



Emerald Coast Association of REALTORS®

Policy Manual



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MISSION STATEMENT

THE EMERALD COAST ASSOCIATION OF REALTORS® (ECAR) is **the leading advocate for the real estate industry, its members, and the communities they serve.**

COMMITMENT TO FREE TRADE & COMPETITION

The Emerald Coast Association of REALTORS® does not and will not establish or maintain fixed or recommended commission rates, listing terms or services provided to principals. Commissions, listing terms and services are a matter of negotiation between the principal and the principal's agent. ECAR will not interfere in such negotiations or inhibit or restrict in any way the freedom of members to negotiate their own business agreements. In order to avoid even the appearance of anticompetitive behavior or purpose, participants in all meetings called or sponsored by ECAR will discuss only the legitimate business purposes of ECAR as prescribed in the meeting agenda and recorded in the minutes of the meeting. The chairperson of any meeting called or sponsored by ECAR shall not allow discussion of commission rates, listing terms, services other subjects that might be viewed as potentially anti-competitive and will remind those in attendance of ECAR's commitment to free trade and competition. If anyone in attendance at a meeting called or sponsored by ECAR persists with discussions that could give the appearance of anti-competitive behavior or purpose, the meeting shall be adjourned. The minutes of the meeting shall reflect the reason for adjournment and the incident shall be reported immediately to the Chief Executive Officer.

Equal Opportunity

ECAR supports equal opportunity in housing and is dedicated to fulfilling the requirements of the fair housing laws.

General Definitions

The following serves as definitions for ECAR concerning the terms used in this Policy Manual.

1. **BOD** stands for the Board of Directors.
2. **ECAR** stands for Emerald Coast Association of REALTORS®.
3. **FR** stands for Florida REALTORS®.
4. **NAR** stands for National Association of REALTORS®.
5. **Bylaws** are rules governing the operation of ECAR adopted by the membership.
6. **Rules of Order and Standing Rules** are conducted by using the most current edition of Robert's Rules of Order with rules governing the operation of ECAR being adopted by the Board of Directors (with the advice and/or recommendation of staff).
7. **Meetings** will be conducted using Robert's Rules of Order, which is intended to be a guide for managing meetings and making decisions as a group, committee, or organization.
8. **Positions** are descriptive narratives, sometimes including recommendations outlining the concerns and/or views of ECAR and adopted by the Board of Directors.
9. **Programs** are activities relating to ECAR adopted by the Board of Directors.
10. **Policies** are general or fundamental principles relating to ECAR's involvement and adopted by the Board of Directors.
11. **Procedures** are the detailed explanations, directions or actions to implement adopted bylaws, positions, programs and policies selected and applied by staff with the advice and/or recommendation of the Board of Directors. They address specific directions telling how, by whom and when things are to be done. Procedures are included in the Procedures Manual.
12. **Executive Committee** is made up of the President, President Elect, Vice President, Treasurer and Assistant Treasurer.
13. **Executive Session** is made up of members of the Board of Directors and the CEO.



Definition and Role of the Board of Directors

Article XI of ECAR's Bylaws defines the Board of Directors as the governing body of ECAR and specifies its composition and authority.

Strategic Governance:

Committees make recommendations to the Board of Directors who in turn make decisions for the direction of ECAR based on the recommendations they receive. The Board of Directors is the policy-setting body for ECAR.

Election of Officers and Directors

1. See Bylaws for Election Procedure.
2. An alternate ballot system may be used for voting that complies with the ballot procedures, ensures ballot verification and is approved by the Election Committee.
3. In the Notice for the Annual Meeting, the Board of Directors shall notify the membership as to the names of those who have been elected and the offices to which they have been elected.

Standing Rules of the Board of Directors

1. The composition and the authority of the Officers and the Board of Directors shall be as specified in the Bylaws.
2. The Board of Directors quorum will be calculated by the President for meetings. A quorum must be present to conduct ECAR business. The vote of 60% of the Directors present at any Board of Directors meeting shall be required for the transaction of any business.
3. Meetings of the Board of Directors shall be set by the President (typically every other month unless a special meeting is needed). After three (3) absences in one calendar year, the Board of Directors reserves the right to consider the continuation of that Director's position.
4. Meetings dates and times of the Board of Directors shall be chaired by the President and conducted in accordance with the Bylaws and intent of the standing rules of the Board of Directors.
5. Agendas are prepared by the Chief Executive Officer, or a staff designee, and reviewed by the President in advance of the meeting. Agenda items should be submitted to the Chief Executive Officer, through the President, five days prior to the meeting if possible.
6. Only the officers and directors of the Board of Directors may vote on issues at their meetings. Visitors may participate in discussion on issues when recognized by the President.
7. Only Board Members and the Chief Executive Officer may attend Executive sessions, unless a majority of the Board present and voting grants an exception.
8. Minutes are required for all meetings of the Board of Directors. Minutes are prepared by the Chief Executive Officer, or a staff liaison, and submitted in advance to the President. Suggested changes should be submitted to the Chief Executive Officer, through the staff liaison.
9. Adopted policies shall not conflict with the Bylaws and shall be included in the Policy Manual, if any such conflict arises, the bylaws will prevail.
10. CEO Evaluations will be completed annually by the Board of Directors and reviewed by the CEO Evaluation Committee which is the Executive Committee.
11. Officers and Directors are expected to attend ECAR breakfasts and luncheons at no charge and shall make every effort to attend major ECAR events.
12. Adheres to the Code of Conduct

Consent Agenda

A consent agenda will be used each month at the Board of Directors meeting. The consent agenda is prepared by staff and approved by the Chief Executive Officer and President prior to providing to Board of Directors. Any written information/documents provided for the consent agenda shall become a part of the minutes of that meeting.



The consent agenda shall contain the following:

- Approval of the previous meeting minutes
- Acceptance of the membership status report
- Approval of new members
- Acknowledgment of resignations and inactive members
- Committee member appointments requiring approval
- Staff appointments requiring Board of Directors confirmation
- Reports provided for information only
- Correspondence requiring no action

The consent agenda will be sent to each Board of Directors member electronically at least 48 hours prior to any meeting.

Any Board of Directors member may request that an item be moved from the consent agenda to the regular agenda; such request requiring no vote.

Board Member Orientation

ECAR will conduct an orientation for new and existing members each year. The orientation will be scheduled by ECAR Staff and attendance is mandatory (This class typically lasts for a three (3) hour period). Topics will include, but are not limited to, antitrust, conflict of interest, attendance for meetings and events, budget, ECAR bylaws, confidentiality, legal responsibilities, and fiduciary responsibilities.

Responsibilities and Duties of the President

1. The President serves as chief elected officer of the organization, representing the entire Membership; directs other Officers and presides as Chairperson over ECAR actions
2. Presides at all membership meetings of the organization and presides at all Board of Directors meetings.
3. Keeps the Board of Directors, Committees and the Membership informed on the conditions and operations of the organization.
4. Selects Chairs for all Committees, Subcommittees, Task Forces and Presidential Advisory Groups of the organization.
5. Directs the Board of Directors in formulating policies and programs that will further the goals and objectives of the organization.
6. Acts as one of the spokespersons for the organization to the public, press, legislative Board of Directors and other related organizations.
7. Acts as the Liaison for the Executive Committee when conducting an annual review of the Chief Executive Officer.
8. Promotes active participation in the organization on the part of the Membership.
9. Presents the organization's Annual Report at the Annual Meeting of the General Membership.
10. Is an Ex-Officio Member of all Committees, Subcommittees, and Task Forces of ECAR.
11. The President shall represent ECAR at all NAR and Florida REALTORS® Leadership Meetings, as so directed by the Board of Directors. In addition, the President will keep the Directors and the Membership informed of actions taken at these meetings.
12. President, if so chooses, may select the award **design** for the yearly Installation and Awards Banquet.



Responsibilities and Duties of the President-Elect

1. Assumes the duties of the President in his or her absence.
2. Assists the President whenever and wherever possible.
3. Selects Chairs for all committees who will serve with him/her when they are President the following year.
4. Becomes familiar with the activities and programs, in progress or projected, in order to ensure continuity.
5. Acts as one of the spokespersons for the organization to the public, press, legislative Board of Directors and other related organizations, as directed by the President.
6. Represents the organization at Local, State and National meetings when so directed by the President and/or the Board of Directors.

Responsibilities and Duties of the Vice-President

1. Performs specific duties as designated by the President.
2. Assists the President wherever and whenever possible.
3. Appoints Vice Chairs for all committees who will serve with him/her when they are President Elect the following year.
4. Provides leadership, in conjunction with other Officers, to obtain the best possible performance from Committee Members whenever necessary.
5. Acts as one of the spokespersons for the organization to the public, press, legislative Board of Directors and other related organizations, as directed by the President.
6. Represents the organization at Local, State and National meetings when so directed by the President and/or the Board of Directors

Responsibilities and Duties of the Treasurer

1. Serves as Chair of the Budget & Finance Committee and the Investment Committee
2. The Treasurer ensures the integrity of the fiscal affairs of ECAR.
3. Works in conjunction with CEO to:
 - Maintain accurate financial records
 - Ensures that the financial policies are carried out as set forth in the approved Fiscal Policy procedures
 - Reviews organization expenditures and the financial status of ECAR
 - Ensure that the financial reports are submitted to the Board of Directors
 - Ensures that the investment reports are submitted to the Board of Directors semi-annually
 - Ensures that the investment policies are carried out as set forth in the approved Investment Policy procedures
4. Works with the CEO and **Executive Committee** to prepare the Annual Budget, **which follows the priorities and focus of the current Strategic Plan**, for approval by the Board of Directors
5. Represents ECAR, as directed by the President.

Responsibilities and Duties of the Assistant Treasurer

1. The Assistant Treasurer performs specific duties delegated by the Treasurer and assumes the responsibilities of the Treasurer in their absence.
2. Becomes familiar with the activities and programs, in progress or projected, in order to ensure continuity.
3. Works with the Treasurer and the Leadership Team to prepare the Annual Budget for approval by the Board of Directors.
4. Represents ECAR, as directed by the President.



Responsibilities and Duties of the Immediate Past-President

1. Serves as the ECAR Chair of the Elections Committee.
2. Will serve as a member of the Florida Realtors Board of Directors.
3. Stay informed on ECAR and NAR decisions.
4. Assists the President whenever and wherever possible.
5. Adheres to the Code of Conduct.

Responsibilities and Duties of Directors

1. Directors represent the ECAR membership
2. Make decisions based on the Bylaws and Policies of ECAR.
3. Make Bylaw recommendations to the general membership.
4. Stay informed on all local, state and national association actions and decisions.
5. Identify new leadership among ECAR members.
6. Area Chapter Directors will serve as committee members on the Election Committee.
7. Consider being a Capital Club Level, or higher, RPAC Contributor.

Responsibilities and Duties of Florida REALTORS® Directors and Alternates

1. Adhere to all the responsibilities and duties of their position, as described in the ECAR Policy Manual.
2. FR Directors and Alternates represent all REALTOR® Members at Florida REALTORS® events and are appointed by the President.
3. Shall make every effort to attend major ECAR events.
4. Stay informed on ECAR, FR and NAR actions and decisions.
5. If a State Director is unable to attend a meeting, an Alternate will be asked to fill in for him/her by the President.
6. Consider being a Capital Club Level, or higher, RPAC Contributor.
7. Adheres to the Code of Conduct.

Responsibilities and Duties of the Chief Executive Officer

Manage all activities of ECAR and oversee staff and member activities. Implements all strategies and processes of the ECAR Board of Directors. Direct day-to-day operations and physical plant operation. Coordinate all integration with Florida REALTORS® and National Association of REALTORS®.

Duties to the Board of Directors

1. Manage the Strategic Plan.
2. Assist the President and other volunteer leaders to develop appropriate policies and programs, write and distribute effective communications, follow the Bylaws and policies and maintain effective working relationships with other organizations.
3. Identify and develop new leadership among ECAR members.
4. Ensure all documents are in compliance with E&O insurance and recommend necessary policies to safeguard ECAR.
5. Develop new sources of non-dues revenue, member services and benefits.
6. Administer ECAR's insurance, including and recommending to the Board of Directors, and legally mandated and NAR recommended insurance policies, including liability, workmen's comp., E & O, property insurance, etc.
7. Report to the President and Board of Directors on the organization's successes and problems, progress, and impediments to reach established goals and opportunities or threats that may face the organization



8. Oversee ECAR representatives' travel, according to the Travel Policy and Procedures, for regional, state, and national REALTOR® functions (and/or accompanying officers to these functions), including scheduling accommodations, registration, and reimbursement of expenses in accordance with fiscal policy.

Financial Duties

1. Oversee maintenance of automated financial system.
2. Coordinate with appropriate staff to ensure reporting of balance sheets, income/expense statements and budget analysis to the Treasurer and the Budget & Finance Committee.
3. Implement ECAR fiscal policy and financial actions taken by the Board of Directors.
4. Draft annual budget and budget revisions for the Budget & Finance Committee and work with Committee to obtain Board of Directors approval. Adhere to budget as approved.
5. Set annual compensation for staff based on individual experience, performance and approved budget.
6. Alert Treasurer and President to any budgetary constraints or potential problems.
7. Coordinate matters relating to any property ownership, leases, etc. with the Budget & Finance Committee.

Staffing Duties

1. Recruit, hire, motivate, and ensure adequate supervision and review of staff.
2. Ensure up-to-date personnel policies in accordance with Florida Law are developed and followed.
3. Recommend, to the Budget & Finance Committee, annual payroll budget to include staff benefit levels, bonuses and promotions.
4. Report on personnel matters to the Executive Committee as warranted.
5. Assign staff as liaison to various volunteer committees.

Marketing ECAR

1. Oversee the production and distribution of effective internal and external communications, including press releases.
2. Take advantage of improving and promoting the website, community service activities, etc.
3. Serve as ECAR's representative to other professional associations, civic and community groups, and local/regional government officials as needed
4. Acts as one of the spokespersons for the organization to the public, press, legislative Board of Directors and other related organizations.

Duties to Professional Standards

1. Ensure the proper administration of ECAR's Professional Standards process.
2. Handle inquiries from both members and the public regarding the process.
3. Encourage ECAR members to become involved in the process.



Daily Operational Policies

Antitrust Compliance Policies and Procedures

ECAR shall be in strict compliance with all Federal and State Antitrust laws, rules, and regulations.

1. These policies and procedures apply to all membership, board, committee, and other meetings of ECAR, and all meetings attended by representatives of ECAR, and all Social Media accounts.
2. Discussions of prices or price levels is prohibited. In addition, no discussion is permitted of any elements of a company's operations which might influence price such as:
 - a. Cost of operations, supplies, labor, or services.
 - b. Allowance for discounts.
 - c. Terms of sale including credit arrangements; and
 - d. Profit margins and mark ups, provided this limitation shall not extend to discussions of methods of operation, maintenance, and similar matters in which cost, or efficiency is merely incidental.
3. It is a violation of Antitrust laws to agree not to compete, therefore, discussions of division of territories or customers or limitations on the nature of business carried on or products sold are not permitted.
4. Boycotts in any form are unlawful. Discussion relating to boycotts is prohibited, including discussions about blacklisting or unfavorable reports about particular companies including their financial situation.
5. All meetings attended by representatives of ECAR where discussion can border on an area of antitrust sensitivity, ECAR's representative(s) request that the discussion be stopped and ask that the request be made a part of the minutes of the meeting being attended. If others continue such discussion, ECAR's representative should excuse himself from the meeting and request that the minutes show that he left the meeting at that point and why he left. Any such instances should be reported immediately to the President and staff of ECAR.
6. A copy of these Antitrust Compliance Policies and Procedures will be given to each officer, director, committee member, official representative of member companies, and ECAR employees annually, and that the same be read or understood at all meetings of the membership of ECAR.

Audio Recording Policy

Recordings produced by ECAR shall be securely maintained. Only the Chief Executive Officer and appropriate Staff Liaison shall have access to the recordings.

Professional Standards Hearings recordings shall be maintained in the confidential professional standards' file until the date upon which any sanction imposed by ECAR and has been completed and/or expiration of the appeal or procedural review period.

The surreptitious recording of any telephone or in-person conversation may be a violation of Florida law. Accordingly, the audio recording of any ECAR-related meeting, event or hosted/sanctioned event, without the consent of all parties is strictly prohibited.

Charitable Contribution Requests

All charitable contribution requests must be submitted to the Budget & Finance Committee, prior to approval by the board of directors.

Code of Conduct

Members of the Emerald Coast Association of REALTORS® Board of Directors agree:



- To act in the best interests of, and fulfill their obligations to, the organization and its constituents/members.
- To act honestly, fairly, ethically, and with integrity.
- To conduct themselves in a professional, courteous, and respectful manner.
- To comply with all applicable laws, rules, and regulations.
- To act in good faith, responsibly, with due care, competence and diligence, without allowing their independent judgment to be subordinated.
- To act in a manner to enhance and maintain the reputation of the organization.
- To disclose potential conflicts of interest that they may have regarding any matters that may come before the Board, and abstain from discussion and voting on any manner, in which the director has or may have a conflict of interest.
- To make available to and share with directors any information that may be appropriate to ensure proper conduct and sound operation of the organization's governance and management.
- To strictly comply with ECAR Board Confidentiality Agreement, so that the Board of Directors can have open, frank, and private discussions pertaining to ECAR Board of Directors business, and once a decision is made, to present to the membership as "One Voice".
- To respect the confidentiality of information relating to the affairs of the organization acquired in the course of service, except when authorized or legally required to disclose such information.
- To not use information acquired in the course of service for personal advantage.
- To not violate any federal, state, or local laws governing the organization and to understand and adhere with all governing documents applicable to the organization.

A director who has concerns regarding compliance with this Code of Conduct should raise those concerns with the President of ECAR. In the extremely unlikely event that a waiver of this Code of Conduct for a director would be in the best interest of the organization, it must be approved by the unanimous vote of the Board of Directors. All members of the Board of Directors will annually sign a confirmation that they have read and will comply with this Code of Conduct.

Failure to comply with the Code of Conduct can result in a formal reprimand up to and including immediate dismissal from the ECAR Board of Directors.

Confidentiality and Conflict of Interest Code

1. Contracts, Sales and Purchases

A. When possible, ECAR shall conduct all business transactions at arm's length. Board Members and newly elected Board Members and Chief Executive Officer of ECAR shall not be financially interested in any contract negotiated or made by them in their official capacity on behalf of ECAR Board members shall not be purchasers at any sale or vendors at any purchase made by them in their official capacity on behalf of ECAR, unless the full nature and extent of such financial interest and/or status as prospective purchaser or vendor has first been disclosed in writing to ECAR, and has been found to be a remote interest or is otherwise exempt from this provision, as defined below, by the Board of Directors.

Board Members shall not be deemed to be interested in a contract entered into by ECAR if the Board Member:

- Has only a remote interest in the contract
- The fact of that interest is disclosed to ECAR in writing and noted in its official records
- Shall be ineligible to vote thereon or to participate in the discussion leading to the vote

Thereafter, ECAR authorizes, approves, or ratifies the contract in good faith by a vote of its members or Directors sufficient for the purpose without counting the vote or votes of the Board Member with the remote interest.



As used in this Code, a remote interest means an insignificant, inconsequential, or minor interest which, in ECAR's sole judgment, does not compromise or prevent the transaction from being in the best interests of ECAR.

The processing of one's own MLS listings with ECAR's MLS and/or the acquisition of standard forms, educational materials, and other materials of similar nature from ECAR are also exempt from the provisions of this paragraph.

2. Confidential Information

a. Directors and Officers of ECAR shall not disclose or discuss confidential/sensitive information, documents or other materials, including but not limited to, personnel matters, litigation or legal matters, or other contract matters which come to their attention or into their possession by virtue of their office as a Director or Officer, to the public, to the membership, or to any other person or entity (including a spouse), without the prior disclosure of same to the Board of Directors, except as may otherwise be provided or required by law and without action thereon by the Board of Directors expressly authorizing such disclosure in writing.

b. This policy is deemed necessary for the protection of ECAR, its Directors, Officers, and Members, to assure that due deliberation and consideration is given to all such matters before any pronouncements, statements, or positions thereon are taken by or on behalf of ECAR or by anyone in a position of apparent authority to speak on behalf of ECAR. A breach of this policy may be a violation of the fiduciary duty and may cause removal from the Board of Directors, or damages, or both.

Board Members shall not disclose to any other person, confidential information acquired by them in the course of their official duties, or use any such information for the purpose of pecuniary gain in any manner which is contrary to the best interests of ECAR.

This section shall not apply to any disclosure made to any law enforcement agency, nor to any disclosure made pursuant to subpoena or other similar legal process.

3. Inconsistent, Incompatible, or Conflicting Activity, Employment, or Enterprise:

a. Board Members of ECAR shall not engage in any activity, employment, or enterprise which is inconsistent, incompatible, in conflict with, or inimical to their duties to ECAR.

b. ECAR may adopt rules, policies, and/or procedures governing the application of this section. The rules may include provision for notice to affected parties of any determination of prohibited activities; for guidelines concerning lack of access to ECAR data and meetings involving potentially conflicting and privileged information; for abstention from voting on the part of any party with potential conflict; for disciplinary action to be taken against affected parties for engaging in prohibited activities; and for appeal by affected parties from such a determination and from its application to an affected party.

4. Staff Confidentiality

Information disseminated between staff and CEO must remain confidential.



Distribution of Meeting Minutes

A staff person will record minutes. At the completion of the meeting, the minutes will be given (or sent via electronically) to ECAR staff liaison who compiles the Board of Directors meeting agenda each month and to the President and President-Elect. Committee meeting minutes are included in the Board of Directors consent agenda. Action items from committee minutes will be brought forward as recommendations to the Board of Directors.

The minutes will be approved by the Board of Directors. Meeting minutes are retained permanently. The Board of Directors meeting minutes and year-end financial statements will be made available to any ECAR REALTOR® member upon request by appointment at ECAR Offices and “view only” (i.e., no copies to be made or provided)

Diversity and Inclusivity

ECAR does not discriminate against anyone. Participation is a reflection of the diversity of our membership. Race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability, veteran, genetic information, **and any other protected classes.**

Florida REALTORS® Directors

The President-Elect will choose, with Board of Directors approval, the Florida REALTORS® Directors for the following year.

Florida REALTORS® Leadership Scholarship Fund Policy

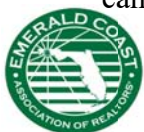
Requirements:

1. Complete & graduate from ECAR’s Leadership Development Program.
2. Make application to ECAR for one-half (1/2) tuition from scholarship funds within 30 days of **acceptance** from Florida REALTORS® Leadership Academy **and apply** for remaining one-half (1/2) of tuition upon proof of graduation from the academy.
3. All travel costs will be the personal responsibility of the candidate.
4. Limit of 3 applicants per year, if more than 3 applicants ECAR Board of Directors will vote on funding.

Political Candidate Screening & Recommendation Process

One of the most important programs of any REALTORS® Association is the candidate screening process. At ECAR this process is executed by the Public Policy Committee. This program is triggered when there are two or more viable candidates running for the same political office, whether federal, state, county or municipal, and that office has been identified as one desirable for screening by ECAR. The screening and the selection of the screening panel shall be executed under the oversight of the Public Policy Committee Chair. It is extremely important to remember that the decisions of the screening panel are not final until they receive Board of Director approval. The only policy-making Board of Directors for ECAR is the Board of Directors.

Once the screening panel has identified the candidate or candidates who are to be recommended for REALTOR® support, this recommendation is then sent to the ECAR Board or Directors for ratification. The ECAR Directors may then vote to approve the selected candidate, disapprove the selected candidate, or choose not to support any candidate in that particular election. Approval and/or support of candidates can be expressed as financial, verbal, or both. Once the ECAR Board of Directors has conferred and agrees to support a candidate, the approval level or amount must also be selected. The ECAR Board of



Directors is expected to express an approval amount (typically previously given as a recommendation by the Public Policy Committee) and the appropriate approval cycle such as primary election, general election or both, along with the approved amount.

No candidate running for office for an elected position will be granted an audience prior to participating in the candidate screenings held after the filing deadline for that election year.

The use of electronic devices by screening panel members is prohibited during candidate interviews.

Political Forums

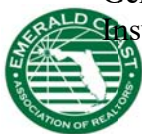
ECAR hosts open forums for all candidates from Okaloosa and Walton counties which will be funded from local RPAC funds.

Public Records Policy

ECAR’s Form 990 Federal Information Return are available on ECAR’s website. Any requests for physical copies should be in writing and accompanied by a \$20 reproduction and handling charge. The IRS requires that the last three years of federal tax returns, the IRS letter of determination and the IRS application for tax-exempt status be made available to any person making the request. Members of the board receiving an inquiry must advise staff of the request on the same day the inquiry is received.

Record Retention Policy

<u>Description</u>	<u>Retention Period:</u>
Accident Reports and Claims (settled cases) ledgers and schedules	7 years Accounts Payable
Accounts receivable ledgers and schedules	7 years
Audit reports of accountants	7 years
Bank reconciliations	Permanently
Capital stock and bond records; ledgers transfer registers, stubs showing issues, record of interest coupons, options, etc.	7 years
Cash books	Permanently
Charts of accounts	Permanently
Checks (canceled but see exception below)	7 years
Checks (canceled but for important payments, i.e., taxes, purchases of property, special contracts, etc. (checks should be filed with the papers pertaining to the underlying transaction)	Permanently
Contracts and leases (expired)	7 years
Contracts and leases still in effect	Permanently
Correspondence (routine) with members, customers, or vendors	1 year
Correspondence (general)	3 years
Correspondence (legal and important matters only)	Permanently
Deeds, mortgages and bill of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	7 years
Employee personnel records (after termination)	7 years
Employment applications	3 years
Expense analyses and expense distribution schedules	7 years
Financial statements (end-of-year, other months optional)	Permanently
General and private ledgers (and end-of-year trial balances)	Permanently
Insurance policies (expired)	2 years



Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports (in some situations, longer retention periods may be desirable)	3 years
Internal reports (miscellaneous)	3 years
Inventories of products, materials and supplies	7 years
Invoices to members and customers	7 years
Invoices from vendors	7 years
Journals	Permanently
Membership applications	3 years
Minutes of directors and committees, including by-laws and charter	Permanently
Notes receivable ledgers and schedules	7 years
Option records (expired)	7 years
Payroll records and summaries including payment to pensioners	7 years
Petty Cash vouchers	3 years
Physical inventory tags	3 years Plant
cost ledgers	7 years
Property appraisals by outside appraisers	Permanently
Property records-including costs, depreciation reserves, end of year trial balances, depreciation schedules, blueprints and plans	Permanently
Purchase orders (except purchasing department copy)	2 years
Receiving sheets	2 years
Requisitions	2 years
Sales records	7 years
Savings bond registration records of employees	3 years
Scrap and salvage records (inventories, sales, etc.)	7 years
Stock and bond certificates (canceled) (48)	7 years
Stockroom withdrawal forms	2 years
Subsidiary ledgers	7 years
Tax returns and worksheets, revenue agents' reports and other documents relating to determination of income tax liability	Permanently
Time books	7 years
Trademark registrations	Permanently
Voucher register and schedules	7 years
Vouchers for payments to vendors, employees, etc. (includes allowances for reimbursement of employees, officers, etc. for travel and entertainment expenses)	7 years

Sexual Harassment and Non-Discrimination Policy

ECAR is committed to providing a productive and welcoming environment that is free from discrimination and harassment. Members are expected to act with courtesy and mutual respect toward each other, ECAR staff, service providers, speakers and event participants.

Harassment

Harassment in any form is strictly prohibited. Harassment includes inappropriate conduct, comment, display, action, or gesture based on another person's sex, color, race, religion, national origin, age, disability, sexual orientation, gender identity, and any other protected characteristic.

Examples of harassment include, but are not limited to epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and the display or circulation of written or graphic material that denigrates or shows hostility toward an individual or group based on a protected characteristic.



Sexual Harassment

Sexual harassment is one form of harassment. Sexual harassment may involve individuals of the same or different gender. Like all harassment, sexual harassment is strictly prohibited.

Sexual harassment can be:

Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.

Non-Verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, or obscene gestures.

Physical: Unwanted physical contact, including touching, pinching, coerced sexual intercourse, or assault.

How to Report Incidents of Harassment or Inappropriate Behavior

Any member who believes they experienced or witnessed harassment or other inappropriate behavior in violation of this Policy should promptly report the incident to one of the following individuals: the ECAR President or the CEO.

Investigation and Discipline

Upon receipt of a member's report of possible harassment or inappropriate behavior in violation of this Policy, ECAR will promptly conduct an investigation at the direction of ECAR's General Counsel. During the investigation, ECAR will involve only those deemed necessary to the investigation, and disclosures will only be made on an as-needed basis. If it is determined that the investigation substantiates that a violation of this Policy has occurred, ECAR's President, President-Elect, and Vice President, in consultation with ECAR's General Counsel, will determine any disciplinary action. If one or more of the foregoing officers are named in the complaint of harassment or inappropriate behavior, ECAR's General Counsel will identify a substitute to be selected from the Executive Committee.

ECAR reserves the right to take any necessary and appropriate action against a member who engages in any form of harassment or inappropriate behavior in violation of this Policy. Such actions may include, but are not limited to, prohibition from attendance at future ECAR meetings or events, removal from a committee appointment, expulsion from membership or any other action deemed appropriate by ECAR.

Strategic Processes

ECAR is to have a 3-Year Strategic Plan, which is posted on the ECAR website. The President will schedule a Strategic Planning meeting for the Board of Directors to review the Plan on an annual basis.

Website

ECAR's public facing portal is: www.EmeraldCoastHomesOnline.com

It is a member service.

ECAR's membership portal is: www.EmeraldCoastRealtors.com



Whistleblower Policy

ECAR is committed to high standards of ethical, moral and legal business conduct. In line with this commitment and ECAR's commitment to open communication, this policy provides an avenue for directors and officers to raise concerns. It also provides reassurance that directors and officers will be protected from reprisals or victimization for whistleblowing.

This whistleblower policy is intended to offer protection if any director or officer raises concerns regarding ECAR, including concerns regarding:

- incorrect financial reporting
- unlawful activity
- activities that are not in line with ECAR policy
- any other activities that constitute serious improper conduct.

NAR's Code of Ethics and ECAR's Code of Conduct requires directors and officers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

1. Reporting Responsibly

It is the responsibility of all directors, officers and employees to comply with the Code of Conduct and to report violations or suspected violations in accordance with the Whistleblower Policy adopted by the State of Florida.

2. Retaliation

No director, officer or employee who in good faith reports a violation of the Code of Conduct shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

3. Reporting Violations

The Code of Conduct addresses ECAR's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Chief Executive Officer (CEO). Supervisors and managers are required to report suspected violations of the Code of Conduct to the Organization's Chief Executive Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization's open-door policy, individuals should contact the Organization's CEO. If it is felt the CEO is suspected to be involved in the fraud, then you should contact the Board President directly.

4. Accounting and Auditing Matters

The Executive committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Chief Executive Officer shall immediately notify the Leadership Team of any such complaint and work with the committee until the matter is resolved.

5. Acting in Good Faith



Anyone filing a complaint concerning a violation or suspected violation of the Code of Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code of Conduct. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

6. **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

7. **Handling of Reported Violations**

The CEO and President will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

8. **Safeguards**

Harassment or Victimization -Harassment or victimization for reporting concerns under this policy will not be tolerated.

Confidentiality -Every effort will be made to treat the complainant's identity with appropriate regard for confidentiality.

Anonymous Allegations - This policy encourages employees to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be explored appropriately, but consideration will be given to the seriousness of the issue raised; the credibility of the concern; and the likelihood of confirming the allegation from attributable sources.

Bad Faith Allegations -Although the employee is not expected to prove the truth of an allegation, the employee should be able to demonstrate to the person contacted that the report is being made in good faith. Allegations made in bad faith may result in disciplinary action.

Communication Policies

Apparent Authority

The President of ECAR is the spokesperson for ECAR unless the President authorizes another spokesperson.

Logo Usage Policy

The ECAR logo must be included on all ECAR promotional materials including, but not limited to, websites, publications, brochures, postcards, and fliers. The ECAR logo must be reproduced in green and white, unless otherwise authorized by the CEO.

Press Releases

ECAR will provide press releases and/or statistical reports regarding market conditions to the news media.

Stationery Usage Policy

Blank stationery is only to be given out to ECAR employees for ECAR business. Blank stationery is not to leave ECAR property. All letters written on ECAR stationery are to be approved by the CEO. Once approved, the letter may be reproduced and reprinted as necessary.



Education & Events Policies

Affiliate Sponsorship

Only Affiliate Members of ECAR are allowed to sponsor membership meetings, breakfasts, luncheons, MLS Tours, orientation, and any other event organized by ECAR. Sponsorship from non-affiliate members for charitable events will be considered on an event-by-event basis.

Cancellation and No-Show Fee Policy

Cancellations for events/classes must be received 2 business days prior to the event or class. A “No-Show” fee will be charged.

Class Materials

All ECAR class materials must be presented to the appropriate staff person a minimum of two (2) days prior to the class presentation. Materials include PowerPoint presentations and all handouts.

Any written handouts or visual material may include personal contact information in addition to the educational papers or slides.

ECAR Sponsored Events

At all ECAR sponsored public events, officers and directors representing ECAR may only wear ECAR name badges and distribute only ECAR promotional materials.

Monitors

All ECAR class monitors must be active, qualified ECAR REALTOR® members.

Sponsorship of Classes

ECAR does not sponsor courses with the focus being on the sale of products or services.



FINANCIAL AND INVESTMENT POLICIES

FISCAL YEAR: The fiscal year is January 1 through December 31.

ACCOUNTING: An accrual basis of accounting will be used.

INSURANCE:

A. Liability Insurance – The **CEO** will negotiate annually and recommend Liability Insurance to the Board of Directors for approval. This insurance should be sufficient to protect ECAR’s assets from general exposures with a minimum coverage of no less than 3 million dollars.

B. Directors and Officers Insurance - The **CEO** will **review annually** and recommend Directors and Officers Insurance to the Budget & Finance Committee for approval. This coverage should protect the Board of Directors and the **CEO** from liability and legal defense costs associated with the decisions of the Board of Directors.

AUTHORIZATION PRIVILEGES FOR BANK ACCOUNTS AND SHORT-TERM INVESTMENT VEHICLES.

- A. **Checking Account:** Individuals that will have check authorization privileges include the president, president elect, treasurer, assistant treasurer, the CEO and CEO may designate an additional signer. Any two approvals are required for checks or ACH transfers in the amount of \$5,000 or more. No checks are to be signed by the payee. Once payroll is prepared it must be approved by the **CEO** or an officer prior to transmitting.
- B. **Other short term investment accounts and vehicles, such as money market and CD’s:**
Individuals that will have authorization privileges include the president, president elect, treasurer, assistant treasurer and ECAR Executive. Transfers into the money market accounts may be made by the CFO.
- C. **Online Banking.** Online banking, including the use of ACH (automated check handling, credit card processing is allowed). Only those authorized to sign on bank accounts may have access to logins, passwords or other electronic security devices, and each person accessing bank accounts online will have their own login and password. Passwords may not be shared or written where any other person may have access to them. ECAR Executive will cause passwords to be changed regularly and is responsible for training anyone who is given a login to any banking or investment accounts.

CURRENT OPERATING ACCOUNTS

- A. **Purpose** - To provide sufficient cash flow to meet the financial obligations of ECAR in any fiscal year.
- B. **Objectives**
 - Liquidity
 - Preservation of Capital
- C. **Dollar Range** – Checking operating account balances are limited to reasonable future short-term expenses plus \$20,000. The remainder of the current operating cash may be placed in one of the allowable investment vehicles.
- D. **Maturity** – limited to one year or less



E. Allowable Investments

1. Checking accounts in federally insured banks and Savings Banks with balances not to exceed \$250,000 per account.
2. Money Market Funds which invest in government backed securities.
3. Federally insured Certificates of Deposit.
4. Sweep Accounts
5. Other investments as recommended by the Investment Committee and approved by the Board of Directors

STRATEGIC RESERVE ACCOUNTS

Strategic Reserves are those funds that are set aside to ensure that ECAR has sufficient funds to continue operating in emergencies or during sudden, drastic drops in membership or membership fees. In addition, a capital reserve fund has been established to maintain real and personal property and to provide for future growth of ECAR. The reserve line items on the Balance Sheet may be adjusted after the annual audit takes place as recommended by the Budget & Finance Committee.

Disbursements from the reserve funds shall require a majority vote of an officially called meeting of the Board of Directors, with advance notice provided, when possible, of the intentions to use any part of the funds.

STRATEGIC RESERVES INVESTMENT POLICY

The objective of the investment program is to obtain the maximum possible return on ECAR funds while assuring adequate protection of invested assets.

In general, the purpose of this statement is to outline a philosophy and attitude, which will guide the investment management of the assets toward desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical.

ECAR is a non-profit organization and investments should not be designed for speculation. It must be recognized, however, that all investments carry with them some degree of risk, not only as to the safety of the principal itself, but also with regard to the inflationary erosion which occurs from failure to achieve an adequate return on invested assets.

ECAR INVESTMENT POLICY STATEMENT

1. Establishes investment guidelines regarding the selection of investment vehicles, permissible securities and diversification of assets
2. Specifies the criteria for evaluation of the performance of individual investments and the Portfolio as a whole
3. Defines the responsibilities of ECAR and other parties responsible for the management of the Portfolio
4. The Investment Committee shall oversee the investment initiatives and institutions responsible for handling capital investments and reserves.

A. Responsibilities of the Financial Advisor

The investment consultant's role is that of non-discretionary advisor to ECAR. Advice concerning the investment management of the Portfolio will be offered by the Financial Advisor and will be consistent with the investment objectives, policies, guidelines, and constraints as established in this statement. Specific responsibilities of the Financial Advisor include:

1. Assisting in the development and periodic reviews of the Investment Policy Statement



2. Attending Board and Budget & Finance meetings to present and debrief committee and/or ECAR members
3. Providing “due diligence” or research on the Investment Vehicles
4. Monitoring the performance of the investment solutions to provide ECAR with the ability to determine progress toward the investment objectives
5. Communicating matters of policy, solutions search, and product performance to ECAR
6. Reviewing current and historical benchmarks congruent with the existing asset mix
7. **Responsibility** – Act responsibly as custodians of the public trust. The Financial Advisor shall avoid any transaction that might impair public confidence in the ECAR

B. General Investment Principles

1. Investments shall be made solely in the interest of the beneficiaries of ECAR
2. Investment of the Portfolio shall be so diversified as to minimize the risk of large losses
3. ECAR may employ one or more investment solutions or varying products to attain the Portfolio’s objectives

C. Investment Objectives

1. **Preservation of Principal** – Ensure the preservation of capital. All transactions shall seek to ensure that capital losses are minimized.
2. **Liquidity** – Maintain reasonable amount of funds easily liquidated
3. **Yield Maximization** – Maximize yield subject to safety and liquidity
4. **Investment Guidelines**

Allowable Assets

1. Cash Equivalents
 - a. Treasury Bills
 - b. Money Market Funds
 - c. Certificates of Deposit (CDs)
2. Fixed Income Securities
 - a. U.S. Government Bonds and Agency Bonds
 - b. Corporate Notes and Bonds (Investment Grade Only)
3. Mutual Funds
 - a. Mutual Funds that invest in Bonds or Cash as allowed in this statement

Prohibited Assets

1. Individual Stocks
2. Mutual Funds with greater than 10% allocation to stocks
3. Commodities and Futures Contracts
4. Private Placements
5. Derivatives
6. Unregistered Securities
7. Options
8. Limited Partnerships
9. Venture-Capital Investments
10. Securities from issuers which have filed bankruptcy
11. Margin Transaction

D. Individuals Authorized to Trade

Trades may be made with the approval of the majority of the members of the Investment Management Committee.

E. Specific Investment Goals

Over the investment horizon established in this statement, it is the goal of the Portfolio to annually meet or exceed: **The Current Rate of Inflation** (U.S. All Urban Consumers Price Index ‘CPI’)

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The investment goals above are the objective of the aggregate Portfolio and are not meant to be imposed on each investment account (if more than one account is utilized).

F. Fees and Commissions

Account fees and expenses should be reasonable and minimized to provide maximum value to the ECAR. All mark-ups and commissions should be discussed and disclosed prior to execution.

NON-DUES INCOME

The activities in which ECAR and its committees engage to generate non-dues income shall further ECAR's objectives and functions and shall not be in conflict with ECAR's bylaws and policies.

BUDGETS

A. Operating Budget: The CEO, ECAR Treasurer, and Assistant Treasurer develop and prepare an annual operating budget to be presented to the Budget & Finance Committee for approval. The Board of Directors then accepts and/or amends the budget. The Board of Directors may amend the budget during the fiscal year.

B. Unbudgeted Expenditures –

- Unbudgeted expenditures of \$1,000 or less may be made without the approval of the Board of Directors
- Unbudgeted emergency expenditures less than \$5,000 may be made without the approval of the Board of Directors.

FINANCIAL STATEMENTS AND ACCOUNT REPORTS

Financial statements shall be prepared monthly by the CEO and transmitted to the Treasurer **within 5 weeks of month's end**, which reports financial activity for the previous month. The Treasurer shall review the statements, take appropriate corrective action, if necessary, and report to the Board of Directors at each board meeting.

FINANCIAL AUDITS

A. Annually, the Board of Directors will contract with a Certified Public Accounting firm to conduct **an** audit in accordance with Generally Accepted Auditing Standards. The CEO and the Treasurer will recommend an auditor to the Board of Directors for approval.

B. A copy of the audit shall be provided to the office file, Treasurer, **posted to ECAR's web site**, and the Board of Directors.

FINANCIAL REPORTS TO MEMBERSHIP

It will be the responsibility of the treasurer to annually publish a financial report. The last year-end financial statement is available to members upon request.

REIMBURSEMENT OF EXPENSES TO MEMBERS

Every effort should be made to have ECAR pay for expenses directly.

Requests for reimbursement must be received by ECAR office within the earlier of 30 days after incurring authorized expenses or the end of the fiscal period.

Reimbursement forms for expenses submitted to ECAR office for payment must be in compliance with the annual operating budget.



Credit Card Usage Policy

Authorized staff have credit cards, to pay for association related events and needs. Copies of credit cards will be on file. Use of personal credit cards are only to be used in a case-by-case basis. Credit card points will be applied to ECAR expenses.

Insurance Policies

- **Liability Insurance** - The CEO will negotiate and recommend Liability Insurance to the Budget and Finance Committee for approval. This insurance should be sufficient to protect ECAR's assets from general exposures.
- **Wind Insurance:**
ECAR is to keep wind mitigation insurance as part of the property insurance for all buildings.
- **Liability Insurance (D & O) Policy:**
Directors and Officers Insurance - ECAR will have a Directors and Officers Insurance Policy with coverage that protects the Board of Directors and the CEO from liability and legal defense costs associated with the decisions of the Board of Directors.
- **Liquor Liability Coverage:**
All ECAR-hosted events where alcohol is served, a host liquor liability form will be available. ECAR will hire trained staff to serve alcoholic beverages or hold the event at a location that is properly licensed to serve alcoholic beverages. ECAR will have the professional bartender and/or facility indemnify ECAR for liability arising out of the service of alcohol. Non-alcoholic alternatives and food will be provided at events where alcohol is served. ECAR will encourage the use of designated drivers and when possible, will host the event at a hotel where most of the guests are staying to keep people off the road.

Hosting (Contains IRS Requirements that **MUST** be fulfilled to receive reimbursement) - ECAR will reimburse the actual costs incurred in those situations where it is deemed appropriate for the President or CEO to "pick up the check" at a meal and/or alcoholic beverages. When this occurs, IRS regulations require the expenditure to be adequately explained with information concerning the purpose of the group gathering, a list of individuals in attendance, the name of the location and all costs.

Billing Policies

MLS Fees

MLS fees will be paid by the Participant.

Paperless Billing

Only email statements (invoices) will be sent to members each month. If they request a paper statement, there is a \$10 monthly fee.

Refund Policy

Every effort will be made to refund a member his/her credit on their account in a timely manner. Request for refund may be made after 10 days of the issued credit. Refunds are issued twice monthly in the form of a check. All checks will be mailed to the address listed on the member's account. Payments made by the Broker will be refunded to the office.



Refund Policy - Membership Dues

Membership dues will not be refunded.

Reimbursable Member Travel Policy

1. Purpose

- Ensure compliance with minimum Internal Revenue Service (IRS) requirements.
- Ensure that members are reimbursed on a fair and equitable basis.
- Avoid undue record keeping and reimbursement delays.

2. General Guidelines

2.1 Deadlines and Dollar Limits:

All expenses must be submitted on an expense report (along with required receipts) within **45** days of the completed trip. Receipts are required for all expenditures. All receipts are required for air travel, lodging and car rentals regardless of amount. Once approved an expense report is approved and submitted to ECAR, ECAR will process and send reimbursement within 30 days.

2.2 Expense Reports:

Expenses for reimbursement must be filed on ECAR's Member Expense Report form (available **online**). The form must include the business purpose, date of travel, committee/task force, member name, address, and member signature. All applicable receipts must be attached, and the completed form sent to ECAR's chief staff executive for approval. The expense reports and applicable receipts can be sent to ECAR via scan, email, fax or regular mail.

ECAR will not reimburse expenses which are not in compliance with this policy or IRS requirements. If discrepancies are noted on the expense report, a memo will be attached to the member's reimbursement check noting the reasons for any adjustments to the reimbursable amount. Additionally, if there are special circumstances, the memo will include instructions on how to resubmit expense items. Exceptions are approved at the CEO or Treasurer's discretion. ECAR's CEO and Treasurer each have discretionary authority for amounts up to \$1,000. Amounts above \$1,000 require Board of Directors approval.

3. Reimbursable Expenses

The following expenses are reimbursable for members traveling on behalf of ECAR:

- Airline/Rail Transportation
- Car Rental
- Use of Personal Cars-Mileage and Parking
- Taxis/Public Transportation/Ride Share/Uber
- Lodging (plus Wi-Fi if needed)
- Meals& Incidentals
- Guest Entertainment (President and CEO only)
- Tips

3.1 Airline Transportation

When booking their own travel, members must purchase seating in the Economy or Coach class of fares. Tickets should be purchased as early as possible (at least 21 days in advance except in unusual circumstances) to take advantage of the lowest cost fares. The additional cost for any premium class (first class, business class, economy plus, or premium for late booking or changes unless otherwise authorized,

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etc.) is not reimbursable. A member can include personal travel in conjunction with an ECAR business trip; however, the member is responsible for payment of the personal portion of the trip. Checked and carry-on baggage fees (up to a total of 2 checked bags per trip) and fees related to seat assignment are reimbursable. However, overweight baggage fees are not reimbursable. Members will not be reimbursed for business use of frequent flyer miles or vouchers, vouchers for bumping, discount coupons or other instruments of value. Such discount instruments, if earned as a result of personally paid travel, should be used for subsequent personal travel. Convenience charges such as priority check-in or security fees, etc. are not reimbursable. Airline travel receipts must be submitted regardless of the expense amount. Refer to Section 2.

3.2 Car Rental

Rental cars are reimbursable when other methods of transportation are not cost effective. Staff executives must be consulted if a member needs to rent a car. If it is necessary to rent a car, the collision damage waiver must be purchased. This is to ensure that the member will not be liable for out-of-pocket expenses should an accident occur. Car rental receipts **must** be submitted regardless of expense amount. Refer to Section 2.

3.3 Use of Personal Vehicle-Mileage/Parking

Reimbursement will be based on reasonable costs, and the reimbursed amount will not be higher than applicable air travel costs. Mileage reimbursement is equal to the number of business miles driven multiplied by the IRS approved mileage rate. Gas used in a personal car is **not** reimbursed because the IRS includes this expense in the mileage reimbursement calculation. Actual costs of parking and tolls for approved business trips are reimbursable. Traffic fines and parking violations are **not** reimbursable.

3.4 Taxis / Public Transportation / Ride Share

Business related local transportation costs are reimbursable (ex. taxi, bus or local rail service) including limo/taxi costs to and from the airport. Receipts are required for all expenditures.

3.5 Lodging

Reimbursable lodging **is for room, resort fee, tax, and Wi-Fi**. Hotel receipts which include line-item expenditures and proof of payment **must** be submitted with expense report. Refer to Section 2.

Lodging arranged by ECAR for Executive Committee: Staff will advise of any exceptions. Should a member find it necessary to cancel hotel reservations, ECAR staff must be contacted during business hours (or the hotel if after hours) so ECAR does not incur “no show” charge.

3.6 Meals and Incidentals

ECAR reimburses traveling members for the reasonable cost of food, refreshments and incidentals (excluding laundry and valet services, toiletries, snacks/mini-bar items) **subject to a daily aggregate limit of \$100**. Costs of meals vary dependent on the geographic area and the member is expected to use prudence. Tips for meals should be included in the total cost of a meal. The member must track and report actual expenses incurred in order to be reimbursed. Receipts are required for all expenditures. Refer to Section 2.

3.7 Guest Entertainment

ECAR reimburses for guest entertainment expenses defined as those activities paid by the ECAR President or CEO, on the behalf of others, in the advancement of ECAR’s business goals and concerns subject to an **\$80 per person limit**. Per the IRS, the expense report **MUST** include the names of the guests and the business purpose.



3.8 Tips

Reasonable tips for regular business meetings and annual meetings are reimbursable. Note that tips are reported as part of the taxi or airport limousine fare and as part of meals on expense reports.

4. Non-Reimbursable Expenses

The following expenses are considered non-reimbursable for members traveling on behalf of ECAR:

- Personal Entertainment (i.e., in-room movies, airline headphones, books, magazines, etc.)
- Barber or Beautician Services
- Clothing
- Business use of frequent flyer miles and other discount instruments
- Cost of premium seating (i.e., first class, business class, economy plus, etc.)
- Overweight Baggage Fees
- Service fees related to traveler convenience (examples include costs for additional legroom, additional earning of miles, or express security clearance)
- Gas for personal vehicles (already covered by IRS mileage reimbursement rate)
- Traffic fines or parking violations

5. Travel Reimbursement Schedule

See ECAR's Annual Budget for Travel Reimbursement Schedule for maximum reimbursement levels and members eligible for reimbursement. See ECAR's financial documents **posted online**.

Membership Policies

Active-Duty Military

An active, paid up member of ECAR who has been called to active military duty or who is on active military duty will have their ECAR dues and fees abated from the time they left this local area until their return and release from active military duty with the exception of normal active military duty persons. This policy does not include FAR and NAR dues.

Annual Dues Policy

The dues discount for membership renewal will apply through December 31 of each year. If dues are not paid by December 31 there will be a grace period of 15 days after which the member will be suspended on January 16. If dues are not paid in full by January 31, the member will be terminated. A late fee of 10 percent will be added for dues not paid after January 15 and received on or before January 31.

Application Fee

The application fee to become a member is reviewed annually and is non-refundable.

The Application fee will be waived for any company transferring to ECAR as primary members from another association/board.

Membership Dues

Membership dues are reviewed annually and are non-refundable.

Non-Member Assessments

Any broker who has a licensed salesperson who has not paid non-member assessments and/or has not paid MLS fees, will receive an invoice for all non-member salesperson fees and MLS fees due.

Member Past Due Accounts



If financial obligations to ECAR other than dues are not paid within one month after the due date, the member is subject to suspension at the discretion of the Board of Directors. Two months after the due date, membership may be terminated at the discretion of the Board of Directors. Three months after the due date, membership shall automatically terminate unless within that time the amount due is paid. A former member who has had his membership terminated may apply for reinstatement in the manner prescribed for new applicants for membership after making payment in full of all past due accounts. The Board of Directors, as a special exception, may modify the above when circumstances warrant. Six months after the due date and upon termination of membership, all fees on the account shall be written off. A notation will be made on the member's account with the amount written off to be paid if rejoining the association. If it is an office account, the security deposit will be used to settle the debt and the remaining balance will be written off to bad debt.

Orientation

An ECAR applicant has three months in which to complete Orientation. If said applicant does not complete the Orientation within the three-month time-period, said applicant will forfeit the Application fee.

An individual reinstating their membership shall be required to complete Orientation if they have been out of ECAR for more than 18 months, effective June 1, 2007.

The New Member Orientation class is waived for those joining ECAR as a Secondary member or as a Primary member transferring from another association/board as long as they have completed New Member Orientation with their current association/board in the State of Florida. A Letter of Good Standing is required to show proof of this completion.

Disclosure of Volunteer Position

ECAR approves the mention of an ECAR volunteer position as an Officer or Director, Committee Chairperson, or Committee Member in personal material such as resumes or press releases recognizing the individual's achievements.

Any question on the use of a member's ECAR volunteer position in the media or personal materials should be reviewed with ECAR President or the CEO.

MLS & Supra Policies

Administrative Assistants

There will be a one-time application fee for new assistants requesting access to the MLS. It is also strongly recommended that assistants attend the MLS courses that are offered free by ECAR.

- Administrative Assistants are required to comply with all current MLS Rules.

Administrative Assistant Maintenance Policy

The Administrative Assistant Application must be completed with the signature of the designated broker of the office and payment information. The application fee cannot be billed to any account without written authorization from ECAR CEO or CFO.

- Transfer of application fee: A previously paid application fee cannot be transferred to a new admin assistant application. If an admin assistant application was paid and processed, and the assigned access inactivated within 30 days, the application fee for a new admin assistant will be waived.
- Inactivation of Admin Assistant: An agent or broker can inactivate the admin assistant access by sending a written request, fax or email, to ECAR.
- Reactivation of Admin Assistant: An admin assistant access can only be reactivated if they are returning to work for the same agent or broker and have been inactive for less than 18 months. Written authorization from the designated broker of the office by fax or email is required.



- Transfer of Admin Assistant Access: The username assigned to an admin assistant cannot be transferred to a different admin assistant. The username can be assigned to a different office if the assistant is working for the same agent, with a new application signed by the new designated broker. The application fee will be waived for this situation.
- If an admin assistant will be working for more than one agent, this must be indicated on the application. If the admin is working for the broker of the office, one username will be created with the appropriate MLS access level based on the MLS access level of the broker. If the admin will be working for multiple agents, not including the broker of the office, multiple usernames will be created for the admin with the appropriate MLS access level based on the MLS access level of the requesting agent. Each access will be covered by the same application fee.
- If an admin assistant is also a full-service MLS subscriber, the application fee will be waived.
 - Admin application fees that have been previously paid will be refunded if the admin was, at the time of application, and is still a full-service MLS subscriber.
 - Admin application fees will not be refunded if the admin later becomes a full-service MLS subscriber.
 - Admin assistants who have had the application fee waived and later inactivate their ECAR full-service MLS subscription will be charged the application fee at the time their MLS subscription is inactivated.

Affiliate Key Access

Affiliate members requesting key access must have a background check performed prior to the assignment of key access. The cost of the check would be the responsibility of the affiliate. The report will be submitted to the CEO to determine whether the report warrants additional review. Should the CEO determine that a review is advisable, a panel consisting of the ECAR President, CEO, and ECAR Attorney will make a determination regarding the request for key access. If the panel denies key access, the affiliate shall have thirty days to appeal the decision to ECAR Board of Directors whose determination is final.

MLS Committee

MLS Committee members must be a participant or subscriber to the ECAR MLS for a minimum of one year before being selected to be on the committee.

Reciprocal Listings

Reciprocal listings are charged per listing and include all available listing sites and IDX.

For each listing, you must submit to ECAR a copy of the listing agreement, and payment information. First listings must also be accompanied by a letter of good standing from your local association. A username and password for the ECAR MLS will be provided when the initial paperwork is received. You will enter the listing into the ECAR MLS as “Incomplete”, including photos and map location, as applicable. When the listing is complete, ECAR staff must be notified in writing by fax or email. The listing will be reviewed for compliance with the ECAR MLS rules. Errors will be communicated to the Listing Agent by email. When the listing is in compliance, ECAR staff will activate the listing. Once the listing is activated, any changes to the listing must be made by ECAR staff and must be submitted in writing by fax or email. Listing changes should be verified by the list agent or their representative by reviewing the listing in the ECAR MLS, allowing 2 business days for the change to be received and processed.



Any listing that has been expired for more than 30 days must be resubmitted with a new listing agreement and payment.

By placing a listing in the ECAR MLS, the user agrees to abide by the policies and rules of the MLS District-wide Reciprocal Access Agreement, including but not limited to offers of compensation, the Arbitration/Mediation policies, and MLS rules. If a listing is not kept in compliance with the policies and rules, ECAR reserves the right to place the listing in an unsearchable Hold status until the required information is made available.

An updated letter of good standing will be required each year in which a new listing is submitted.

Listings can be entered at any time but will not be activated until all the necessary paperwork and payment is received.

Gulf Coast Commercial Multiple Listing Services

As a founding member, the ECAR Commercial Committee shall coordinate with the GCCMLS to provide three (3) members every year and a Chairperson as required to sit on the GCCMLS governing board.



Professional Standards Policies

ECAR will follow the policies and procedures as set forth in the Code of Ethics and Arbitration Manual provided by the National Association of REALTORS® as well as the local options approved by the Board of Directors each year.

See additional document entitled Professional Standards Local Options.

Record Retention Policy

Records relative to ethics hearings shall be retained for one year after any discipline has been complied with absent a threat of litigation. In arbitration cases, records shall be retained for one year after the award has been paid absent a threat of litigation. The final decision of Arbitration Hearing Panels and Board of Directors relative to ethics proceedings shall be retained permanently in the Respondent's membership file. If the hearing panel recommends that a Respondent's record be expunged after a stated time that recommendation will prevail and the Respondent's membership file will be cleared of that particular matter, subject to Board of Directors approval. The above paragraph will also not prevent letters of reprimand from being removed from the Respondent's file should an ethic's hearing panel so recommend, subject to Board of Directors approval.

Multi-Board Agreement

Agreement Between Bay County, Emerald Coast, Navarre Area, and Pensacola Associations/Boards of REALTORS® to Establish Multi-Board Professional Standards Enforcement Procedures

1. **Authority**

The authority for the establishment and utilization of multi-Board professional standards enforcement procedures shall be established by this Agreement approved by the Boards of Directors of Bay County, Emerald Coast, Navarre Area, Pensacola Associations/Boards of REALTORS®.

2. **Geographic Area**

The geographic area served by this Agreement shall be the area of the combined territorial jurisdiction assigned by the National Association of REALTORS® to the Associations/Boards which are signatories to this Agreement.

3. **Purpose**

The purpose of this Agreement is to create multi-Board professional standards enforcement procedures to ensure impartial and unbiased Hearing Panels for the conduct of hearings on a basis designed to provide this service and meet the responsibilities of the signatory Associations/Boards on an efficient and effective basis to better serve their members.

4. **Composition of Tribunals**

- a. Hearing Panels will be comprised of 2 Professional Standards members from both the Complainant's and Respondent's Associations. The Chairperson will be selected from a third neutral Association.
- b. Hearing Panel members will be selected by their respective Professional Standards Chairpersons.

5. **Operation**

- a. Professional standards hearings 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 amended from time to time, and as adapted to conform to the provisions of applicable state law, and which is hereby agreed shall be considered as adopted and incorporated into the bylaws of each Association/Board signatory to this agreement.



- b. The complainant will file the complaint with his Association/Board along with necessary filing fee, if any. The complaint will then be forwarded to the Respondent's Association/Board for a response along with the necessary filing fee, if any. Both complaint and response will be reviewed by each Association's/Board's Grievance Committee.
- c. The Chairperson's neutral Association/Board will handle all administrative and Hearing details and shall also direct disbursement of funds. The prevailing party's filing fee will be returned. The non-prevailing party's Association/Board will pay the difference between the filing fee and the attorney fee to the neutral board.
- d. Neutral Association's/Board's legal counsel shall be present at all Hearings, Appeals, and Procedural Reviews.
- e. Appeals of the Grievance Committee's dismissal of an ethics complaint or arbitration request shall be heard by a panel of 5 Board of Directors from the Association/Board which dismissed the complaint/request.
- f. Appeal is not provided from the decision of an arbitration panel established under this Agreement, except with respect to a claim by a party alleging deprivation of due process. Such a claim shall be heard by an Appeal Panel as described in paragraph "e." above.
- g. In matters of alleged unethical conduct, any determination rendered by a Hearing Panel of the multi-Board Professional Standards Committee that has not been appealed, or as finally determined if appealed, will be provided to the respondent's Association/Board of original jurisdiction for ratification or implementation, as appropriate.
- h. In matters involving arbitration, any determination rendered by a Hearing Panel of the multi-Board Professional Standards Committee will be provided to each respective party's Association/Board or original jurisdiction for informational purposes. In the event a party to an arbitration refuses to pay an award in arbitration, the Association/Board in which the award recipient holds membership shall advise the award recipient to seek judicial enforcement as set forth in Section 56, Part Ten, and in Appendix III, Part Ten, of the Code of Ethics and Arbitration Manual.
- i. In the event a complainant alleges that the respondent has improperly refused to submit a dispute to arbitration, the allegation shall be brought before a tribunal of 5 members as provided for in paragraph 4(a). The procedure for notices, time of notices, and hearing prescribed for matters before a Hearing Panel shall apply. The sole question of fact to decide will be whether the party has refused to submit an arbitrable matter, the Tribunal may direct implementation of appropriate sanction, including suspension or expulsion of the member from the local Association/Board of

REALTORS® and/or its MLS. The decision of the Tribunal shall be final and binding and is not subject to further review by the State Association or any signatory Association/Board (Adopted 11/95).

6. Reservation of Rights

- a. It is understood and agreed by the Association/Board signatory to this Agreement that each Association/Board reserves to itself all authority, rights, and privileges as have been assigned to it by its Charter and agreement with the National Association of REALTORS®, except as voluntarily modified by this Agreement.



- b. It is further understood and agreed that any Association/Board signatory to this Agreement may withdraw from the Agreement at any time provided the withdrawing Association/Board shall provide notice to the other signatory Associations/Boards 90 days in advance of the date of withdrawal.

Committee and Task Force Overview:

Board Approval

A list of ECAR Committees is in the Bylaws of ECAR. The Chair of each committee selects his or her members, for approval by the Board of Directors.

Additional Committees, Task Forces, or Presidential Advisory Groups

The President shall appoint, subject to confirmation by the Board of Directors, such special committees, task forces, or Presidential Advisory Groups as deemed necessary.

Board of Director Participation

- Members of the Board of Directors will not serve on the Grievance Committee, or Professional Standards Committee.

Chairs/Vice Chairs

No member may serve as Chair or Vice Chair of more than two committees per year.

Meetings

- The committee chair determines the location, date and time of committee meetings. Meetings shall not be held at a private residence.
- Meetings should be scheduled at the beginning of the year, with the ability to cancel meetings as warranted. All meetings must include an ECAR staff person. In addition to minutes of meetings, staff will distribute meeting reminders via email. Committee members are expected to faithfully attend meetings and carry out duties for which they volunteer.
- A quorum for the meeting shall be a majority of the Committee's members.
- The Chair-or his/her designee will conduct the meeting.
- Any member who fails to attend three (3) regular meetings of the Committee per year shall be deemed to have resigned from the Committee and the vacancy may be filled as provided for original appointees.
- Any member of an ECAR committee or workgroup other than the Board of Directors may call in to a [in-person] meeting only once per year, per committee or workgroup. Live camera video conference is deemed in person attendance.

Minutes

The ECAR liaison records the meeting minutes and distributes them by email prior to the next meeting. The minutes from the previous meeting are approved at the start of every meeting.

Motions

Any motions that would change, set policy, or require an unbudgeted expenditure, must be presented to the Board of Directors for their approval. The Chair or his/her designee should make all in-person reports and requests to the Board of Directors and/or Budget & Finance Committee.

A Committee may recommend to the Board of Directors changes to its Committee Rules & Procedures Overview at any time.

ECAR Liaison

ECAR liaison is charged with operational responsibility for ECAR's committee activities and events, including coordinating with other ECAR staff, producing documents and marketing materials as needed, creating an event budget, selecting and booking ECAR facilities or outside function halls, interfacing with vendors or outside entities (unless otherwise agreed to by staff), choosing event menus, determining event decorations and print graphics, and handling all registration, etc.

Committee Sign-Up Policy

Requests to join a committee must be made in writing to an ECAR staff person. The request may be made by submitting the Committee Sign Up Form or through email. Each year, committee members must re-sign up for each committee. Vacancies that occur during the year are filled at the Chairs discretion with Board approval.

COMMITTEE, SUBCOMMITTEES, TASK FORCES, AND PRESIDENTIAL ADVISORY GROUP POLICIES

Each year a list of committees and their charge is available on the ECAR website, along with the Chair contact information and date and time of meetings.

Rules

1. The Chair and members of all groups shall be ECAR members of good standing.
2. The Chair shall be appointed by the President.
3. Committees and Task Forces report to the Board of Directors.
4. Appropriations, within the constraints of the annual budget, may be authorized and adjusted by the Board of Directors, with recommendations by the Finance Committee.
5. All expenditures are subject to the provisions of the ECAR Financial Policies as concerns budgets and financial administration.
6. No Chair or member shall sign or cause to be signed any contract binding ECAR as a party.

Responsibilities and Duties of a Committee or Task Force Chair

Primary Function: Serves as chair-as assigned by the President and reports to the President

Responsibilities:

1. Accepts and supports the Committee's or Task Force's charge and also adheres to ECAR's Strategic Plan.
2. With staff and Committee or Task Force members' input, establishes realistic goals. Informs members of their expected individual contributions and responsibilities.
3. Reviews the Committee or Task Force member applications:
 - Determines the size of the committee with recommendations from the President
 - Recommends selected applicants to the Board of Directors for approval
4. Plans Committee or Task Force meetings and agenda with staff liaison.
5. Evaluates Committee or Task Force efforts and communicates accomplishments to the Committee or Task Force and to Association leadership. Submits a monthly Committee or Task Force Report.
6. Maintains records and relevant information on Committee or Task Force work. The chair must be sufficiently informed to interact knowledgeably with other Committee or Task Force members and staff.
7. Refers all media inquiries to the President or the Chief Executive Officer.



Responsibilities and Duties of a Committee or Task Force Member

Primary Function: To participate in the implementation of ECAR activities

Responsibilities

1. Review any and all pertinent background material and the agenda before coming to meetings
2. Accept and follow through on assignments as requested by the Chair of the Committee or Task Force
3. Actively participate in Committee or Task Force programs. With ECAR and the Committee or Task Force objectives in mind, use his or her personal talents to ensure productive efforts.
4. Be familiar with ECAR's Strategic Plan and assist in the implementation of the objectives and strategies for their area of responsibility.



MEDIATION COMMITTEE:

AUTHORITY:

1. A Committee of the Association.
2. The authority extended to this committee is as described herein and as approved by ECAR's Board of Directors
 - a. Initiation of Mediation proceedings shall be as described in Option 1 of the NAR Code of Ethics and Arbitration Manual.
 - b. Guidelines for the committee shall conform to NAR policy.
 - c. Members are strongly encouraged to utilize the Ombudsman Program

COMPOSITION:

1. The President shall annually appoint the Chairperson of the Committee subject to confirmation by the Board of Directors.
2. While not required, it is desirable that the Chairperson and Vice Chairperson of the Mediation Committee be either Florida State Supreme Court certified mediators or NAR Mediation Trained and Certified.
3. Members of this committee must be individually selected based on training received as mediators.

PURPOSE:

To provide a viable dispute resolution alternative to arbitration thus reducing the complaints that arise involving Association members; to promote harmony between the parties; and to settle differences.

OPERATIONAL RULES

Meetings:

1. The Chairperson and Staff Mediation Liaison shall be notified of all scheduled mediations.



2. All Association sponsored mediations shall be scheduled by the Association committee liaison staff and, if possible, held during business hours of 9:00 a.m. and 5:00 p.m. at the Association office.
3. ECAR staff may not serve as a mediator but may offer NAR Mediation training to members.
4. Replacements for vacancies in the Chairperson position will be appointed by the President according to Bylaw and Policy Manual requirements and must be ratified by the Board of Directors.
5. Replacements for vacancies in the Vice-Chairperson position will be appointed by the President Elect according to Bylaw and Policy Manual requirements and must be approved by the Board of Directors.
6. All mediators for Association sponsored mediations shall utilize the accepted opening and closing statements as found in the Mediation Manual of the Emerald Coast Association of REALTORS®.

Minutes and Reports:

1. A copy of all minutes shall be kept on file at the Association office and provided to all committee members.
2. The year-end meeting will outline the committee's activities and results, both positive and negative, during the year.
3. The Chairperson shall prepare a final written report at the end of the year for the Board of Directors.



The Emerald Coast Association of REALTORS® , Inc.
Awards & Recognition Committee
Committee Rules & Procedures Overview

- I. AUTHORITY:** As provided for in Article XIII, Section 2 of the ECAR Bylaws.
- II. PURPOSE:** To develop award categories and criteria for member recognition and work to ensure the success of the annual awards event.
- III. COMMITTEE MEMBERSHIP:** The President appoints the Chair, who shall not be a current member of the Board of Directors. The other members of the Committee shall include the Chapter Directors. The Chair may appoint additional members with the approval of the Board of Directors. Additional guest advisors from the community may also be appointed as appropriate, also with approval from the Board of Directors. Per the Association's Bylaws, the President is an Ex Officio member of every ECAR Committee and shall receive notices of meetings and all minutes.
- IV. MEETINGS:** All meetings are at the call of the Chairperson, with the meeting location also at the discretion of the Chair (other than a private residence). Meetings should be scheduled at the beginning of the year, with the ability to cancel meetings as warranted. All meetings must include at least one ECAR staff person. In addition to minutes of meetings, staff will distribute meeting reminders via email. Committee members are expected to faithfully attend meetings and carry out duties for which they volunteer.
1. A quorum for the meeting shall be a majority of the Committee's members.
 2. The Chairperson or his/her designee will conduct the meeting.
 3. Any member who fails to attend three (3) regular meetings of the Committee per year shall be deemed to have resigned from the Committee and the vacancy may be filled as provided for original appointees.
 4. Any member of an ECAR committee or workgroup other than the Board of Directors may call in to a [in-person] meeting only once per year, per workgroup
- V. REPORTING:** The Chair or his/her designee should make all in-person reports and requests to the Board of Directors and/or Budget & Finance Committee as warranted. The Chairperson is expected to provide an Annual Report of the Committee's activities and accomplishments in writing prior to the Annual Meeting in October.
- VI. POLICY AND PROCEDURE FOR OPERATION:**
1. ECAR staff records the meeting minutes and distributes them by email prior to the next meeting. The minutes from the previous meeting are approved at the start of every meeting.
 2. ECAR staff is charged with operational responsibility for the Association's committee activities and events, including coordinating with other ECAR staff, producing documents and marketing materials as needed, creating an event budget, selecting and booking ECAR facilities or outside function halls,



interfacing with vendors or outside entities (unless otherwise agreed to by staff), choosing event menus, determining event decorations and print graphics, and handling all registration, etc.

3. The Committee shall select the overall REALTOR® of the Year first, then the Chapter REALTORS® of the Year.
4. The President maintains the option of whether or not to provide a Distinguished Service Award each year.
5. The Awards & Recognition Committee works to ensure that sponsorships are obtained to support the annual awards event. This Committee may also seek additional funding via request to the Board of Directors, with a recommendation for approval or denial from the Budget & Finance Committee. Timing of funding requests should be carefully planned in order to have enough time to seek approval prior to the expenditure being required.
6. The membership will be provided with a nomination form (electronically or in print or both) in an attempt to solicit qualified nominees from the general membership. The Committee will review all nominations and will make the final determination about which nominees will be honorees.
7. A Committee may recommend to the Board of Directors changes to its Rules & Procedures Overview at any time.

VII. STRATEGIES:

1. Review award categories and criteria annually and recommend any new award categories or criteria to the Board of Directors.
2. Work with staff to identify the theme for the annual awards event and provide support for the event, including ensuring that planned sponsorships are obtained and working to ensure maximum attendance.
3. Request marketing support and member communication as warranted in support of Committee goals.



The Emerald Coast Association of REALTORS® , Inc.
Budget & Finance Committee
Committee Rules & Procedures Overview

- I. AUTHORITY:** As provided for in Article XIII, Section 1 of the ECAR Bylaws.
- II. PURPOSE:** To oversee fiscal matters at ECAR, assisting the Board of Directors with ensuring that the Association's finances are well-managed.
- III. COMMITTEE MEMBERSHIP:** The Chairperson shall be the Treasurer, and the Vice Chairperson shall be the Assistant Treasurer. The Chairperson is responsible for the selection of Committee members, who must be ECAR REALTOR® members, with the approval of the Board of Directors. Per the Association's Bylaws, the President is an ex-officio member of every ECAR Committee and shall be notified of their meetings.
- IV. MEETINGS-** All meetings are at the call of the Chairperson, with the meeting location also at the discretion of the Chair (other than a private residence). Meetings should be scheduled at the beginning of the year, with the ability to cancel meetings as warranted. All meetings must include at least one ECAR staff person. In addition to minutes of meetings, staff will distribute meeting reminders via email. Committee members are expected to faithfully attend meetings and carry out duties for which they volunteer.
1. A quorum for the meeting shall be a majority of the Committee's members.
 2. The Chairperson or his/her designee will conduct the meeting.
 3. Any member who fails to attend three (3) regular meetings of the Committee per year shall be deemed to have resigned from the Committee and the vacancy may be filled as provided for original appointees.
 4. Any member of an ECAR committee or workgroup other than the Board of Directors may call in to a [in-person] meeting only once per year, per workgroup
- V. REPORTING:** The Chair or his/her designee should make all in-person reports and requests to the Board of Directors. The Chairperson is expected to provide an Annual Report in writing prior to the Annual Meeting in October.
- VI. POLICY AND PROCEDURE FOR OPERATION:**
1. ECAR staff records the meeting minutes and distributes them by email prior to the next meeting. The minutes from the previous meeting are approved at the start of every meeting.
 2. ECAR staff is charged with responsibility for the Association's day-to-day financial operations, including producing and distributing to the Committee and the Board of Directors regular financial reports and the first annual budget draft each year.
 3. This Committee may also seek funding via request to the Board of Directors.
 4. A Committee may recommend to the Board of Directors changes to its Rules & Procedures Overview at any time.



VII. STRATEGIES:

1. Monitor fiscal condition of the Association and report to the Board of Directors regarding any challenges.
2. Review Committee requests for funding, as well as any other requests for funding outside of the Annual Budget, and provide recommendations to the Board of Directors regarding whether or not to approve such requests.
3. Oversee the development of the Annual Budget for recommendation to the Board of Directors.
4. Review the results of the Annual Audit and make a recommendation to the Board of Directors regarding whether or not to approve the results.
5. Review fiscal policy annually and recommend any changes to the Board of Directors.
6. When the Association contemplates any change in the firm hired to be the Association Accountant and/or Auditor, the Committee will oversee the Request for Proposals process and make a recommendation to the Board of Directors.

**The Emerald Coast Association of REALTORS®, Inc.
Commercial Committee
Committee Rules & Procedures Overview**

- I. **AUTHORITY:** As provided for in Article XIII, Section 2 of the ECAR Bylaws.
- II. **PURPOSE:** To ensure excellent education, networking, and communication services for ECAR REALTORS® and affiliates involved in commercial real estate and recommend policies, procedures, and services to enhance ECAR's MLS for the benefit of members who specialize in commercial real estate.
- III. **COMMITTEE MEMBERSHIP-**The President appoints the Chair, and the President-elect appoints the Vice Chair. The Chairperson is responsible for the selection of Committee members, who must be ECAR REALTOR® members, with the approval of the Board of Directors. Per the Association's Bylaws, the President is an Ex Officio member of every ECAR Committee and shall receive notices of meetings and all minutes.
- IV. **MEETINGS:** All meetings are at the call of the Chairperson, with the meeting location also at the discretion of the Chair (other than a private residence). Meetings should be scheduled at the beginning of the year, with the ability to cancel meetings as warranted. All meetings must include at least one ECAR staff person. In addition to minutes of meetings, staff will distribute meeting reminders via email. Committee members are expected to faithfully attend meetings and carry out duties for which they volunteer.
 1. A quorum for the meeting shall be a majority of the Committee's members.
 2. The Chairperson or his/her designee will conduct the meeting.
 3. Any member who fails to attend three (3) regular meetings of the Committee per year shall be deemed to have resigned from the Committee and the vacancy may be filled as provided for original appointees.



4. Any member of an ECAR committee or workgroup other than the Board of Directors may call in to a [in-person] meeting only once per year, per workgroup

V. REPORTING: The Chair or his/her designee should make all in-person reports and requests to the Board of Directors and/or Budget & Finance Committee as warranted. The Chairperson is expected to provide an Annual Report of the Committee's activities and accomplishments in writing prior to the Annual Meeting in October.

VI. POLICY AND PROCEDURE FOR OPERATION:

1. ECAR staff records the meeting minutes and distributes them by email prior to the next meeting. The minutes from the previous meeting are approved at the start of every meeting.
2. ECAR staff is charged with operational responsibility for the Association's committee activities and projects, including selecting and booking ECAR facilities or outside function halls, interfacing with vendors or outside entities (unless otherwise agreed to by staff), coordinating with other ECAR staff, producing documents and marketing materials as needed, etc.
3. The Committee's activities may be self-sustaining/self-funded. This Committee may also seek additional funding via request to the Board of Directors, with a recommendation for approval or denial from the Budget & Finance Committee. Timing of funding requests should be carefully planned in order to have enough time to seek approval prior to the expenditure being required.
4. A Committee may recommend to the Board of Directors changes to its Rules & Procedures Overview at any time.
5. The Committee will recommend any proposed donations to the Board of Directors for consideration, regardless of the funding mechanism.

VII. STRATEGIES:

1. Create and host six forums/networking events per year, primarily aimed at ECAR members who are commercial property specialists.
2. Recommend policies, MLS rules, procedures, and services to enhance ECAR's MLS for the benefit of commercial specialist members as warranted.
3. Work to maximize participation by area commercial real estate specialists in MLS.
4. Recommend to ECAR staff relevant/timely issues to communicate to commercial member specialists.
5. Request marketing support/member communications as warranted regarding the Committee's activities and events as well as issues that are relevant/timely for commercial real estate specialists.



The Emerald Coast Association of REALTORS®, Inc. Community & Military Outreach Committee Committee Rules & Procedures Overview

- I. **AUTHORITY:** As provided for in Article XIII, Section 2 of the ECAR Bylaws.
- II. **PURPOSE:** To plan and implement community service and military support projects.
- III. **COMMITTEE MEMBERSHIP:** The President appoints the Chair, and the President-elect appoints the Vice Chair. The Chairperson is responsible for the selection of Committee members, who may be an ECAR Affiliate and/or REALTOR® members, with the approval of the Board of Directors. Additional guest advisors from the community may also be appointed as appropriate, also with approval from the Board of Directors. Per the Association's Bylaws, the President is an Ex Officio member of every ECAR Committee and shall receive notices of meetings and all minutes.
- IV. **MEETINGS:** All meetings are at the call of the Chairperson, with the meeting location also at the discretion of the Chair (other than a private residence). Meetings should be scheduled at the beginning of the year, with the ability to cancel meetings as warranted. All meetings must include at least one ECAR staff person. In addition to minutes of meetings, staff will distribute meeting reminders via email. Committee members are expected to faithfully attend meetings and carry out duties for which they volunteer.
 1. A quorum for the meeting shall be a majority of the Committee's members.
 2. The Chairperson or his/her designee will conduct the meeting.
 3. Any member who fails to attend three (3) regular meetings of the Committee per year shall be deemed to have resigned from the Committee and the vacancy may be filled as provided for original appointees.
 4. Any member of an ECAR committee or workgroup other than the Board of Directors may call in to a [in-person] meeting only once per year, per workgroup
- V. **REPORTING:** The Chair or his/her designee should make all in-person reports and requests to the Board of Directors and/or Budget & Finance Committee as warranted. The Chairperson is expected to provide an Annual Report of the Committee's activities and accomplishments in writing prior to the Annual Meeting in October.
- VI. **POLICY AND PROCEDURE FOR OPERATION:**
 1. ECAR staff records the meeting minutes and distributes them by email prior to the next meeting. The minutes from the previous meeting are approved at the start of every meeting.
 2. ECAR staff is charged with operational responsibility for the Association's committee activities and projects, including selecting and booking ECAR facilities or outside function halls, interfacing with vendors or outside entities (unless otherwise agreed to by staff), coordinating with other ECAR staff, producing documents and marketing materials as needed, etc.



3. Community & Military Outreach Committee activities may be self-sustaining/self-funded. This Committee may also seek additional funding via request to the Board of Directors, with a recommendation for approval or denial from the Budget & Finance Committee. Timing of funding requests should be carefully planned in order to have enough time to seek approval prior to the expenditure being required.
4. A Committee may recommend to the Board of Directors changes to its Rules & Procedures Overview at any time.
5. The Committee will recommend any proposed donations to the Board of Directors for consideration, regardless of the funding mechanism.
6. The Committee's activities agenda will be planned and approved by the Board of Directors at the beginning of each year (except for the first year of operation), or during the prior year.

VII. STRATEGIES:

1. Plan and provide support for approved Annual Events.
2. Activities. Hold one supplies drive (i.e., food, clothing, school supplies) annually to benefit a community group.
3. Request marketing support/member communications as warranted regarding community service and military installations community support activities and events.

**The Emerald Coast Association of REALTORS®, Inc.
Investment Management Committee
Committee Rules & Procedures Overview**

- I. **AUTHORITY:** As provided for in Article XIII, Section 2 of the ECAR Bylaws.
- II. **PURPOSE:** To monitor and recommend strategy for ECAR's investment portfolio, assisting the Board of Directors with ensuring that the Association's investments are well-managed.
- III. **COMMITTEE MEMBERSHIP:** The Chairperson shall be the Treasurer, and the Vice Chairperson shall be the Assistant Treasurer. The makeup of the Committee members shall be per ECAR Investment Policy. Per the Association's Bylaws, the President is an ex-officio member of every ECAR Committee and shall be notified of their meetings.
- IV. **MEETINGS:** All meetings are at the call of the Chairperson, with the meeting location also at the discretion of the Chair (other than a private residence). Meetings should be held quarterly and scheduled at the beginning of the year, with the ability to cancel meetings as warranted. All meetings must include at least one ECAR staff person. In addition to minutes of meetings, staff will distribute meeting reminders via email. Committee members are expected to faithfully attend meetings and carry out duties for which they volunteer.



1. A quorum for the meeting shall be a majority of the Committee's members.
2. The Chairperson or his/her designee will conduct the meeting.
3. Any member who fails to attend three (3) regular meetings of the Committee per year shall be deemed to have resigned from the Committee and the vacancy may be filled as provided for original appointees.
4. Any member of an ECAR committee or workgroup other than the Board of Directors may call in to a [in-person] meeting only once per year, per workgroup

V. REPORTING: The Chair or his/her designee should make all in-person reports and requests to the Board of Directors. The Chairperson is expected to provide an Annual Report in writing prior to the Annual Meeting in October.

VI. POLICIES AND PROCEDURES FOR OPERATION:

1. ECAR staff records the meeting minutes and distributes them by email prior to the next meeting. The minutes from the previous meeting are approved at the start of every meeting.
2. ECAR staff is charged with responsibility for the Association's day-to-day financial operations.
3. This Committee may also seek funding via request to the Board of Directors.
4. A Committee may recommend to the Board of Directors changes to its Rules & Procedures Overview at any time.

VII. STRATEGIES:

1. Monitor and report to the Board of Directors regarding the fiscal condition of the Association's investments.
2. Make recommendations to the Board of Directors regarding strategies to safeguard and enhance the Association's investments within the confines of ECAR's investment policy.
3. Review ECAR's investment policy annually and recommend any changes to the Board of Directors.
4. When the Association contemplates any change in the firm hired to be the Association's investment advisor, the Committee will oversee the Request for Proposals process and make a recommendation to the Board of Directors.



The Emerald Coast Association of REALTORS®, Inc.
MLS Committee
Committee Rules & Procedures Overview

- I. AUTHORITY:** As provided for in Article XVIII, Section 8 of the ECAR Bylaws.
- II. PURPOSE:** To recommend to the Board of Directors: 1) rules and policies regarding participants' rights and responsibilities; 2) any beneficial changes to ECAR's Bylaws governing the MLS that are deemed to be in compliance with the National Association of REALTORS® MLS Policy; and, 3) an MLS vendor and/or technology framework as needed.
- III. COMMITTEE MEMBERSHIP:** The president shall appoint, subject to the confirmation of the board of directors, the chairperson, and the president-elect shall appoint, subject to confirmation of the board of directors, the vice chairperson. The chairperson shall appoint, subject to confirmation of the board of directors, the committee members. Also per the Association's Bylaws, the President is an Ex Officio member of every ECAR Committee and shall receive notices of meetings and all minutes.
- IV. MEETINGS:** All meetings are at the call of the Chairperson, with the meeting location also at the discretion of the Chair (other than a private residence). Meetings should be scheduled at the beginning of the year, with the ability to cancel meetings as warranted. All meetings must include at least one ECAR staff person. In addition to minutes of meetings, staff will distribute meeting reminders via email. Committee members are expected to faithfully attend meetings and carry out duties for which they volunteer.
1. A quorum for the meeting shall be a majority of the Committee's members.
 2. The Chairperson or his/her designee will conduct the meeting.
 3. Any committee member who fails to attend three (3) regular or special meetings of the committee shall be deemed to have resigned from the committee and the vacancy shall be filled as herein provided for original appointees.
 4. Any member of an ECAR committee or workgroup other than the Board of Directors may call in to a [in-person] meeting only once per year, per workgroup
- V. REPORTING:** The Chair or his/her designee should make all in-person reports and requests to the Board of Directors and/or Budget & Finance Committee as warranted. The Chairperson is expected to provide an Annual Report of the Committee's activities and accomplishments in writing prior to the Annual Meeting in October.
- VI. POLICY AND PROCEDURE FOR OPERATION:**
1. ECAR staff records the meeting minutes and distributes them by email prior to the next meeting. The minutes from the previous meeting are approved at the start of every meeting.
 2. ECAR staff is charged with operational responsibility for the Association's MLS. The Committee is charged with recommending to the Board of Directors rules and



- policies regarding participants' rights and responsibilities and an MLS vendor and/or technology framework as needed.
3. This Committee may recommend to the Board of Directors changes to its Rules & Procedures Overview at any time, as well as changes to the Bylaws governing the MLS.

The Emerald Coast Association of REALTORS®, Inc.
Professional Development Committee
Committee Rules & Procedures Overview
Committee Rules & Procedures Overview

- I. **AUTHORITY:** As provided for in Article XIII, Section 2 of the ECAR Bylaws.
- II. **PURPOSE:** To foster knowledge, integrity, and professionalism among ECAR REALTORS® by identifying timely and useful topics and optimum formats for ECAR education courses.
- III. **COMMITTEE MEMBERSHIP:** The President appoints the Chair, and the President-elect appoints the Vice Chair. The Chairperson is responsible for the selection of Committee members, who may be ECAR Affiliate and/or REALTOR® members, with the approval of the Board of Directors. Additional guest advisors from the community may also be appointed as appropriate, also with approval from the Board of Directors. Per the Association's Bylaws, the President is an Ex Officio member of every ECAR Committee and shall receive notices of meetings and all minutes.
- IV. **MEETINGS:** All meetings are at the call of the Chairperson, with the meeting location also at the discretion of the Chair (other than a private residence). Meetings should be scheduled at the beginning of the year, with the ability to cancel meetings as warranted. All meetings must include at least one ECAR staff person. In addition to minutes of meetings, staff will distribute meeting reminders via email. Committee members are expected to faithfully attend meetings and carry out duties for which they volunteer.
 1. A quorum for the meeting shall be a majority of the Committee's members.
 2. The Chairperson or his/her designee will conduct the meeting.
 3. Any member who fails to attend three (3) regular meetings of the Committee per year shall be deemed to have resigned from the Committee and the vacancy may be filled as provided for original appointees.
 4. Any member of an ECAR committee or workgroup other than the Board of Directors may call in to a [in-person] meeting only once per year, per workgroup
- V. **REPORTING:** The Chair or his/her designee should. make all in-person reports and requests to the Board of Directors and/or Budget & Finance Committee as warranted. The Chairperson is expected to provide an Annual Report of the Committee's activities and accomplishments in writing prior to the Annual Meeting in October.



VI. POLICY AND PROCEDURE FOR OPERATION:

1. ECAR staff records the meeting minutes and distributes them by email prior to the next meeting. The minutes from the previous meeting are approved at the start of every meeting.
2. ECAR staff is charged with operational responsibility for the Association's committee activities and projects, including selecting and booking ECAR facilities or outside function halls, interfacing with vendors or outside entities (unless otherwise agreed to by staff), coordinating with other ECAR staff, producing documents and marketing materials as needed, etc.
3. Professional development programs activities at ECAR should ideally be self-sustaining/self-funded, and when possible should be structured to provide non-dues revenue to the Association. This committee may also seek additional funding via request to the Board of Directors, with a recommendation for approval or denial from the Budget & Finance Committee. Timing of funding requests should be carefully planned in order to have enough time to seek approval prior to the expenditure being required.
4. A Committee may recommend to the Board of Directors changes to its Rules & Procedures Overview at any time.

VII. STRATEGIES:

1. Identify high quality continuing education and designation programs to meet the professional development needs of ECAR's REALTOR® members.
2. Seek to identify non-CE courses that are highly relevant to the day-to-day business of members.
3. Work to ensure that ECAR's professional development programs are well-attended.
4. Assist ECAR staff as needed with obtaining Affiliate sponsors for professional development programs.

**The Emerald Coast Association of REALTORS®, Inc.
Public Policy Committee
Committee Rules & Procedures Overview**

- I. **AUTHORITY:** As provided for in Article XIII, Section 2 of the ECAR Bylaws.
- II. **PURPOSE:** To support homeownership and local quality of life, and to protect property rights.
- III. **COMMITTEE MEMBERSHIP:** The President appoints the Chair, and the President-elect appoints the Vice Chair. The Chairperson is responsible for the selection of Committee members, who may be ECAR Affiliate and/or REALTOR® members, with the approval of the Board of Directors. Additional guest advisors from the community may also be appointed as appropriate, also with approval from the Board of Directors. Per



the Association's Bylaws, the President is an Ex Officio member of every ECAR Committee and shall receive notices of meetings and all minutes.

IV. MEETINGS: All meetings are at the call of the Chairperson, with the meeting location also at the discretion of the Chair (other than a private residence). Meetings should be scheduled at the beginning of the year, with the ability to cancel meetings as warranted. All meetings must include at least one ECAR staff person. In addition to minutes of meetings, staff will distribute meeting reminders via email. Committee members are expected to faithfully attend meetings and carry out duties for which they volunteer.

1. A quorum for the meeting shall be a majority of the Committee's members.
2. The Chairperson or his/her designee will conduct the meeting.
3. Any member who fails to attend three (3) regular meetings of the Committee per year shall be deemed to have resigned from the Committee and the vacancy may be filled as provided for original appointees.
4. Any member of an ECAR committee or workgroup other than the Board of Directors may call in to a [in-person] meeting only once per year, per workgroup

V. REPORTING: The Chair or his/her designee should make all in-person reports and requests to the Board of Directors and/or Budget & Finance Committee as warranted. The Chairperson is expected to provide an Annual Report of the Committee's activities and accomplishments in writing prior to the Annual Meeting in October.

VI. POLICY AND PROCEDURE FOR OPERATION:

1. ECAR staff records the meeting minutes and distributes them by email prior to the next meeting. The minutes from the previous meeting are approved at the start of every meeting.
2. ECAR staff is charged with operational responsibility for the Association's committee activities and projects, including selecting and booking ECAR facilities or outside function halls, interfacing with vendors or outside entities (unless otherwise agreed to by staff), coordinating with other ECAR staff, producing documents and marketing materials as needed, etc.
3. Public Policy Committee activities at ECAR may be self-sustaining/self-funded. This Committee may also seek additional funding via request to the Board of Directors, with a recommendation for approval or denial from the Budget & Finance Committee, or via Grm1t Application to the National Association of REALTORS® with approval from the Board of Directors. Timing of funding requests should be carefully planned in order to have enough time to seek approval prior to the expenditure being required.
4. A Committee may recommend to the Board of Directors changes to its Rules & Procedures Overview at any time.
5. The Committee's activities agenda will be planned and approved by the Board of Directors at the beginning of each year (except for the first year of operation), or during the prior year.

VII. STRATEGIES:

1. Plan and provide support for the following events/activities as needed: the ECAR Candidate Screening process and Candidate Forums.
2. Plan and provide support for the Annual Elected Officials Appreciation Reception. (To approve the Public Policy Committee's recommendation that ECAR hold an Annual Elected Officials Appreciation Reception beginning in May 2014. Board of Directors vote 2-20-14)
3. Support public policy efforts of the National Association of REALTORS® and Florida REALTORS® by recommending member communications on important public policy matters including Calls for Action.
4. Review local public policy issues related to real estate and recommend public policy positions on real estate issues to the Board of Directors as warranted.

**The Emerald Coast Association of REALTORS®, Inc.
REALTORS® Political Action Committee
Committee Rules & Procedures Overview**

- I. **AUTHORITY:** As provided for in Article XIII, Section 2 of the ECAR Bylaws.
- II. **PURPOSE:** To build participation among ECAR members in RPAC (and NAR PAP) in achieving the annual RPAC goals set for ECAR by Florida REALTORS®.
- III. **COMMITTEE MEMBERSHIP:** The President appoints the Chair, and the President-elect appoints the Vice Chair. The Chairperson is responsible for the selection of Committee members, who must be ECAR REALTOR® members, with the approval of the Board of Directors. Per the Association's Bylaws, the President is an Ex Officio member of every ECAR Committee and shall receive notices of meetings and all minutes.
- IV. **MEETINGS:** All meetings are at the call of the Chairperson, with the meeting location also at the discretion of the Chair (other than a private residence). Meetings should be scheduled at the beginning of the year, with the ability to cancel meetings as warranted. All meetings must include at least one ECAR staff person. In addition to minutes of meetings, staff will distribute meeting reminders via email. Committee members are expected to faithfully attend meetings and carry out duties for which they volunteer.
 1. A quorum for the meeting shall be a majority of the Committee's members.
 2. The Chairperson or his/her designee will conduct the meeting.
 3. Any member who fails to attend three (3) regular meetings of the Committee per year shall be deemed to have resigned from the Committee and the vacancy may be filled as provided for original appointees.
 4. Any member of an ECAR committee or workgroup other than the Board of Directors may call in to a [in-person] meeting only once per year, per workgroup



V. **REPORTING:** The Chair or his/her designee should make all in-person reports and requests to the Board of Directors and/or Budget & Finance Committee as warranted. The Chairperson is expected to provide an Annual Report of the Committee's activities and accomplishments in writing prior to the Annual Meeting in October.

VI. **POLICY AND PROCEDURE FOR OPERATION:**

1. All RP AC Committee activities are expected to follow legal requirements associated with campaign finance.
2. ECAR staff records the meeting minutes and distributes them by email prior to the next meeting. The minutes from the previous meeting are approved at the start of every meeting.
3. ECAR staff is charged with operational responsibility for the Association's committee activities and projects, including selecting and booking ECAR facilities or outside function halls, interfacing with vendors or outside entities (unless otherwise agreed to by staff), coordinating with other ECAR staff, producing documents and marketing materials as needed, etc.
4. This Committee may seek funding via request to the Board of Directors, with a recommendation for approval or denial from the Budget & Finance Committee, or via grant application to the National Association of REALTORS® with approval from the Board of Directors. Timing of funding requests should be carefully planned in order to have enough time to seek approval prior to the expenditure being required.
5. A Committee may recommend to the Board of Directors changes to its Rules & Procedures Overview at any time.
6. The Committee's activities agenda will be planned and approved by the Board of Directors at the beginning of each year (except for the first year of operation), or during the prior year.

VII: **STRATEGIES:**

1. Plan and provide support for one at least one and no more than four RPAC/PAF fundraising projects (online or an event) annually and assist staff with identifying any grant support needed from NAR for the project. Any auctions must be held for PAF only, not RPAC.
2. Request communications support for member outreach urging RPAC/PAF donations and RPAC/PAF event/activity participation.
3. Plan and ensure viability of member recognition for RPAC/PAF contributions.



The Emerald Coast Association of REALTORS®, Inc.

Residential Property Management MLS Committee

Committee Rules & Procedures Overview

- I. AUTHORITY:** As provided for in Article XIII, Section 2 of the ECAR Bylaws.
- II. PURPOSE:** To recommend policies, procedures, and services to enhance ECAR's MLS for the benefit of residential property management members.
- III. COMMITTEE MEMBERSHIP:** The President appoints the Chair, and the President-elect appoints the Vice Chair. The Chairperson is responsible for the selection of Committee members, who must be ECAR REALTOR® members, with the approval of the Board of Directors. Per the Association's Bylaws, the President is an Ex Officio member of every ECAR Committee and shall receive notices of meetings and all minutes.
- IV. MEETINGS:** All meetings are at the call of the Chairperson, with the meeting location also at the discretion of the Chair (other than a private residence). Meetings should be scheduled at the beginning of the year, with the ability to cancel meetings as wanted. All meetings must include at least one ECAR staff person. In addition to minutes of meetings, staff will distribute meeting reminders via email. Committee members are expected to faithfully attend meetings and carry out duties for which they volunteer.
 1. A quorum for the meeting shall be a majority of the Committee's members.
 2. The Chairperson or his/her designee will conduct the meeting.
 3. Any member who fails to attend three (3) regular meetings of the Committee per year shall be deemed to have resigned from the Committee and the vacancy may be filled as provided for original appointees.
 4. Any member of an ECAR committee or workgroup other than the Board of Directors may call in to a [in-person] meeting only once per year, per workgroup
- V. REPORTING:** The Chair or his/her designee should make all in-person reports and requests to the Board of Directors and/or Budget & Finance Committee as warranted. The Chairperson is expected to provide an Annual Report of the Committee's activities and accomplishments in writing prior to the Annual Meeting in October.
- VI. POLICY AND PROCEDURE FOR OPERATION:**
 1. ECAR staff records the meeting minutes and distributes them by email prior to the next meeting. The minutes from the previous meeting are approved at the start of every meeting.
 2. ECAR staff is charged with operational responsibility for the Association's committee activities and projects, including selecting and booking ECAR facilities or outside function halls, interfacing with vendors or outside entities (unless otherwise agreed to by staff), coordinating with other ECAR staff, producing documents and marketing materials as needed, etc.



3. The Committee's activities may be self-sustaining/self-funded. This Committee may also seek additional funding via request to the Board of Directors, with a recommendation for approval or denial from the Budget & Finance Committee. Timing of funding requests should be carefully planned in order to have enough time to seek approval prior to the expenditure being required.
4. A Committee may recommend to the Board of Directors changes to its Rules & Procedures Overview at any time.
5. The Committee will recommend any proposed donations to the Board of Directors for consideration, regardless of the funding mechanism.

VII. STRATEGIES:

1. Create and host four forums per year primarily aimed at ECAR members who are residential property management specialists.
2. Recommend policies, MLS rules, procedures, and services to enhance ECAR's MLS for the benefit of residential pro petty management members as warranted.

**The Emerald Coast Association of REAL TORS® , Inc.
Young Professionals Committee
Committee Rules & Procedures Overview**

- I. **AUTHORITY:** As provided for in Article XIII, Section 2 of the ECAR Bylaws.
- II. **PURPOSE:** To build participation in ECAR activities and provide networking activities for REALTORS® and Affiliates who are new to the real estate industry or to their roles in it, as well as young professionals and "young at heart" members.
- III. **COMMITTEE MEMBERSHIP:** The President appoints the Chair, and the President-elect appoints the Vice Chair. The Chairperson is responsible for the selection of Committee members, who may be ECAR Affiliate and/or REALTOR® members, with the approval of the Board of Directors. Additional guest advisors from the community may also be appointed as appropriate, also with approval from the Board of Directors. Per the Association's Bylaws, the President is an Ex Officio member of every ECAR Committee and shall receive notices of meetings and all minutes.
- IV. **MEETINGS:** All meetings are at the call of the Chairperson, with the meeting location also at the discretion of the Chair (other than a private residence). Meetings should be scheduled at the beginning of the year, with the ability to cancel meetings as warranted. All meetings must include at least one ECAR staff person. In addition to minutes of meetings, staff will distribute meeting reminders via email. Committee members are expected to faithfully attend meetings and carry out duties for which they volunteer.
 1. A quorum for the meeting shall be a majority of the Committee's members.
 2. The Chairperson or his/her designee will conduct the meeting.



3. Any member who fails to attend three (3) regular meetings of the Committee per year shall be deemed to have resigned from the Committee and the vacancy may be filled as provided for original appointees.
4. Any member of an ECAR committee or workgroup other than the Board of Directors may call in to a [in-person] meeting only once per year, per workgroup

V. REPORTING: The Chair or his/her designee should make all in-person reports and requests to the Board of Directors and/or Budget & Finance Committee as warranted. The Chairperson is expected to provide an Annual Report of the Committee's activities and accomplishments in writing prior to the Annual Meeting in October.

VI. POLICY AND PROCEDURE FOR OPERATION:

1. ECAR staff records the meeting minutes and distributes them by email prior to the next meeting. The minutes from the previous meeting are approved at the start of every meeting.
2. ECAR staff is charged with operational responsibility for the Association's committee activities and projects, including selecting and booking ECAR facilities or outside function halls, interfacing with vendors or outside entities (unless otherwise agreed to by staff), coordinating with other ECAR staff, producing documents and marketing materials as needed, etc.
3. Young Professionals Committee activities may be self-sustaining/self-funded. This Committee may also seek additional funding via request to the Board of Directors, with a recommendation for approval or denial from the Budget & Finance Committee. Timing of funding requests should be carefully planned in order to have enough time to seek approval prior to the expenditure being required.
4. A Committee may recommend to the Board of Directors changes to its Rules & Procedures Overview at any time.
5. The Committee will recommend any proposed donations to the Board of Directors for consideration, regardless of the funding mechanism.
6. The Committee's activities agenda will be planned and approved by the Board of Directors at the beginning of each year (except for the first year of operation), or during the prior year.

VII. STRATEGIES:

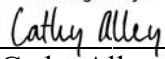
1. Create and host two networking events per year and have two idea-sharing roundtable events per year for new, young, and young at heart ECAR REALTORS® and Affiliates.
2. Maximize "young at heart" member participation in events such as ECAR's Annual Installation, Annual Awards event, Affiliate Appreciation events, mixers, etc., as well as attendance at Florida REALTORS® Annual Legislative Event in Tallahassee.
3. Request marketing support/member communications as warranted regarding the Committee's activities and events.



Board Adoption

Whereas, The Emerald Coast Association of REALTORS® Board of Directors on behalf of its membership adopts this Policies and Procedures as the guidelines for the daily operations of the association. The document was hereby adopted and approved by this Board of Directors on this 16th day of November of the year 2016 AD.

As witnessed and attested by my signature:

DocuSigned by:
 11/30/2016 | 08:13 AM EST
Cathy Alley
President
Board of Directors

