

GUIDELINES AND PROCEDURES
FOR CONDUCTING THE AFFAIRS OF THE
NEW ENGLAND REALTORS® COMMITTEE

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National Association of REALTORS®

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PREFACE

The New England Region of the National Association of REALTORS® is authorized in accordance with the Constitution and Bylaws of the National Association of REALTORS®, Article XIV, Section 1 which reads: “The Board of Directors may create regions in the United States, and may conduct Regional meetings and conferences in such regions”. The affairs and activities of the New England Region shall be conducted in accordance with the Constitution and Bylaws of the National Association of REALTORS® and in accordance with other National Association policies and procedures governing regional activities.

SECTION I NEW ENGLAND REGION

The purpose of the New England REALTORS® Committee shall be to provide a vehicle for New England REALTOR® State Associations to share information, work together for areas of common concern, recommend candidates for NAR office to the Region 1 Caucus of NAR Directors, develop future REALTOR® leaders from within the region and to provide a clear and strong regional Voice of Real Estate in National matters. Actions of the New England REALTORS® Committee are authorized by and subject to the Region 1 Caucus of NAR Directors. The New England Region shall include the State Associations, member Boards and members of the following States:

Connecticut
Maine
Massachusetts
New Hampshire
Rhode Island
Vermont

SECTION II NEW ENGLAND REALTORS® COMMITTEE

A. Committee Name and Object

There shall be a New England REALTORS® Committee of the New England Region. The objects of the Committee shall be:

- 1) to coordinate the activities of the six New England State Associations for the purposes of fostering a cooperative effort among the six States and creating a more effective voice in Regional and National matters;
- 2) to provide a forum for gathering and disseminating information among the members of the committee and the National Directors from the six New England States;
- 3) to provide guidance and make recommendations to the National Directors of the New England Region on issues and matters of Regional and National import including candidates for nomination to the office of New England Regional Vice President and other National offices.

B. Membership and Voting

- 1) The members of the New England REALTORS® Committee shall be:
 - a. the incumbent National Regional Vice President;
 - b. the President of the six New England States;
 - c. the President-Elect of the six New England States;
 - d. the Executive Vice Presidents of the six New England States;
 - e. the National Regional Vice President-Elect

- 2) All active Past Presidents of the National Association from any of the six New England States shall be ex-officio, nonvoting members of the New England REALTORS[®] Committee.
- 3) All members of the Committee, except active Past Presidents of the National Association, shall have the right to initiate motions and vote on all matters considered by the Committee.

C. Chairman and Duties

- 1) The New England Regional Vice President shall serve as Chairman of the New England REALTORS[®] Committee.
- 2) In the temporary absence of a Regional Vice President, the Immediate Past Regional Vice President shall serve as Chairman.
- 3) In the event of a vacancy in the office of Regional Vice President, the Immediate Past Regional Vice President shall serve as Chairman of the Committee until the vacancy is filled by the National Association President in accordance with Article VII, Section 3 (B) of the Constitution and Bylaws of the National Association. If for any reason the Immediate Past Regional Vice President is unable to assume the duties of Chairman, the next most recent Past Regional Vice President able to serve shall act as Chairman.
- 4) The duties of the Chairman shall be such as the title, by general usage, indicates and as may be enjoined upon the Chairman by the Committee.

D. Administration and Finances

- 1) Administration -

The administrative responsibilities of Committee activities shall be the responsibility of the Executive Vice President from that State from which the incumbent Regional Vice President is serving. Administrative responsibilities include:

- a) preparation and dissemination of meeting notices and agendas;
- b) recording and dissemination of meeting minutes, reports, or such other information requested by the Regional Vice President or Committee.

- 2) Finances -

The Regional Vice President and Executive Vice President shall have authority to establish and collect registration fees to cover expenses for meetings and/or Regional Conferences. The Regional Vice President and Executive Vice President shall have control and authority over any funds, which may be accumulated. Funds, which accumulate, shall be maintained in an appropriate account by the Executive Vice President of the State from which the incumbent Regional Vice President is serving. The Executive Vice President will be responsible for bookkeeping and management of Committee accounts for submitting periodic financial reports to the Committee.

- 3) Records, Files and Accounts -

The Executive Vice President of the State from which the incumbent Regional Vice President is serving shall, within 15 days of the start of the new fiscal year, deliver all Committee records, files and accumulated funds to the Executive Vice President of the State from which the new Regional Vice President will be serving.

E. Meetings

- 1) Regular Meetings -

There shall be at least two regular meetings of the Committee each year; the date, time and place to be determined by the Regional Vice President.

2) Special Meetings -

Special meetings of the Committee may be called by the Regional Vice President provided at least ten (10) days notice and a statement of purpose for the meeting is given.

3) Regional Conference -

The Committee may conduct a conference to be held at a date, time and place to be determined by the Regional Vice President of the conference year.

The purpose of the conference is to provide a forum through which the elected leadership and/or staff of the National Association can apprise the leadership and/or staff of the State Associations and member Boards in the New England Region of National and Regional issues and activities of interest and importance and to provide networking, education and information of region-wide significance to members and staff.

4) Quorum -

Twenty five percent (25%) of the members of the Committee shall constitute a quorum for the transaction of Committee business.

F. Subcommittees and Special Committees

The Regional Vice President shall appoint, from among the members of Region 1, such subcommittees and special committees as may be needed. The Regional Vice President shall serve as an ex-officio member of all subcommittees and special committees.

SECTION III REGIONAL VICE PRESIDENT

A. Office

In accordance with Articles VII, X, and XI of the Constitution and Bylaws of the National Association, there shall be a Regional Vice President who is responsible for overseeing the work of the National Association in the New England Region.

The Regional Vice President shall oversee the work of the National Association in their respective Regions and act as the representative of the National Association President in such matters as may be assigned to them. In case of a vacancy in the office of any Regional Vice President, it shall be filled by appointment by the National Association President and confirmation by the Board of Directors for the unexpired term. Such appointee shall be from the Region in which the vacancy occurs.

B. Duties and Responsibilities

In addition to those duties and responsibilities defined in the Constitution and Bylaws and in the Operations and Procedures Manual of the National Association, the Regional Vice President shall:

- 1) preside over all meetings of the Region including regional caucuses of the National Directors from the New England Region;
- 2) serve as Chairman of the New England REALTORS® Committee;

- 3) perform all functions necessary to serve as the reciprocal communication link in all matters between NAR and the REALTOR® State Associations of Region 1;
- 4) present the candidate for the office of New England Regional Vice President and other candidates for National Office who have been endorsed by the National Directors of the New England Region to the NAR Nominating Committee;
- 5) submit, in accordance with Article X, Section 2 C of the Constitution and Bylaws of the National Association, the name of the individual from the New England Region recommended to serve on the National Association's Nominating Committee.
- 6) shall represent the Region on campaigns of candidates when endorsed by the Region and, while serving as the seated RVP, may not serve on any campaign prior to Regional endorsement.

SECTION IV

A. Region 1 Representative on the NAR Nominating Committee

Annually, the NERC Committee shall recommend a candidate to represent Region 1 on the NAR Nominating Committee, who shall be the Immediate Past Regional Vice-President, or if unable to serve, the next succeeding Past Regional Vice-President eligible to serve. NERC shall forward a recommendation to the NAR President and NAR staff in accordance with NAR appointment procedures.

B. Procedures for selecting and recommending a Region 1 Vice President Candidate

- 1) Recommendation of Regional Vice President -

The selection of a Region 1 Vice President to be recommended to the NAR Nominating Committee shall be made in accordance with NAR procedures and time schedules.

- 2) Region 1 Nominating Committee -

There shall be a Region 1 Nominating Committee, chaired by the Immediate Past Regional Vice President and composed of two former or current National Directors each from the Massachusetts and Connecticut Associations of REALTORS® and one former or current National Director each from the Maine, New Hampshire, Rhode Island and Vermont Associations of REALTORS®. Current members of the Region 1 Nominating Committee shall be ineligible to be nominated as Regional Vice President.

The purpose of the NERC Nominating Committee is to recommend the best qualified person to serve the Region and NAR in a fair, open and objective process.

NOTE: Each State Association shall develop and maintain its own policies and procedures for selecting its representatives (or replacements in case of a vacancy) to the Region 1 Nominating Committee, the names of such representatives to be reported annually to the Regional Vice President by the respective State Association Executive Vice President by the requested deadline.

- 3) Region 1 Vice President Qualifications -

To qualify to serve in the office of Region 1 Vice President, as recommended by NERC, a REALTOR® must have completed his/her one-year term as REALTOR® State Association President and have completed one year as a National Director prior to the vote of the Region 1 Caucus. Candidates should be well versed in the policies and activities of the National Association and must be a member of one of the New England State Associations.

4) Region 1 Nominating Committee Recommendation Process -

Anyone qualified per Section IV B 3 above of these Guidelines must complete and submit a copy of the current NAR Officer Candidate Form for receipt by the current Regional Vice President by the requested deadline.

The Region 1 Nominating Committee shall meet at a time, date and place determined by the Regional Vice President for the purpose of reviewing all Candidate Forms received in a time frame compliant with NAR bylaws and selecting a recommended Regional Vice President candidate for the ensuing year.

Candidates will submit their bios in a standard format. States cannot bind NERC Nominating Committee members on how to vote. Committee members will sign a confidentiality agreement. The Committee will interview, and based on qualifications and interview, will vote. All votes will be by written ballot and results announced without the actual number.

Decision shall be reached by majority vote of those present. Majority being more than 50% of those present voting. The Chair will only vote in the event of a tie. Six members of the Nominating Committee, at a duly called meeting either in person or through a conference call, shall constitute a quorum. The Region 1 Nominating Committee shall report its recommendation to all National Directors of Region 1 by the noted deadline.

5) Nominating by Petition -

Names in addition to the nominee by the Region 1 Nominating Committee may be placed in nomination by petition if such petition is signed by at least 20% of the National Directors from Region 1, not more than half of which shall be from the candidate's same State. The petition(s) must be received by the Regional Vice President within thirty (30) days from the Nominating Committee's report to the NAR Region 1 Directors. Signatures by fax shall be allowed. The current Regional Vice President shall notify all Region 1 National Directors within 7 days of the petition deadline of any properly filed petitions, but such notices again shall include the name of the Nominating Committee recommendation.

6) Presentation of Nominee -

The nominee of the Region 1 Nominating Committee, as well as any other properly filed petition candidates, shall be presented at the Region 1 Caucus of National Directors in such form as decided by the Regional Vice President. Each qualified candidate shall be given a limited amount of time to address the caucus. Decision of the Region 1 National Directors shall be made by majority vote; however, if no candidate achieves a majority then there shall be a run off vote of the two candidates receiving the most votes. If candidacy is uncontested, an electronic ballot of the Directors will be taken instead, prior to the conference, at the discretion of the Regional Vice-President.

7) Recommendation and Presentation of Candidate to NAR Nominating Committee -

- a) Upon endorsement of the candidate by the Region 1 National Directors, it is binding upon the Regional Vice President to recommend to the Nominating Committee of the National Association, the nomination of the Regional Vice President candidate endorsed by the Region.
- b) In accordance with the NAR Nominating Committee's procedures, the Regional Vice President will coordinate formal recommendation and presentation of the candidate with the candidate, State Presidents and State Executive Vice Presidents of the New England Region.

8) Endorsement of Other National Candidates

The six New England States affirm their desire to act together as a Region in the endorsement of National Officers; that nothing in this action shall prohibit an individual State from endorsing any candidate of their choice; however, said State endorsement shall not be made public until the New England REALTORS®

Committee and the Region 1 Caucus of NAR Directors have had the opportunity to act upon the nomination at their next regularly scheduled meeting. Such endorsement(s) shall be in accordance with NAR's Constitution and Bylaws.

SECTION V REGIONAL CAUCUSES, DIRECTORS MEETINGS AND VOTING

A. Regional Caucuses

- 1) Prior to regularly scheduled National Board of Directors Meetings, Regions are given an opportunity to caucus; caucuses are scheduled and announced in advance by the National Association.
- 2) The Regional Vice President shall preside at Regional Caucuses and shall be responsible for preparing and distributing a caucus agenda.
- 3) While all Members and staff of the respective six New England States are welcome to attend Regional Caucuses and participate in discussion, only duly elected National Directors from the New England States shall be entitled to introduce motions and vote.
- 4) The Regional Vice President may request verbal or written reports from the State Presidents of the six New England States.
- 5) Candidates seeking National Offices will be given an opportunity to address members and Directors of the New England Region during Regional Caucuses; such presentations shall be coordinated and scheduled by the Regional Vice President.

SECTION VI FISCAL AND ELECTIVE YEAR

The Fiscal year of the New England Region shall be January 1 to December 31. The Regional Vice President shall take office in accordance with the elective year of the National Association.

SECTION VII AMENDMENTS

These Guidelines and Procedures may be amended at any regularly scheduled meeting of the NAR Directors from Region 1 by two-thirds vote of the members present, provided:

- 1) proposed amendments are consistent with the Constitution and Bylaws and the operating policies of the National Association;
- 2) a written notice of proposed amendments is provided at least ten (10) days prior to the meeting at which proposed amendments are scheduled for consideration.

SECTION VIII RULES OF ORDER

Roberts Rules of Order, latest edition, will be recognized as the authority governing all meetings of the New England Region and the New England REALTORS® Committee.

APPENDIX A

REGIONAL VICE PRESIDENT NATIONAL ASSOCIATION OF REALTORS®

GENERAL PURPOSES, DUTIES AND AUTHORITY:

The Regional Vice President serves as liaison of the National Association to a respective Region identifying problems or opportunities within the region, assisting wherever possible and acting as the representative of the President in such matters as may be assigned by the President.

1. Make members aware of the content and importance of the programs and policies of the National Association in the Region.
2. Serve as spokesperson for the National Association within the Region and as a coordinator in solving problems at the various levels.
3. Work with the State Association, Board Presidents and Executive Vice Presidents to stimulate a team effort throughout the year.
4. Attend local Board and State Association leadership, director, quarterly, and/or annual meetings when possible to improve understanding, cooperation and two-way communication.
5. Attend the two Annual NAR meetings and chair a Regional Caucus meeting to conduct regional business affairs and exchange information.
6. Coordinate regional activities and voting at Director's Meeting.

SPECIFIC RESPONSIBILITIES:

The office of Regional Vice President of NAR is one of prestige and carries with it the responsibility of leadership. The Regional Vice President has specific, defined responsibilities to the President and also the President-Elect, the leadership of the Affiliates and the State and local member Boards.

The authority of the Regional Vice President is set forth in Article VII, Section 3, of NAR's Constitution and Bylaws, which provides that the Regional Vice President shall oversee the work of the National Association in the respective Region and act as the representative of the President in such matters as may be assigned. Specifically, the Regional Vice President has responsibilities to:

1. The President -

The Regional Vice President shall endeavor to instill in the members an awareness of the content and importance of the programs and policies of the National Association under the direction of the President. He/she also represents the President in their respective Region and supports the position of the National Association and its leadership on issues of concern.

Finally, the Regional Vice President may, from time to time, be requested to travel with the President or other members of the leadership team to local member Boards or State Associations in the Region.

2. The National Association -

The Regional Vice President serves as a spokesperson for the National Association and his/her respective Region (especially at local Board and State Association meetings) and as a coordinator in solving problems at the various levels within the National Association family.

The local member Board should handle local matters. The Regional Vice President in cooperation with the appropriate State Association Officers should coordinate matters of a statewide nature. Matters affecting the entire real estate industry should be referred to the National Association.

3. NAR Annual Meetings -

The Regional Vice President is expected to attend the meetings of the Executive Committee and Board of Directors and to conduct a caucus of the National Association Directors from the Region served.

- a) **Caucus** - The Regional Vice President is Chair of the Regional Caucus of Directors where topics coming before the Board of Directors are reviewed. It also provides a forum for regional issues and concerns.
- b) **RVP Meetings** – The Regional Vice President is a member of the Regional Vice President’s Committee, which meets at each of the two NAR meetings and at other such times and places as the President deems necessary.
- c) **Executive Committee Meetings** – The Regional Vice President is a member of the NAR Executive Committee. Each Regional Vice President will present a brief summary report of the caucus to the Executive Committee.

4. State Associations and Local Boards -

The Regional Vice President should be available to meet with local Boards and State Associations when he/she can be helpful or when the prestige of the office will enhance their programs, conventions and educational conferences.

When practicable during the National meetings, the Regional Vice President should schedule meetings with the officers of the State Associations from his/her Region to improve understanding, cooperation and two-way communications.

It is important that the Regional Vice President work with the State Association Presidents and Executive Vice Presidents to stimulate a team effort throughout the year. The better the rapport within this leadership team early in the year, the more productive will be the programs and activities during the year.

5. Within the Region -

The principal responsibility of the Regional Vice President is to be aware of problems within the Region and to assist Member Boards and State Associations whenever possible in resolving them. It should be kept in mind that the Regional Vice President is the spokesperson for their respective Region and should voice the concerns of his/her constituents to the National leadership, in general, as well as at National meetings.

6. The Members -

The Regional Vice President should encourage the members to develop their professional skills and aspire to acquiring the professional designations offered by the Institutes, Societies and Councils of the National Association family.

7. Non-Real Estate Groups -

The Regional Vice President should carry the message of the REALTOR® profession to non-real estate groups and be available to speak on behalf of organized real estate, within the guidance of National Association Policy.

APPENDIX B

RVP SELECTION PROCESS

- 1) States appoint representative(s) to the NERC Nominating Committee.
- 2) Submission of candidacy (NAR candidate form) to the regional vice president.
- 3) Nominating Committee meets/candidates interviewed (if more than one candidate).
- 4) Nominating Committee reports candidate recommendation to Region 1 NAR Directors.
- 5) Deadline for petition candidates.
- 6) Region 1 caucus selects or endorses a candidate.
- 7) Recommendation/application due to NAR.
- 8) RVP candidate interviewed by NAR Nominating Committee during Annual Convention.
- 9) Election of NAR Officers at Midyear Meetings.

APPENDIX C

REFOCUSING THE NEW ENGLAND REALTORS COMMITTEE **A Report of the State Association Executives**

During the December 12 and 13 New England REALTORS Leadership Conference, 2008 Regional VP Judy Moore tasked the six New England REALTOR State Association Executives with a complete review of the purpose, structure and activities of the New England REALTORS Committee. This was a follow-up to discussion with the 2008 New England State Presidents and AEs during the NAR Leadership Summit in August 2007. The following lists our recommendations:

1. **NEW ENGLAND REALTORS COMMITTEE**—Restore the composition of the New England REALTORS Committee as originally formed and consistent with those NAR expects to attend regional lunches at NAR meetings. Composition should be the current RVP, incoming RVP, each of the six New England State Presidents, New England State Presidents-Elect and Association Executives, all NAR Past-Presidents from Region I. The RVP may invite current NAR officers from Region I to attend.
2. **NEW ENGLAND REALTORS LEADERSHIP CONFERENCE**— Merge the annual December leadership meetings into a refocused New England REALTORS Conference.
3. **NEW ENGLAND REALTORS CONFERENCE**-- Focus this conference on the leadership purposes of the New England REALTORS Committee...i.e. exposure and interaction of key regional leaders to current and upcoming NAR leaders, leadership updates, etc.
WHO: Target audience from Region I will be from 75-100 people, including the NAR Directors, NAR elected officers from Region I, and elected line officers and association executives of each State and Local Association in New England. Primary speakers will be current NAR officers and key staff. Aspiring NAR candidates from other regions may be invited to attend/participate at their own expense.
WHEN: Mid to late January
HOW LONG: ½ day of media training for President and President Elect plus 1 day of conference program.
PROGRAM: NAR issue updates, peer roundtables with NAR officers and staff (eg. each group of officer peers meet with an NAR officer/staff), regional issue updates. No paid speakers, exhibitors or entertainment (due to added cost and effect on state programs). RPAC may be promoted, but no actual fundraising since it's more effective for Association leaders to contribute as role model at local and state meetings.
NOTE: We believe that this Conference should focus on regional leaders. New leaders should be urged to attend the NAR MidYear Conference in DC...which is relatively easy to access and provides much greater breadth of NAR experience.
4. **REGION I REPRESENTATIVE TO NAR NOMINATING COMMITTEE**—This should always be the Immediate Past RVP. If unable to serve, then the immediate previous RVP should serve.
5. **CHAIRMAN OF THE NERC NOMINATING COMMITTEE**—OK as is...same as the Region I Rep to the NAR Nominating Committee (Immediate Past RVP).
6. **ELECTION OF RVP**-- “Best Candidate” selection process and timeline OK as is.
7. **NERC MEETING AT NAR CONFERENCES**—If possible, we should find another time for the “NERC Lunch”, so that leaders may attend the NAR Leadership Lunch...although it should continue to be held following committee meetings and prior to Region I Caucus (suggested a 7-7:30 am breakfast followed by a 7:30-8:30 am meeting). Entire focus of the meeting should be to report and deliberate on NAR issues, especially to consider proposing regional positions at the Caucus.

8. REGION I CAUCUS-- Much like the NERC Meeting, the Region I Caucus should focus entirely on reporting and deliberating NAR issues...possibly voting on regional positions for the Board of Directors meeting. Minimize administrative presentations. Request podium for RVP only, with no head table. Eliminate State Association reports (RVP introduces each state president at their chair). Select most capable spokespersons on various issues, so RVP can focus on chairing the Caucus.
9. NAR AUGUST LEADERSHIP SUMMIT—Eliminate meeting of incoming State Presidents and AEs.
10. NERC ONLINE-- NERC website should be focused on NERC Conference registration. Eliminate a NERC Newsletter in favor of emails when needed. Each year, the State AE of the current RVP will maintain a current copy of the New England REALTORS Committee roster and NERC Guidelines/Timeline for consultation as needed.