO shall forward them to the National Association of REALTORS® for review and approval.

Communication and Public Relations (Standing Committee)

Purpose: Works in cooperation with the staff to promote public awareness of the Board and its activities; coordinates news and press release information and develops programs which will generally promote awareness of and respect for Realtors®. Maintain efforts to be the Voice of Real Estate in connection with NAR Core Standards as established from time to time.

Utilizes a publicity campaign to enhance the Realtor® image and the Board's activities. Maintains contact with representatives of local newspapers and publishers. Works with the communication department of the New Jersey REALTORS® with regard to press inquiries. Coordinates with publishers to provide photography coverage at Board activities and events.

The President of the Board may serve as spokesperson, in coordination with the CEO, for the Board as it applies to most press inquiries or interviews unless that option does not exist, or the Board determines that another spokesperson may be more suitable for a particular issue.

Community Outreach Committee (Standing Committee)

Purpose: To devise, create, plan and implement social, networking, fundraising and community service opportunities for the Board. This committee shall work in tandem with other committees to assist them with their respective events and functions. This committee will work to involve the board membership in community service programs in order to improve the quality of life in local communities, individually and in cooperation with other groups to enhance the REALTOR® image.

The committee may be comprised of both REALTORS® and Affiliate members. The committee's responsibility is to bring before the Board of Directors several functions throughout the year which will serve to encourage community, harmony and good feelings.

This committee shall have the responsibility to create and plan the fundraiser for the President's annual REALTOR® Community Project.

The committee shall work with staff to prepare each event. The calendar of events should be established in the prior year so sponsorship opportunities and venue locations can be secured. The committee should work to be project-based, project leaders should be chosen for each event.

One of the objectives of this committee is to improve the moral, economic and/or physical climates of our communities. Service projects should be selected by the committee at the beginning of the year, not necessarily one that will be a one-time project but on-going projects.

The committee should utilize the resources of the New Jersey REALTOR® Housing Opportunity Foundation to create opportunities for community improvement. This shall include oversight and preparation of the local REALTORS® Care Day as established annually.

Grievance Committee (Standing Committee)

There will be a standing committee, known as the Grievance Committee, of at least twelve (12) twelve Board Members and three alternates, in good standing, of whom all shall be Realtors®. The Members of the Committee shall be appointed by the President, in consultation with the Grievance and Professional Standards chairs, for a one year term. The PCBOR® President and the Grievance Chairpersons will use the suggested considerations outlined in the NAR Code of Ethics and Arbitration Manual—Part Two, Section 15-16, when selecting members to serve on this committee.

Grievance/Professional Standards Committee members will be asked to serve on panels for Grievance Review Panels and Hearing Panels as adopted in other sections of these policy adoptions. Grievance Review Panels will consist of a panel of five (5) and one (1) alternate and Hearing Panels will consist of three (3) committee members and one (1) alternate. Under no circumstances will a member of the committee who served on a panel in any portion of a case be assigned to serve on another panel involving that case. The Committee will also be responsible for reviewing PCBOR®'s Professional Standards Policies on an annual basis and make any recommendations to the PCBOR® Board of Directors for any changes or amendments to PCBOR® Professional Standards Policy.

Members may not serve simultaneously on both the Grievance and Professional Standards committees.

The function of the Grievance Committee is clearly distinguishable from the function of the Professional Standards Committee. The Professional Standards committee is similar to a court. The court adjudicates matters that comes before it. The Professional Standards Committee makes decisions on matters involving ethics or arbitration.

If the function of the Professional Standards Committee is understood as similar to a court, the function of the Grievance Committee can then be understood as similar to that of a grand jury. A grand jury evaluates potentially criminal conduct to determine whether the evidence and testimony presented warrants indictment and trial.

In a similar manner, the Grievance committee receives ethics complaints and arbitration requests to determine if, taken as true on their face, a hearing is to be warranted. The Grievance Committee makes only such preliminary evaluation as is necessary to make these decisions. While the Grievance committee has meetings, it does not hold hearings, and it does not decide whether members have violated the Code of Ethics. The Grievance Committee does not mediate or arbitrate business disputes. Grievance Committees are encouraged to hold regularly-scheduled meetings. Meetings should be called often enough to ensure timely review of ethics complaints and arbitration requests.

The role and authority of the Grievance committee is pursuant to the National Association of REALTORS® Code of Ethics and Arbitration manual as from time to time amended.

The Board shall allocate a budget for the Grievance Committee for the purpose of training, continuing education and reimbursement of expenses incurred by Hearing Panels and Mediation Officers. Training shall be required of all Committee members bi-annually. Committee members are encouraged to maintain proof of completion of required training.

Transmitting devices:

Cellular phones, two-way radios and other transmitting devices may not be operated during ethics hearings, arbitration hearings, appeal hearings, and procedural review hearings absent specific, advance authorization from the panel chair.

Legislative Committee (Standing Committee)

To assist the leadership of the organization to become an effective force in the political arena. The Legislative Committee is responsible for all of our local political activities in the local arena; which includes researching, interviewing and meeting local candidates and legislators. They also ensure that the Association is involved in community efforts that would have an effect on real estate. This committee shall work harmoniously with the Advocacy Committee and the RPAC Committee as required or requested by the Association.

Mediation Officers

Purpose: The duty of local Boards and Associations to provide mediation services established in Article IV, Section 2, of the Bylaws of the National Association of REALTORS®. Mediation involves the skillful intervention of a third-party professional to help resolve disputes that arise between two or more parties.

Upon receipt of an arbitration request, mediation services shall be offered to disputants prior to review of the arbitration request by the Grievance Committee except where any party requests the Grievance Committee's determination whether an arbitrable issue exists between the named parties and whether the parties would be required to arbitrate.

Mediation is not a requirement by the Board, however it will be offered and encouraged with each case.

Where any party initially declines to mediate pending the Grievance Committee's review of the arbitration request, the parties shall in all instances again be offered the opportunity to mediate following the Grievance Committee's review.

The Board shall allocate a budget for Mediation Officers for the purpose of training, continuing education and reimbursement of expenses incurred by Mediation Officers.

Procedures will be as outlined in the Code of Ethics and Arbitration manual and from time to time revised.

Multiple Listing Users Group (Standing Committee)

Purpose: To make available to the membership a forum to provide the appointed GSMLS representative(s) updates, concerns, suggestions for the Garden State Multiple Listing Service. The committee is comprised of REALTORS® which are all Members of the Garden State Multiple Listing

Service. The GSMLS Representatives, as appointed by the PCBOR® Board of Directors, Must actively participate with the user group and GSMLS MLS committee and communicate their information to the GSMLS Committee.

Nominating Committee (Standing Committee)

Purpose: To seek out those individuals who are REALTOR® Members in good standing to further lead the Board in the progress and concepts of the REALTOR® organization.

No REALTOR® shall be nominated, or elected to serve in any office of the Board unless they have been a REALTOR® Member of this Board, in good standing, for a minimum period of two (2) years immediately prior to seeking office.

Election of Directors

Each May, prior to the annual election in September, a Nominating Committee consisting of the immediate Past President and (6) other REALTOR® Members shall be appointed. Three Members shall be appointed by the Board of Directors plus one additional to serve as alternate, one by the immediate Past President and one by the current President. If there are vacancies on the Nominating Committee they shall should be appointed by the President of the Association. The immediate Past President shall be appointed Chairperson, unless that option is not available, then an alternate Chairperson selection shall be appointed by the President. In the spirit of creating a continuum and keeping current, the President is strongly encouraged to utilize reverse succession of active Past Presidents in order to appoint a new Chairperson should the immediate past President be unavailable to endeavor this task.

The Nominating Committee shall select one candidate for each place to be filled on the Board of Directors. There shall be no more than two Officers or Directors appointed from any firm, as outlined in the Bylaws.

The Nominating Committee shall establish its own policies and procedures for the conduct of its meetings shall choose nominees who have demonstrated their ability to fulfill the criteria of the job description for the positions for which they have been nominated as established in this policy manual.

The REALTOR® nominees selected shall have a minimum of two years of Association committee service which shall be criteria for selection of a candidate. The Board of Directors shall may establish other criteria from time to time. The Nominating Committee shall prepare and distribute to all REALTOR® Members an application form to which shall be submitted by those seeking nomination. Designated REALTORS® may apply with a minimum of two-year's brokerage experience. The nominating committee shall select one candidate for each place position to be filled on the Board of Directors. The nominating committee shall may conduct interviews by telephone or in person, or require references.

Considerations for qualifications to seek and hold office as a Director:

- They have been a REALTOR® Member of this Board, in good standing, for a minimum of two (2) years immediately prior to seeking office;
- They are active participants in the industry and the Board. May have served or chaired a committee of the Board and has successfully completed the concept of that committee, has manifested leadership abilities with regard to committee performance;

- Are actively engaged in the business, this definition can be determined by the Nominating Committee;
- Background, experience, business specialty to bring to the table;
- Diversity indicators such as license type, geographic area, and business specialties;
- Talents or special expertise.

Once this assessment is complete, the committee can determine where there are gaps. Criteria can then be developed for recruitment of new board members.

The committee then takes the results of their assessment to the full board and asks for names to be considered for nomination to the board. Individual board members should *never* haphazardly, or on their own, recruit new board members. Names, applications, resumes and or letters of reference are given to the board resource committee for *consideration*. No one should ever be approached with an automatic assumption that they will be invited to serve on the board, but rather only that their name is being considered by the committee.

Ombudsman

Purpose: Ombudsman Procedures adopted by the Passaic County Board of REALTORS® (PCBOR®) are intended to provide enhanced communications and initial problem-solving capacity to the professional standards process. PCBOR® is charged with the responsibility of receiving and resolving ethics complaints, and hearing arbitration disputes filed against its' members. An Ombudsman can respond to general questions regarding real estate practices, transaction details, ethical practices and enforcement issues. The Ombudsman Committee is charged with reviewing procedures and processes to ensure compliance with NAR Policy. Ombudsman are expected to attend regular training as established by the Board of Directors from time to time. They may also attend the Professional Standards training but this is not mandatory.

Ombudsman do not, 1. Adjudicate/make the final decision; 2. Give legal advice; 3. Determine who is right or wrong; 4. Disclose communications – Process is CONFIDENTIAL; 5. Make any written record of discussions and/or agreements.

REALTORS® appointed to be Ombudsmen must:

Meet criteria for extensive real estate experience and/or additional qualifications as determined by the PCBOR® Board of Directors; Demonstrate objectivity; Participate in a training program; and possess extensive knowledge of the REALTOR® Code of Ethics, license law and best practices.

Qualifications

- 10 or more years of real estate experience or 5 or more years of real estate experience including additional qualifications such as experience in dispute resolution
- Ombudsman must be familiar with the NAR Code of Ethics, state real estate regulations, and current real estate practice.
- Ombudsman must serve on the Professional Standards Committee
- Ombudsman are required to take Ombudsman & Professional Standards Training on an annual basis

- Ombudsman do not receive compensation for their services as Ombudsman
- Ombudsman are required to complete an application detailing their experience levels and are selected by the President in conjunction with the Association's Chief Executive Officer
- The Association will make every effort to incorporate Ombudsman from a variety of real estate specialties
- There shall be a minimum of five Ombudsman for the Association;
- Ombudsman are appointed for terms of one year however, there is no maximum number of years the member can serve as an Ombudsman
- Ombudsman will meet a minimum of once per calendar year to discuss the program and determine if any policy changes are required. If so, the Ombudsman will forward those changes to the Professional Standards Committee. Upon approval by the Professional Standards Committee, those changes shall be forwarded to the PCBOR® Board of Directors for ratification.

Professional Development Advisory Committee (Standing Committee)

Purpose: Works in cooperation with the staff to promote awareness of the need for real estate education; implements local educational objectives and programs; promotes and provides for State and National Association educational programs and objectives; Provides continuing education mediums for members to comply with state law. Identifies and defines the educational training and informational needs of the entire membership and to develop a coordinated plan to fulfill those needs. The ultimate goal is to increase the productivity, knowledge and proficiency of all members so they can better serve the public. Provides membership with a resource for risk reduction and identifies and prioritizes current and potential areas of legal liability for members of the Board. Develops risk reduction programs and sources through education.

This committee may be comprised of both REALTOR® and Affiliate members. Immediately after the election of the President in September each year, this committee shall meet with the incoming President to determine programs and professional education workshops, seminars, continuing education for the following year.

They may assist the President in seeking a speaker for the general membership meetings. This speaker may be informational, motivational or continuing education in presentation.

This committee shall work closely with the Chief Executive Officer and staff to complete its objectives.

The budget of this committee shall be predetermined by the operating budget of the Board as approved by the Board of Directors. The Chairperson should seek to provide input to the Budget and Finance committee to assist them in determining financial needs and/or sponsorships for the programs.

This committee should seek to find varying locations in varying geographic areas taking into consideration any past success.

Speakers shall be contractually prohibited or asked to limit or remove from their presentations any solicitation or selling of their products or services during our sessions.

The Chairperson should seek to assign alternating committee members the responsibility of being the facilitator at each event. They are responsible for being in attendance and introducing the speaker

among other facilitation duties that may be needed. If they cannot be in attendance they must seek a substitute facilitator.

Professional Standards Committee (Standing Committee)

Purpose: The responsibility of the Association and of Association Members relating to the enforcement of the Code of Ethics, the disciplining of Members, and the arbitration of disputes, and the organization and procedures incident thereto, shall be governed by the Code of Ethics and Arbitration Manual of the National Association of REALTORS®, as from time to time amended, which is by this reference incorporated into the PCBOR® policies and Bylaws as provided, however, that any provision deemed inconsistent with state law shall be deleted or amended to comply with state law.

PCBOR® will have a Professional Standards standing committee. The committee will have a chair and vice-chair appointed by the President of the Association. The Professional Standards Committee will have a minimum of twelve (12) members at any given time. The members of the committee shall be appointed for a one year term. The PCBOR® President, Professional Standards will use the suggested considerations outlined in the NAR Code of Ethics and Arbitration Manual—Part Two, Section 15-16, when selecting members to serve on this committee.

There shall be a Professional Standards Committee of at least twelve (12) Board Members, in good standing, of whom at least shall be REALTORS®, appointed by the President and subject to confirmation by the Board of Directors. Members of the Professional Standards Committee shall be selected to serve on Hearing Panels as required to hear matters of alleged unethical conduct by Board Members or to provide arbitration as requested. The President shall annually designate the Chairperson and the Vice Chairperson of the committee.

The Committee, or a panel thereof, will also be responsible for reviewing PCBOR®'s Professional Standards Policies on an annual basis and making any recommendations to the PCBOR® Board of Directors for any changes or amendments to PCBOR® Professional Standards Policy.

PCBOR® will have at least one trained Professional Standards Administrator(s) who are trained on an annual basis. The Administrators are responsible for administering all Code of Ethics complaints and arbitration requests as well as facilitating to use of mediators and ombudsman. The administrator is responsible for selecting all panels of Grievance and Professional Standards matters. Any panel of Directors selected will follow the policies already adopted within this document. The administrators are also responsible for scheduling all professional standards matters. A Professional Standards Administrator is responsible for attending all hearings, appeals and reviews.

The Grievance/Professional Standards Committee will be provided training at least once per year at a minimum. Members are expected to complete training as a pre-requisite to their initial service on these committees. At a minimum, members must attend training at a minimum of once every other year for subsequent terms to remain a committee member. Committee Members shall maintain proof of completion.

Members shall not be permitted to serve in a dual capacity, i.e. both Grievance committee and the Professional Standards committee. Members will be permitted to serve a term on only one of the following committees: Professional Standards, Grievance, Mediation, Ombudsman each year.

REALTORS® Assistance Taskforce (Special Committee)

Purpose: The REALTOR® Assistance Committee has been established to assist Members in need by facilitating resources and information in conjunction with the Member's firm to promote and support a firm's fundraising, special need's trust or other assistance on an as need basis. This taskforce is only activated as needed.

The core values of this committee would include:

- The Board of Directors may, at their discretion, appropriate money from the Board's treasury by recommendation of the REALTOR® Assistance committee to an individual in dire need. The Budget & Finance Committee may apply funds into their annual budget.
- All Members in need must make application and notify the Board in writing of their intention of whether or not their name and /or situation may be made known to the membership.
- Broker of Member in Need would have the responsibility of due diligence to the Board to fully investigate and certify that the information contained in the application is true.
- The Board's role financially or otherwise shall be completely transparent and lawful.
- A Member in Need would be defined to be an immediate and critical situation which impacts one's ability and means to make a living.
- The Board will limit their financial participation on a case-by-case basis for soliciting donations from fellow members to two-month intervals. If the application is renewed due to changed circumstances, the participation could begin again, however would still be limited to a two-month interval.
- Committee will review all applications and make a recommendation, if any, to the Board of Directors.

REALTORS® Political Action Fundraising Committee (Standing Committee)

RPAC of New Jersey is a voluntary, non-profit, unincorporated committee of the REALTORS®.

Promote and strive for the improvement of the government by encouraging and stimulating REALTORS® and others to take more active and effective part in governmental affairs.

Encourage REALTORS® and others to understand the nature and actions of their government to important political issues, and as to the records of office holding and candidates for elective office. Assist REALTORS® and others in organizing themselves for more effective political action and in carrying their civic responsibilities.

Support candidates for election to public offices of the local, state and national government.

Do any and all things necessary or desirable for the attainment of the purposes stated above.

Funding for IMPAC (Issues Mobilization Political Action Committee) strictly deals with issues of a non-candidate type is provided by application to the State and National IMPAC Funds.

Develops programs and procedures to maximize member participation in RPAC and monitors the collection of funds as prescribed by state law.

Scholarship Fund and Committee of the Passaic County Board of REALTORS®

In May of 2001, the Board of Directors of the Passaic County Board of REALTORS® approved the creation of the Past President's Scholarship Fund. This name was changed by the Board of Directors at the June, 2014 meeting to its current name.

This fund shall be administered by past presidents and volunteers appointed by the President. All past presidents of the board shall automatically become a member of this committee upon completion of their term as President of the Board.

On-going fundraising is by allocation of 10% of the yearly gross of the Board's store and by other means, as may be determined annually by the committee. (Initial funding of this fund was generated by the Past President's donations.) Voluntary donations are solicited to the members on the dues bill annually.

It shall be the responsibility of the scholarship committee to make effort to raise funds to both maintain and enhance the scholarship fund.

The committee will choose a candidate based upon the applications submitted by the deadline established annually by the Board. The committee shall then recommend an amount of the award to the Board of Directors for their approval.

The amount(s) awarded can be no more than 50% of the fund balance.

Strategic Planning (Standing Committee)

Strategic Planning Committee updates the Association goals to reflect the critical challenges and emerging opportunities that the Association and the real estate industry will confront during the next three to five years.

Young Professionals Network -Council (YPN)

Develops, plans and orchestrates annual education, social events and charitable work opportunities for our Young Professionals Network. Works in association with other local YPN's to create regional cooperation.

Appendix I

Policy on Affiliate Guests – Industry Related Professionals / Non-Affiliate Member(s)

A Non-Affiliate Guest who wishes to attend a Board event must pay \$70.00 over the membership price. The Guest may only attend one Board event each year as a Non-Affiliate Guest. If the Guest wishes to become an Affiliate Member within 90 days of event attendance, the \$70.00 will be applied towards their Affiliate dues.

Appendix II

Policy Governing Affiliate-Run Courses/Training Sessions

Effective January, 2016

All Affiliate Members will be permitted to have one session per year held at the board office and promoted to our members at no cost. This can be continuing education (CE) or non-CE. Affiliate NON-CE at no cost to REALTOR® Members.

If it is a CE course being offered, REALTORS® and other attendees will be assessed a \$10.00 registration fee to cover Board costs for transmittal and maintenance of credits. This cost may change from time to time as determined by the Treasurer in consultation with the Board.

Subsequent Affiliate requests, more than one in a year, for additional CE or NON CE training will be a cost of \$200.00 to the Affiliate Member. There will not be a limit to courses, but will be subject to the review and approval of the Professional Development committee of the Board. This will also be dependent on the Board's calendar as to availability. The cost will be determined and reviewed by the Treasurer, in consultation with the Board, to finalize Affiliate fee for this service. *Affiliates requesting subsequent courses must submit a proposal or course outline for the consideration of the Professional Development Committee as to their determination on relevance, timeliness and benefits to our Member and to their calendar.

Disclaimers will be stated on flyers for non-CE courses that the Board assumes no liability or responsibility for the content of the course or training session held by Affiliate Partner.

Appendix III

Policy Regarding Alcoholic Beverages at Board Functions

Adopted by the Board of Directors March 24, 2010

1. Business and social events (“Functions”) conducted and/or sponsored by the Board at which alcoholic beverages are served shall be held only at restaurants, catering facilities, golf clubs or other establishments which are duly licensed to serve alcoholic beverages unless the Board of Directors has given prior written consent to an event or function at an unlicensed premises.
2. Alcoholic beverages should not be consumed at or brought onto the Board’s premises unless the Board of Directors has given prior written consent thereto.
3. If the Board of Directors has given prior written consent to the conduct of a Board Function at which alcoholic beverages are to be served at unlicensed premises (including the Board office), such service shall be made only by trained professionals provided by a company or facility which is duly licensed to serve alcoholic beverages.
4. Board representatives, including its staff, Officers and Directors and committee members (collectively, the “Board”) shall not serve alcoholic beverages, verify ID’s or determine whether members or guests at the Function appear to be intoxicated.
5. The Board (as above defined) shall not conduct or participate in any “designated driver” program or the equivalent.
6. In contracting with licensed facilities for Board functions at which alcoholic beverages will be served, the Board shall request and receive from such facility written confirmation of appropriate insurance coverage.
7. Members are encouraged to be responsible in their consumption of alcoholic beverages at Board functions and to encourage other Members and other attendees to do so. Nothing in this policy is intended to prohibit or discourage a Member, in his or her individual capacity, from assisting another Member or attendee, whose driving ability may be impaired, with transportation arrangements.
8. A copy of this Policy, as from time to time amended, shall be provided to each new Member of the Board.
9. A copy of this Policy, as from time to time amended, shall be maintained on the Board’s website.

Appendix IV

Antitrust Policy

Adopted May, 2006

Introduction

The Passaic County Association of REALTORS® is a not-for-profit organization affiliated with the National Association of REALTORS® and the New Jersey Association of REALTORS®. The Association is not organized to and may not play any role in the competitive decisions of its members, nor may it in any way restrict competition among its members or potential members. Rather it serves as a forum for the free and open discussion of diverse opinions without in any way attempting to encourage or sanction any particular business practice.

Among the many functions of service to its members and the public which it serves, the Association provides a forum for the exchange of ideas in a variety of settings including its annual meeting, educational programs, committee meetings, and Board of Directors meetings. The Board of Directors recognizes the possibility that the Association and its activities could be viewed by some as an opportunity for anti-competitive conduct. Therefore, this statement supports the policy of competition served by our nation's and state's Antitrust Laws and to communicate the Association's uncompromising policy to comply strictly in all respects with those laws.

While recognizing the importance of the principle of competition served by the Antitrust Laws, the Association also recognizes the severity of the potential penalties that might be imposed on not only the Association but its members as well in the event that certain conduct is found to violate the Antitrust Laws. Should the Association or its members be involved in any violation of federal/state Antitrust Laws, such violation can involve both civil and criminal penalties that may include imprisonment for up to 3 years as well as fines up to \$350,000 for individuals and up to \$10,000,000 for the Association plus attorney fees. In addition, damage claims awarded to private parties in a civil suit are tripled for antitrust violations. Given the severity of such penalties, the Association intends to take all necessary and proper measures to ensure that violations of the Antitrust Laws do not occur.

Policy

To ensure that the Association and its members comply with Antitrust Laws, the following principles will be observed:

- The Association or any of its committees, or activities of the Association shall not be used for the purpose of bringing about or attempting to bring about any understanding or agreement, written or oral, formal or informal, expressed or implied, among two or more members or other competitors with regard to prices or terms and conditions of contracts for the brokerage and other services provided by members of the Association, including, but not limited to, sellers, buyers, owners, tenants and others, the relationship between brokers and salespersons and selling and listing brokers. Therefore, discussions and exchanges of information about such topics will not be permitted at Association meetings or other activities.

- There will be no discussions discouraging or withholding patronage or services from, or encouraging exclusive dealing with, any real estate agency, licensee, supplier or purchaser or group of suppliers or purchasers of products or services, any actual or potential competitor or group of actual potential competitors, or any private or governmental entity.
- There will be no discussions about allocating or dividing geographic or service markets or clients or customers.
- There will be no discussions about restricting, limiting, prohibiting, or sanctioning advertising or solicitation that is not in violation of the laws and ethical standards which govern Association members.
- There will be no discussions about discouraging entry into or competition in any segment of the marketplace.
- There will be no discussions about whether the practices of any member, actual or potential competitor, or other person, are unethical or anti-competitive, unless the discussions or complaints follow the prescribed due process provisions of the Code of Ethics and Arbitration Manual promulgated by the National Association of Realtors and adopted by the Association.
- Certain activities of the Association and its members are deemed protected from Antitrust Laws under the First Amendment right to petition government. The antitrust exemption for these activities, referred to as the Noerr-Pennington Doctrine, protects ethical and proper actions or discussions by members designed to influence: 1) legislation at the national, state or local level; 2) regulatory or policy-making activities (as opposed to commercial activities) of a governmental body; or 3) decisions of judicial bodies. However, the exemption does not protect actions designed to cover-up anticompetitive conduct.
- Speakers at committees, educational meetings, or other business meetings of the Association shall be informed that they must comply with the Association's Antitrust Policy in the preparation and the presentation of their remarks.
- Meetings will follow a written agenda approved in advance by the Association or its legal counsel. Minutes will be prepared after the meeting to provide a concise summary of important matters discussed and actions taken or conclusions reached.

At informal discussions at the site of any Association meeting all participants are expected to observe the same standards of personal conduct as are required of the Association in its compliance.

Appendix V

Confidentiality Policy

Adopted April 17, 2013

1. Individuals Governed by this Policy

This confidentiality policy applies to all of the members of the Board of Directors, the Officers, the Chief Executive Officer and all Committee members of the Passaic County Board of REALTORS® (collectively, "Interested Parties")

2. Professional Standards and Grievance Matters

All Professional Standards and Grievance Matters are absolutely confidential and may not be disclosed by Interested Parties except pursuant to the provisions of the NAR Code of Ethics and Arbitration Manual as adopted by this Board of REALTORS®.

3. Legal Matters

All communications between the Board Attorney (or any other lawyer retained by the Board) and this Board (including, but not limited to, its Board of Directors, Officers, Committees and Staff) are absolutely confidential and may not be disclosed except as consented to in writing by the Board of REALTORS® or its duly authorized official.

4. Personnel Matters

All Personnel Matters, including, but not limited to, the hiring and termination of staff members, their compensation and benefits and performance reviews are absolutely confidential and may not be disclosed except as consented to in writing by the Board of REALTORS® or its duly authorized official.

5. Board of Committee Meetings

The content of all Meetings of the Board of Directors and Committees of the Board of REALTORS® including, but not limited to, discussions and oral and written reports presented at such meetings are Confidential and may not be disclosed except as consented to in writing by the Board of REALTORS® or its duly authorized official. This shall not apply to the Minutes of the Board of Directors or Committees.

6. Minutes

The Minutes of the Board of Directors and Committees of the Board of REALTORS® shall be limited to attendance records and the actual text of resolutions approved or not approved. The Board of Directors or Committee may direct that a resolution it has approved or disapproved not be made a part of the formal minutes.

7. Secure Communications

Board Staff and Interested Parties shall use their best efforts to develop secure means of communication, as technologically feasible from time to time, to protect the Confidentiality of communications forwarded to or from them.

8. Confirmation by Interested Parties

Interested Parties will be required to provide the Board with written confirmation that they have read and agree to the terms of this policy.

Appendix VI

Conflict of Interest Policy

Adopted by the Board of Directors April 17, 2013

1. Individuals Governed by this Policy

This Conflict of Interest Policy applies to all of the members of the Board of Directors, the Officers, the Chief Executive Officer and all Committee Members of the Passaic County Board of REALTORS® (collectively, “Interested Parties”).

2. Conflicts of Interest Defined

For purposes of this Policy, a Conflict of Interest is any circumstance from which an Interested Party could directly or indirectly materially benefit or suffer detriment by reason of an action by the Board of Directors. “Indirect” includes, but is not limited to, the interests of family members and other (including religious and charitable) organizations in which the Interested Party has an ownership interest or participates.

3. Disclosure; Further Participation in the Decision Making Process

An Interested Party is required to file a written report as soon as he or she learns he or she has a Conflict of Interest or potential conflict of interest. The report should be filed with the President, in the case of a Director or Officer, the Chairperson of the Committee of which the Interested Party is a member or, with the CEO in the case of a staff member. The Interested Party may not participate further with respect to the matter until he or she is otherwise authorized.

4. Duty to Report Actual or Apparent Conflicts of Interest by Others

Each Interested Party has a fiduciary duty to the Board of REALTORS® to report any actual or potential Conflict of Interest involving another Interested Party of which he or she becomes aware.

5. Confirmation by Interested Parties

Interested Parties will be required to provide the Board with written confirmation that they have read and agree to the terms of this policy.

Appendix VII

Games of Chance

Adopted: March 24, 2010

1. Neither the Board nor any of its committees are licensed to nor shall they conduct any lottery or other games of chance even though the proceeds of such activity are devoted entirely to charity or to benefit Realtors® and Members of the Realtor® family in need of assistance.
2. The Board shall continue to assist duly constituted charitable organizations which conduct lotteries and other games of chance, the proceeds of which are intended to fulfill charitable objectives, including the benefit of needy Realtors® and Members of the Realtor® family, provided the charitable organization and the lottery or game of chance is duly licensed. The Board will permit such charitable organizations to conduct lotteries and other games of chance at Board functions, including Board functions exclusively dedicated to such cause, provided the charitable organization has obtained all required licenses for the conduct of such lottery or other game of chance.
3. Members, Board staff, Board Officers, Directors and committee members are encouraged, on an individual basis, to volunteer to assist the charitable organization, including the sale of lottery tickets, provided the game of chance is at all times conducted by the charitable organization and in accordance with the terms of the license(s).
4. The Board may advertise in its publications the conduct of a lottery or other licensed game of chance to be held at a Board function provided that it is conducted in a manner consistent with the foregoing.

Appendix VIII

Member & Employee Travel Policy and Procedures

This document outlines the expense policies and procedures for Members and Employees traveling on behalf of the Passaic County Board of REALTORS® (PCBOR®).

This policy is designed to:

- Insure fiscal integrity of the Association travel budget;
 - Insure that Members are reimbursed on a fair and equitable basis;
 - Ensure travel expectations of the Association by its travelers;
 - Establish travel expectations
 - Avoid undue record keeping and reimbursement delay.
1. Travel for the Association includes, but is not limited to, National Association of REALTORS® (NAR®) Conference in November, NAR® May Mid-Year Meeting in Washington, D.C., Association Executives Institute each March, Annual Leadership Conference each August in Chicago, New Jersey REALTORS® (NJ) Triple Play in Atlantic City. Additional travel for additional conferences must be approved by the Board of Directors in advance of booking by any traveler.
 2. Provided the Association meets the NAR® Criteria to have an NAR® Director, the NAR Director travels within the budget of the New Jersey REALTORS®. NAR® Directors are required to travel to both the May and November meetings. Subsequent travel from time to time is requested of the NAR® Directors.
 3. The President and the NAR® Director will be considered one in the same, pursuant to the PCBOR® Bylaws.
 4. Should the Association not meet the NAR® criteria to have an NAR® Director from time to time, the Association President and Chief Executive Officer (CEO) will be responsible to attend the NAR® Meetings on behalf of the Association, unless otherwise determined by the Board of Directors.
 5. The current Association President is responsible to attend the NAR® REALTOR Party Convention in Washington D.C. in May, the NAR® REALTORS Trade Expo and Convention in November, and the NJ Realtors® Triple Play Convention in Atlantic City in December. If the Association President is unable to travel, the First Vice President will be next Officer requested to attend on behalf of the Association. If the First Vice President is unable, the Second Vice President shall be the next Officer in line to attend.
 6. The Chief Executive Officer (CEO) is responsible to attend all NAR® Conventions including the Association Executives Institute (AEI) to comply with the NAR® Core Standards, unless otherwise directed by the Board of Directors.
 7. The incoming President, if so named at the time of travel booking, or alternatively, the First Vice President travel to the NAR® August Leadership meetings in Chicago.
 8. Additional travelers to any of these meetings will require advanced approval by the Board of Directors. Additional travelers may be additional staff, other Chairpersons of PCBOR® committees, NAR® committee members or other Officers/Directors.

9. It is the expectation of the Association, that all travelers who attend the NAR® Meetings observe the respective meeting schedules associated with their appointment, i.e. NAR® Director, President's schedule, CEO (AE) Schedule, Governance, RPAC, etc.
10. The CEO will make every effort to stay within the budgeted amounts allocated by the Association each year for travel expenses. CEO is authorized to travel with petty cash for tips, taxis and other miscellaneous cash expenses in an amount of up to \$300.00. It is understood by the Association that travel costs may vary depending on geographic area.
11. The CEO and all travelers on behalf of the Association will make every effort to travel within the most affordable means possible.
12. NAR® ticketed events, other than the Leadership Luncheon and leadership training for incoming leadership, will require advanced approval of the Board of Directors.
13. NJR® ticketed events, other than the President's Gala for incoming President, current President and CEO will require advanced approval by the Board of Directors.
14. Hotels selected by all travelers, when possible, will be within the NAR® range of accommodation pricing. If NAR accommodation is unavailable, CEO will and traveler will make every effort to obtain housing accommodation within the going NAR hotel pricing range. It should be noted that accommodation costs vary depending on geographic area, travelers are expected to be prudent. Optional housing upgrades will be at traveler's own cost.
15. Airline seat assignments will be economy and coach travel only. Additional travel upgrades will be at traveler's own expense. Every attempt shall be made by travelers not to incur heavy baggage charges wherever possible.
16. A traveler can include personal travel in conjunction with the business trip, however, the traveler is responsible for payment of the personal portion of the trip.
17. Travelers will not be reimbursed for use of their personal frequent flyer miles or vouchers.
18. Spouses and/or guests of the traveler must travel at their own expense.
19. The NAR® Director shall make all registration and travel arrangements for themselves. NAR Directors receive a per-diem stipend and will receive IRS Form 1099. The NAR® Director is responsible to work with and send in their reimbursement form to the New Jersey REALTORS® within the required time frame. CEO will assist NAR® Director, if needed, with registration and travel arrangements.
20. Reimbursement for any additional covered expenses incurred by traveler must be submitted with a receipt within thirty (30) days of travel to the Association.
21. Reimbursement will be made within seven to ten (7-10) business days.
22. Non-reimbursable hotel expenses include incidentals and ancillary services by hotel including salon, massage, gym, laundry, valet services, mini-bar and the like. If charges are billed to the Association's credit card, the traveler will be asked for reimbursement within thirty (30) days.
23. If there is any reimbursement discrepancy of \$250.00 or less, the Association Treasurer shall make the determination on behalf of the Association. If the discrepancy is more than \$250.00, the matter will be brought to the Board of Directors for their determination.

Appendix IX

Definitions and/or Acronyms referenced within document:

CEO- Chief Executive Officer

Ex-Officio- By virtue of one's office, may play active role, automatic position on a committee. CEO and President are ex-officio but do not vote.

NAR[®]- National Association of REALTORS[®]

NJR[®]- New Jersey REALTORS[®]

PCBOR[®]-Passaic County Board of REALTORS[®]

RVP- Regional Vice President

Standing Committee-a permanent committee that meets regularly and are specified in the Board's Bylaws and from time to time amended.

Special Committee- The President shall appoint, subject to the confirmation by the Board of Directors, special committees, work groups or task forces along with committee Members as deemed necessary to meet the goals of the organization for that year. Affiliate Members may serve on special committees, work groups or task forces as authorized by the President and approved by the Board of Directors.

Task Force- a temporary group or committee specially formed to perform a task.

Council- an advisory committee of Members formally constituted and meeting regularly.