

THE NORTHEAST LOUISIANA ASSOCIATION OF REALTORS® POLICY MANUAL

ORGANIZATIONAL STRUCTURE

A. OPERATIONS: The Northeast Louisiana Association of REALTORS® consists of professional men and women in the real estate professions who have joined together for effective action. It operates to serve and protect the public, to preserve and protect private property rights, to serve its members by promoting cooperation and involvement, to provide education and service and to maintain high standards in the transaction of real estate business. In brief, it is a concerned organization through which the volunteer manpower of the Association works to maintain the high standards of the real estate profession. The successful operation of the Association is carried out through:

- An active, working membership participating in the formulation of programs and projects.
- A committee/task force structure that most effectively harnesses the energies and abilities of volunteer workers.
- A strategic plan, specifically, a detailed outline of goals for the year, toward which each Association member pledges to work.
- Adequate income to finance the programs of the Association.
- A skilled staff to carry out its aims and purposes. Members provide the power and resources necessary for the successful realization of the Association's goals. Staff provides the organizational skills to effect a smooth and harmonious Association.

The Association operates under a set of Bylaws adopted by the general membership. Whenever a conflict occurs between the Bylaws and the Policy Manual, the Bylaws will prevail.

B. RESPONSIBILITY: The responsibility for carrying out these functions rests with:

- **Board of Directors.** The Board of Directors is the policy making group, elected by the general membership.
- **Executive Committee.** Consisting of the President, President-Elect, Treasurer, Immediate Past President, and the Association Executive (AE), the Executive Committee reviews programs and projects of the Association and makes recommendations to the Board of Directors.
- **Association Executive.** The Association Executive is hired by the Board of Directors and is responsible for directing the work of the staff.
- **Association MLS Director:** The Association MLS Director is hired by the Association Executive and directs the MLS program of the Association for its members.
- **Committee/Task Force Organization.** Committees/Task Forces are responsible to the Association for accomplishing a large portion of the programs and projects and provide opportunities for members to serve the Association.

C. FINANCE: A Certified Public Accountant shall be hired by the Board of Directors for the purpose of compiling cash flow and depreciation schedules of Association finances and assets and to prepare a budget for each New Year which will be reviewed by the Budget Committee. The accountant shall attend one regularly scheduled Board of Directors meeting each quarter and discuss Association finances and assets and shall respond to all communications from the officers of the Northeast La. Association of REALTORS®. The accountant will be responsible for maintaining the Reserve Policy defining Special Reserve Funds, including a Summary of Reserves and Corresponding Reserve Allocations on a yearly basis. Budget and financial records are to be audited every two years by another Certified Public Accountant hired by the Northeast La. Association of REALTORS® for the purpose of audit only. Audit findings must be responded to in writing and in a timely manner to the Board of Directors of the Northeast La. Association of REALTORS® by the selected Auditor.

Duties and Responsibilities of the Elected Officers of the Association

President of the Association: The President serves as chief elected officer of the Association to assure that programs and policies reflect the needs and aspirations of the membership. This person exercises personal leadership in the motivation of other officers, Association members, committee members, staff, and membership; influences the establishment of goals and objectives for the organization during term of office; acts as spokesperson and inspirational leader; and works in partnership with the staff.

PRESIDENT:

- Preside at all meetings (Executive Committee, Board of Directors, General Membership)
 - Coordinates Board and Executive Committee Agenda materials with the Association Executive.
- Initiate the adoption of a positive program or plan of action
 - Set up calendar of events for the year.
 - Consult with the AE to assure that all matters pertaining to policies, finance and programs that further Association goals and objectives are planned, formulated, and presented in a timely manner to the Association.
 - Be a Spokesperson for the Association, along with the AE, to members of the public, press, legislative bodies and related organizations.
- Assure the Board of Directors will be fully informed on the condition and operations of the association.
- Encourage maximum membership participation by reporting activities of the Association to members via letters, email, speeches and publications.
- Appoint (with BOD confirmation) and oversee Standing Divisions and Committees to pursue the programs.
 - When necessary, appoint a Task Force (subject to confirmation of BOD) and monitor progress.
- Review annually the organizational structure and policies with the AE.
- Keep the Association free of policies and programs that are not the business of a trade association (real estate).
- Direct the Association to operate under a sound financial system
- Be a signatory on all accounts and sign checks as needed.
- Strive to strengthen the Association's internal structure and support policies and programs adopted by the Association.
- Cooperate with the State and National Associations in joint programs and attend their conventions and appropriate meetings where budget allows.

- Serve as a LRA Director during term of office in accordance with Louisiana REALTORS® Bylaws, and shall attend all scheduled meetings of the Louisiana REALTORS® and the National Association of REALTORS® to represent the Association.
- Become familiar with the operations and policies of the State and National Associations
- Be familiar with the Northeast La. Association of REALTORS® Charter, Bylaws, Policy and Procedure Manual, Personnel Manual, Mission & Reserve Policy, MLS Rules and Regulations, Lock Box Rules & Regulations, and Parliamentary Procedure.
- Work closely with the Association Executive to maintain and establish a good working relationship and oversee performance review of AE by the Executive Committee.
- Coordinate with AE as to speakers and program formats of the General Membership meetings for the coming year.

President Elect of the Association: The President Elect assumes the responsibilities of an absent President or as requested; assists the President and AE in implementing functions of that Office; and performs specific duties delegated by the President.

Authority: Within the limits of the constitution, Bylaws, and policies, the President Elect is responsible and has commensurate authority to accomplish the duties set forth below:

- Work closely with the President on all Association matters and activities in order to provide continuity and smooth transition when he/she becomes President.
- Act in the President's behalf when requested to do so.
- Succeed to the office of President in the event of death, disability, removal from office, or resignation of the President.
- Attend all Board of Directors and General Membership Meetings.
- Be versed on the Association's Bylaws, Policy & Procedure Manual, Reserve Policy, MLS Rules and Regulations, Lockbox Rules and Regulations, and Robert's Rules of Order.
- Serve as a member of the Executive Committee and report all recommendations to the Board of Directors at its next meeting.
- Serve as Affiliate Member representative.
- Set up Standing Committee Chairs and members by September 15 of current year.
 - Conduct a leadership orientation in the fall for the ensuing year's committee leaders, setting forth objectives and goals, duties and responsibilities.
 - Ask for budget requests from committees to forward to the Budget Committee.
- Set up Budget Committee meeting with AE by November 1 of current year.
- Be a signatory on all accounts and sign checks as needed.
- Serve on one or more state committees (where the budget allows).
- Attend all Louisiana Realtor meetings, Leadership Conference in Chicago in August, and National Association of REALTORS® Annual Convention, where budget allows.

RESPONSIBILITIES FOR THE INSTALLATION BANQUET: (Things to do in December prior to taking office)

- Direct the ordering of plaque for outgoing President
- Set up installation Banquet (Date, time, place, etc.) and coordinate with AE.
- Decide on decorations, table arrangements, caterer, etc.
- Invite LRA President and Louisiana Realtors Chief Executive Officer (CEO)
- Select Installing Officer
- Have a photographer at installation

- Compose press release on installation for local newspaper

TREASURER: Within the limits of the constitution, Bylaws, and policies, the Treasurer is responsible and has commensurate authority to accomplish these duties:

- Serve on the Executive Committee, Board of Directors and as Chair of the Budget and Finance Committee and ensures the integrity of Association fiscal affairs.
- Attend all Executive Committee, Board of Directors, and General Membership meetings.
- Ensure that the AE and CPA maintain accurate financial records.
- Review all invoices, appear as a signatory on all accounts, and sign checks as needed.
- Review Association expenditures and financial status and reports to the Association at the monthly Board of Directors meeting.
- Submit the financial accounts of the Association for an independent audit as prescribed under Finances.
- Preside at the meetings of the Board of Directors in the absence of the President and the President Elect.
- Attend scheduled meetings of the Louisiana REALTORS® Association and National Association of REALTORS®.
- Report to membership on the financial state of the association at least once a year.

EXECUTIVE COMMITTEE

The Executive Committee of the Northeast La. Association of REALTORS® shall be comprised of the President, President-Elect, Treasurer, the Immediate Past President, and the Association Executive (as a non-voting member) with the following authority:

- Act as supervisory body between business meetings of the Board of Directors.
 - To make recommendations on behalf of the association
 - In the event any action is required on a matter not established as policy at a time between meetings of the Board of Directors, then the Executive Committee is authorized to take action and report such to the Board of Directors at its next regularly scheduled meeting for ratification.
- Shall annually monitor and evaluate the effectiveness of the AE.
 - Performance Review for AE to be completed by September 30th of each year.
 - Recommend salary increase and bonus.
- Shall search and recommend appointment of an AE, along with the terms of contract, to the Board of Directors for approval.

DUTIES & RESPONSIBILITIES OF DIRECTORS OF THE ASSOCIATION

PURPOSE: All corporate powers shall be vested with the Board of Directors.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Ensure that all governing documents of the Northeast La. Association of REALTORS® are in compliance with NAR and LR applicable law and regulations.
- Approve the annual budget of the Association.
- Approve the appointment of the AE and approve the terms of his/her contract, if any.

- Have full power to borrow money, to issue notes, bonds or certificates or indebtedness as may be deemed necessary to carry out the objectives of the Association.
- Must attend the monthly meetings of the Board of Directors. Unexcused absence from three (3) regular meetings per year means automatic termination.
- Be aware that the Board of Directors meetings are approximately two (2) hours long. Try not to schedule any commitments during this time.
- Govern and direct the corporation, its employees and members as provided for in the Charter, Bylaws and Policy and Procedures.
- Be familiar with the Association's Charter, Bylaws, Mission and Reserve Policy, Policy & Procedure Manual, MLS Rules & Regulations, Lock Box Rules & Regulations, and Robert's Rules of Order.
- Cooperate with appropriate Committees/Task Forces to develop methods of making the Association and its programs useful and of practical assistance to the members.
- Recommend that Directors attend scheduled meetings of the Louisiana REALTORS Association and National Association of REALTORS.
- Maintain confidentiality of information obtained in this position.
- No Director may serve as a Chair or Co-chair of a committee but shall choose a committee to serve on as a member.

MEETINGS OF THE BOARD OF DIRECTORS

- The written agenda for all meetings must include items upon which action is to be taken by the Northeast Louisiana Association of REALTORS®.
- Agenda items are to be given to the AE at least three (3) business days prior to the meeting.
- Comments from members of the public and general membership are always welcome; however, to ensure that meetings are handled expediently, directors first will be given the opportunity to discuss each issue thoroughly.
- Legal Counsel - The President, President-Elect, and the Board of Directors, in agreement, are authorized to contract Association legal counsel on behalf of the business of the Northeast Louisiana Association of REALTORS®.

ELECTION OF LOCAL OFFICERS AND DIRECTORS

- Election of Officers and Local Directors shall take place the third week in August of each year 24 hours prior to the day of the annual meeting by electronic voting from 12:00 am till 11:59 pm.
- The NELAR Nomination Form will be emailed and made available on Paragon to all members no later than May 15th.
- All Nomination Forms are to be received at the Association office no later than the third Friday of June in the respective year.
- The Association Executive shall ensure that all candidates for Directors and Officers are qualified according to the criteria set in the bylaws and that all those qualified will appear on the ballot.
- Should no nominations be received for an office or director position, then the President, with the approval of the Board of Directors, shall appoint a Nominating Workgroup of three (3) REALTOR® members, who shall be past or present officers or directors, and shall include the immediate Past President as its Chair. The Nominating Workgroup shall

select at least one qualified candidate for that position. No candidate for election or re-election shall serve on the Nominating Workgroup.

- After the qualifying of candidates by the Association Executive, the slate of candidates will be emailed to all members no later than July 1.
- Additional qualified candidates for office or director position may be nominated from the floor at the July General Membership Meeting.
- The revised Nominating Report will then be emailed to all members at least five (5) days prior to the election.
- Election shall be by electronic means and the slate shall contain the names of all candidates and the offices for which they are nominated.
- Due to the nomination and qualification period being closed after the July General Membership meeting; there will be no “Write in” or “Other” options on the election ballot.
- The electronic votes will be tabulated and validated by the Association’s CPA. In case of a tie vote, lot shall determine the issue.
- If any member is elected to any two positions, a vacancy will exist for one director position and shall be filled in compliance with Bylaws Article XI, Section 7; Vacancies.
- Elections shall provide for alternate terms so that 4 director positions will terminate one year and three (3) the next.

ELECTION OF STATE DIRECTORS

- Election of any State Director seat shall be conducted by the NELAR Board of Directors in the applicable June meeting so that their selection may be announced to LR prior to the July 15th deadline.
- REALTOR® members who meet the criteria established by LR are eligible to place their names in nomination for available at large state director positions as set forth by LR. Deadlines, criteria and availability of such positions are provided each year by LR.

TRAVEL POLICY FOR OFFICERS, DIRECTORS, STATE DIRECTORS

- PRESIDENT – Expenses for the NAR Midyear meeting in Washington, D.C., the NAR Convention and Expo in November, and the three State Meetings are covered for the President with a budget approved by the Board of Directors.
- PRESIDENT ELECT – Expenses for the Leadership Summit in Chicago, IL, and the three State Meetings are covered for the President Elect with a budget approved by the Board of Directors.
- TREASURER – Expenses for the three State Meetings are covered for the Treasurer with a budget approved by the Board of Directors.
- STATE DIRECTORS – Expenses for the three State Meetings are covered for each State Director with a budget approved by the Board of Directors. Reimbursement will only be granted to those Directors attending the Town Hall meetings, Regional Caucus, and the Board of Directors meeting of each State Meeting and a Proof of Attendance sheet shall be signed by all attendees.
- DIRECTORS – Expenses for the three State Meetings are supplemented for the Directors with an amount to be determined each year according to budget approved by the Board of Directors. In addition to the seven directors, included also are the Ex-Officio and the MLS Chairperson and 4 Division Chairs.

- LARPAC TRUSTEES – The Board of Directors can, at its discretion, reimburse expenses, at an amount to be determined by the Directors, for any Trustee who serves the Louisiana REALTORS® LARPAC.
- REGIONAL VICE PRESIDENT – The Board of Directors may consider funding for any Regional Vice President elected from the Northeast La. Association of REALTORS® membership to serve on the state level. This will be decided on a case-by-case basis and according to budget.
- CASH ADVANCES - Are not encouraged for those attending meetings out of town on behalf of the Northeast Louisiana Association of REALTORS®. Only the Association Executive or the Treasurer may authorize a cash advance in emergency situations with the advance monies limited to previously approved budgeted amount.
- MILEAGE REIMBURSEMENT - Approved mileage reimbursement is to be at the current IRS limit. The AE and Treasurer will provide an amount to be reimbursed based on distance to meetings on a per meeting basis prior to attendance by a designated member.
- EXPENSE REIMBURSEMENT – A Reimbursement Request form must be completed within thirty (30) days of an authorized trip by a Director, State Director, RVP, Trustee or Officer attending meetings representing the Northeast Louisiana Association of REALTORS® in conjunction with the Louisiana REALTORS® Association. Only the President and President Elect will be authorized for reimbursement to attend meetings representing the Northeast La. Association of REALTORS® in conjunction with the National Association of REALTORS®. A reimbursement formulary will be provided by the AE and Treasurer prior to the meeting in accordance with the Budget of the Board.

COMMITTEE STRUCTURE

COMMON RULES THAT APPLY TO ALL COMMITTEES: (exceptions are MLS Committee and Budget/Finance Committee)

- President Elect chooses the Vice Chair of all standing committees, excluding the MLS Committee and the Budget/Finance Committee.
- The Vice Chair of all committees shall automatically move to Chair's position the following year provided that they have been actively involved in that committee. If they have not been active the Incoming President shall make a new appointment.
- All Vice Chairs shall have served one year on his/her respective committee before being appointed or shall have expertise in the field of endeavor covered by the committee.
- Members of all standing committees, excluding the MLS Committee and the Budget/Finance Committee, shall consist of current volunteers for each Committee.
- The Committees' planning calendar year shall be from January to December of the next year.
- Three missed committee meetings shall constitute immediate termination from committee. The President shall appoint a replacement. If termination applies to Chair or Vice Chair, then the President shall make appointment for remainder of term.
- A joint meeting of all committees as a training and goal setting opportunity shall take place prior to the beginning of the year.
- A schedule of committee meetings shall be set by the Chair prior to the beginning of the year and put on the Association calendar.
- Chair shall be responsible for creating the agenda for each meeting and providing copies electronically to each member 3 days prior to the meeting.

- Minutes of all action motions shall be forwarded to the respective Division Chair for review and appropriate action by the Board of Directors, if needed.
- The President may add members to the committees upon request or on an as needed basis.
- Visiting members are welcomed to attend committee meetings but may only speak when recognized by the Chair.
- Robert's Rules of Order, latest edition, shall be recognized as the authority governing the meetings of the Committees of the Northeast Louisiana Association of REALTORS® in all instances wherein its provisions do not conflict with the Bylaws.

COMMITTEES

MLS COMMITTEE

COMPOSITION:

The MLS Committee shall consist of six (6) members, all of which shall be members in the Association's Multiple Listing Service. Each member must be from a different firm.

- The Chair shall be the immediate past Vice Chair of the MLS Committee, if an active vice-chair, and shall serve a one year term. Chair shall not be a current officer or director. If the Incoming Chair of the MLS Committee has become an Officer or Director the President shall appoint the Chair.
- The Vice-Chair shall be elected by the incoming MLS committee members
- Members shall be chosen by the President Elect each year Members shall serve a non-consecutive two (2) year staggered term.

PURPOSE:

- To review all proposals from the general membership and forward any recommendations to the Board of Directors at its next meeting.
- To closely monitor the changes needed in the Rules and Regulations to be in compliance with the National Association of REALTORS® and to assure that these Rules and Regulations are adhered to by the membership.
- To review complaints received, act upon them according to MLS Rules and Regulations, and/or make recommendations to the Board of Directors.
- To research all request by the membership as it pertains to existing and new features relating to the MLS system, the LockBox system, internet based or other real estate related entity
- To evaluate all research materials in and submit proposals, if any, to the Board of Directors.
- To assist in monitoring activities within the MLS Database to assure that MLS Rules and regulations are being complied with.

GRIEVANCE COMMITTEE

COMPOSITION:

The Grievance Committee shall consist of those volunteers each year who have attended an orientation within the past two (2) years which outlines and updates the policies and procedures of the National Association of REALTORS® regarding the grievance process.

- The Chair shall be the immediate past Vice Chair if not a current officer or Director. In that case the incoming President shall appoint a Chair.
- The Vice Chair shall be appointed each year by the President Elect.
- The minimum members required for this committee is fifteen (15).

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. The Grievance Committee 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.

PURPOSE:

- To review all complaints that come to the Association regarding ethics and/or arbitration and determines if they warrant a hearing by the Professional Standards Hearing Panel or should be dismissed.
- Encourage all committee members to stay abreast of the latest changes in procedures and policies of the National Association of REALTORS® through continued educational courses offered by the local, state, and national associations.

PROFESSIONAL STANDARDS COMMITTEE

COMPOSITION:

The Professional Standards Committee shall consist of those volunteers each year who attend a yearly orientation which outlines and updates the policies and procedures of the National Association of REALTORS® regarding the Code of Ethics and Arbitration Manual and the hearing process.

- The Chair shall be the immediate past Vice Chair if not a current Officer or Director; in that case the incoming President shall appoint a Chair.
- The Vice Chair shall be appointed each year by the President Elect.
- The minimum members required for this committee is fifteen (15).

Members of the Professional Standards Committee shall be selected to serve on Hearing Panels as required to hear matters of alleged unethical conduct by Association Members or to provide arbitration as requested. The Professional Standards Committee is similar to a court. The court adjudicates matters that come before it. The Professional Standards Committee makes decisions on matters involving ethics and arbitration.

PURPOSE:

- To uphold the adoption of the Code of Ethics of the National Association of REALTORS® as a part of the association's governing regulations for violation of which disciplinary action may be taken.

- To enforce the Code of Ethics by providing mediation and arbitration services to members and their clients so that the dispute resolution requirements of Article 17 of the Code of Ethics can be met.
- To ensure that persons primarily responsible for administration of enforcement procedures have successfully completed training that meets the learning objectives and minimum criteria established by NAR from time to time.
- To conduct ethics and arbitration hearings in accordance with the directions of the Grievance Committee, the Code of Ethics and Arbitration Manual of the National Association of REALTORS®, and the Louisiana REALTORS®.
 - Hearing panels shall be impartial on all matters and may address membership disputes, violations of MLS Rules and Regulations, and complaints as outlined by the Grievance Committee.
 - A copy of the complaint will always be sent to the respondent and the respondent provided with an opportunity to reply before the Grievance Committee makes its determination as to the disposition of the complaint.
 - The Hearing Panel Chair, in coordination with the Association attorney and the AE, shall determine the date and time of the hearings.
 - The AE will record all hearings; however, transcription will be provided only on an as-needed basis at the expense of the complainant or respondent.
 - Legal counsel shall be present at all hearings (including appeal and procedural review hearings) of the Northeast Louisiana Association of REALTORS®. Counsel shall review all Hearing Panel decisions prior to distribution.
 - The AE will provide materials related to professional standards hearing (complaint, response, and other evidentiary documentation) to Hearing Panel members three (3) days in advance of the hearing.
 - After all time for appeal has lapsed, AE shall destroy all materials related to these hearings except for the final decision. The AE shall be responsible for maintaining all materials related to professional standards hearings in a confidential file.
 - The Grievance Committee, on a case-by-case basis, shall make the decision as to join a REALTOR® (principal) in an ethics complaint filed against another REALTOR® (non-principal) licensed with the REALTOR® (principal).
 - The Northeast Louisiana Association of REALTORS® shall not offer arbitration for the voluntary arbitration situations as described in the National Association's Code of Ethics and Arbitration Manual.
 - All requests for arbitration must be accompanied by a \$250.00 filing fee. The respondent must also submit a deposit of \$250.00 with his Response and Agreement to Arbitrate, Form #A-4.
 - Should a dispute be settled before an award is rendered, a portion of the parties' filing fees may be retained to cover administrative costs.
 - The Northeast Louisiana Association of REALTORS® may consider, on a case-by-case basis, requests for financial assistance from Members seeking to have an arbitration award judicially enforced.
 - An Ethics Appeal must be accompanied by a \$250.00 deposit.
 - The Hearing Panel Chair shall summarize appeal hearings.
 - Letters of reprimand and warning shall remain in member files. After three (3) years, upon written request of the member, a panel of the Professional Standards Committee, appointed by the Association President, may review the decision and authorize that it be purged.

- To ensure that all members, both old and new, are provided Code of Ethics orientation and ongoing member ethics training that satisfies the learning objectives and minimum criteria established by the National Association of REALTORS® from time to time.

BUDGET/FINANCE COMMITTEE

COMPOSITION:

The Budget/Finance Committee shall be appointed by the President and shall be considered from those volunteers each year.

- The Chair shall be the current Treasurer.
- The Association CPA shall be a member of this committee.
- The President Elect shall preside as Vice Chair of this committee.

PURPOSE:

- To review income and expenses as needed for possible modification, adaptation, or expansion of the budget.
- To work with the CPA and the AE to review and prepare the annual Association budget for the next year by November 1 based on current year's expenses and proposed budgets from committees.
- To review annually the Reserve Account (Operating, Building, and Special Services) of the Association.
- To review the Auditor's Controlled System Review every two years and make recommendations, if any, to the Board of Directors.

EDUCATION COMMITTEE

COMPOSITION:

The Education Committee shall consist of those volunteers each year.

- The Chair shall be the immediate past Vice Chair or a member that has expertise in the education field at the discretion of the incoming President.
- The Vice Chair shall be appointed by the President Elect.

PURPOSE:

- To plan education classes to comply with Code of Ethics, Fair Housing, and LREC mandated courses.
- To provide timely and informative programs and seminars for the general membership.
- To assist staff with the Orientation program for new members.
- To plan educational programs within the budget established each year and approved by the Board of Directors.
- To assist Staff with keeping current publications in the Association's library by staying abreast of the latest available materials.
- To assist Staff in securing speakers, offsite facility if necessary, presentation equipment, publicizing the event, and onsite registrations.
- To coordinate with Louisiana REALTORS® and the National Association of REALTORS® in providing designation courses for the members.

LEGISLATIVE Committee

COMPOSITION:

The Legislative Committee Shall be appointed by the President

- The Chair shall be the immediate past Vice Chair or a member having shown knowledge and skill in dealing with Legislative or fund raising matters.
- The Vice Chair shall be selected by the President Elect.

PURPOSE:

- To follow policy and procedure according to the Bylaws and governing laws of the State of Louisiana.
- To coordinate programs with the Louisiana REALTORS® in order to provide support for the State Legislative Committee.
- To encourage participation among general membership in the governmental process, including grass roots political involvement, voter registration, and on-site visitation.
- To encourage participation of members in LARPAC and NELPAC campaigns, including an increased number in the LARPAC contribution funds which are used in local and state political campaigns
 - NELPAC is our local autonomous PAC Committee and shall consist of those volunteers each year.
- To survey and review news media and trade publications to determine issues that have a direct bearing on the real estate industry and raise awareness among members.
- To attend local government meetings as a designated representative of the Association so as to provide information, input, and advice to local political representatives.
- To provide legislative update programs to the membership to advise on current issues of urgent concern to the real estate industry which are being considered by State, Local, and National governmental bodies.
- To work with NELPAC on voting records of elected representatives and make recommendations to the NELPAC Trustees for requests of funds to support legislators favorable to the real estate industry.
- To submit periodic reports, and a year-end report, of activity to the Board of Directors in order that the incoming committee may use the previous year's program upon which to build and expand.

WORKGROUPS:

Workgroups shall be appointed by the President on an as needed basis

NOMINATING WORKGROUP

COMPOSITION:

- The Nominating Workgroup functions in accordance with the Bylaws and Policy Manual of the Northeast Louisiana Association of REALTORS® and is only chosen and used when there are no nominees for a position of an officer or a director.
- Should there be no nominees for any officer or director position in any given year, the President, upon notice from the Association Staff, shall appoint a Nominating Workgroup of three (3) REALTOR® members who shall be past and present officers or directors,

and shall include the immediate Past President as its Chair. This Nominating Workgroup shall select at least one qualified candidate for the position to be filled.

SPECIAL COMMITTEES

REALTOR® of the Year

The local REALTOR® of the Year Award was established to recognize that REALTOR® who has contributed most to the advancement of his/her profession and the community at large during the current year. Nominations for REALTOR® of the Year shall be received by the AE January 1 through 31 of any given year. Subsequently, the individual so selected is recognized by the Northeast Louisiana Association of REALTORS® at a time and date set forth by the Board of Directors.

PURPOSE

1. To recognize and award a REALTOR® member of the local board for effort and work expended in the interest of their fellow REALTORS®, their profession and the community.
2. To demonstrate to the general public, by those outstanding examples, the work done by REALTORS®.
3. To point up the qualifications of those REALTORS® best fitted to be considered for leadership positions in organized real estate.
4. To foster a spirit of competition among those who are in a position to do the real productive work of the local board, State Association and the National Association of REALTORS®.

SELECTION BY THE LOCAL BOARD

Within two weeks following receipt of the nominees, the chairperson of this Special Committee shall call a meeting for the purpose of reviewing the nominations and selecting the REALTOR® of the Year. The following procedures shall be used by the Northeast Louisiana Association REALTORS® in selecting the REALTOR® of the Year.

1. Each office is invited and encouraged to submit the name or names of nominees for REALTOR® of the Year to the local board, accompanied by written information and documentation setting forth the reasons for the particular nomination. Information submitted for each nominee should be based on the standards outlined below and should follow in the same order. The information should be typewritten, should not be prepared by a public relations firm, and should not exceed ten (10) pages in length. Nomination forms should be submitted to the local board office at a designated time set forth each year by the Board of Directors. Nominees submitted after the designated time will not be considered.
2. The current president and the immediate past president of the local board are not eligible for the award and should not be nominated.
3. No nomination is permitted by a member of the REALTOR® of the Year Committee.
4. The REALTOR® of the Year Committee shall consist of a maximum of 5 past REALTOR® of the Year recipients to be appointed by the President for a one year term. The Chair shall automatically be the immediate past recipient.

5. The presentation of the REALTOR® of the Year Award will take place at a time and date set forth by the Board of Directors.

STANDARDS FOR SELECTING THE REALTOR® OF THE YEAR

The following standards shall be used in choosing the REALTOR® of the Year:

1. REALTOR® Spirit and Local Board Activity (50%): High principles, faithfulness to laws and regulations of the Code of Ethics and local board, and furtherance of principles of good real estate practice among brokers, salespersons, and the general public. Committee members, General Membership Meeting attendance, Educational class attendance, Fundraiser/Charitable participation, Volunteerism in teaching Orientation or other real estate related classes.
2. Leadership (20%): Board of Directors, Officers, Committee Chairpersons; Regional, State and National participation in conferences and conventions/business meetings.
3. Civic Activity (15%): Local, state and national level participation in civic and service clubs, community activities, charitable activities, political commissions, fraternal or religious groups, etc.
4. Business Accomplishments (15%): Recognized good business conduct, service to clients, imaginative and creative advertising programs, rehabilitation work, land utilization, company awards, production, etc.

Additional Association Policies:

Orientation

“New Members who have not completed the Membership Orientation within 60 days as required by the bylaws will have all MLS Services and lock box services suspended until which time member has fulfilled their requirement.”

Spokesperson Policy

“The president will be the spokesperson for the Association. Anything they say during their term as President is taken as representative of the Association. If the President is not available then the President-elect is the spokesperson; if the both are unavailable then the Association Executive will be the spokesperson on behalf of the Association.”

Adopted July 10, 2007
Amended January 12, 2010
Amended July 13, 2010
Amended August 9, 2011
Amended March 13, 2012
Amended September 2012
Amended December 2012