

Outer Banks Association of REALTORS®

Policy Manual, Section C: Committees

Last Updated: May 7, 2020

Table of Contents

1	General.....	2
	Councils	3
2	Affiliate Council	3
3	Past President’s Council	3
4	Property Management Council	3
5	Young Professionals Network (YPN).....	3
	Internal Affairs.....	4
6	Career Achievement Award Committee	4
7	Education Committee	4
8	Membership / Member Services Committee.....	5
9	NC REALTORS® Awards Task Force	5
10	REALTOR® of the Year Committee	5
11	REALTOR®PAC Fundraising Committee.....	6
	External Affairs	6
12	Community Involvement Committees	6
13	Good Neighbor League.....	7
14	Legislative Committee	7
15	REALTOR®PAC Disbursements Committee	7
16	Scholarship Committee	8
	Governance	8
17	Bylaws & Policy Committee.....	8
18	Election Committee.....	9
19	Finance & Budget Committee	9
20	Grievance Committee - See OBAR Policy B	9
21	Multiple Listing Service (MLS) Committee	9
22	Nominating Committee.....	10
23	Professional Standards Committee - See OBAR Policy B.....	11
24	Strategic Planning Committee.....	11

1 General

1.1 Appointments and Terms

The **president shall appoint**, subject to confirmation by the Board of Directors, chairs including: Affiliate, councils; Education; Membership/Member Services; RPAC Fundraising; Bowling; Golf; Surf Fishing; Legislative; Scholarship; Surf Fishing; Bylaws & Policy; Grievance; MLS (chair and vice chair); and Professional Standards.

The **president-elect shall appoint**, subject to confirmation by the Board of Directors, vice chairs including: Education; Membership/Member Services; RPAC Fundraising; Bowling; Golf; Surf Fishing; Legislative; Scholarship; Bylaws & Policy; Grievance; and Professional Standards. Vice-chairs should be prepared to accept the role of chair if the current chair is absent or resigns. Vice-chairs should also be prepared to serve as the chair the following year, if asked by the incoming President.

Committee members are appointed by the chair and confirmed by the president unless otherwise noted.

Appointments to multi-year terms should provide for staggered terms. Members may be reappointed unless otherwise noted. All leadership (chair, vice chair) terms begin January 1 and are for one year.

1.2 Budgets

It is the chair's responsibility to stay within the approved budget, if any. All purchases shall be approved in advance with proper documentation. Any person or committee authorizing a purchase without documented approval may be required to pay for the order with their personal funds. (5/2020)

Requests for unbudgeted funds may be submitted to the Board of Directors.

No committee funds shall be used as a donation.

1.3 Meetings and Attendance

All meetings shall be held at the Association Office unless approved by the Executive Officer. A staff liaison is assigned to each committee to facilitate communication and maintain records, including agendas and minutes. The chair approves an agenda and coordinates with staff to allow adequate notice and distribution of materials. The committee chair is responsible for advising the committee of the attendance requirements, as defined by the chair, for the specific committee and has the authority to dismiss a member based on attendance requirements. (2/2020)

1.4 New Committees/Task Forces

Prior to including a committee/task force in this policy manual, the Board of Directors shall insure that a governing policy is created to include: statement of the purpose; composition and leadership; specific duties and responsibilities. (5/2016)

The president may appoint a task force or Presidential Advisory Group (PAG) as needed to accomplish a defined goal or objective. Committee chairs may appoint subcommittees as needed to accomplish committee goals and objectives. (5/2016)

1.5 Reporting

All committees report to the Executive Officer and Board of Directors unless otherwise noted. When a committee, task force or council brings action before the Board, the chair or their designee is requested to be present at the Board meeting. Written reports (on non-action items) may also be submitted to the president & executive officer. (5/2016)

Councils

2 Affiliate Council

Acts as a voice of all affiliates to the board and committees.

Open to all, led by the chair and vice chair. The chair or designee serves as a representative to other OBAR committees as required. Meets as needed. (5/2016)

- Review existing and potential services provided by OBAR for affiliates.
- Identifies and help implement new and improved ways to promote REALTOR® awareness of existing affiliates and services they provide.
- Help coordinate affiliate participation in OBAR activities.
- Plan and promote professional networking opportunities for OBAR members.

3 Past President's Council

Serves as a presidential advisory group and a resource to officers and administrators.

Members are past presidents of the association only with the immediate past president as chair. There is no vice chair. Meets as needed.

- Assumes any special duties as assigned by president or Board of Directors.
- Past Presidents are encouraged to attend all BIC Breakfasts, General Membership Meetings and Socials.

4 Property Management Council

Provide a forum for educating property managers on all community and local issues which affect vacation rental and long-term property management.

Open to all, led by the Property Management Director and a vice chair chosen by the Property Management Director with approval of the President Elect. The Property Management Director or designee serves as a representative on other OBAR committees as required. Meets monthly, excluding May-Aug.

5 Young Professionals Network (YPN)

Helps young real estate professionals excel in their careers by giving them the tools and encouragement to become involved in four core areas: REALTOR® Association, real estate industry, peers, and community.

YPN meetings and functions are open to all REALTOR® and Affiliate Members of all ages. The President appoints the chair and the President Elect appoints the vice chair. The YPN chair or designee serves as a representative on other OBAR committees as required. (5/2016) (11/2018)

Internal Affairs

6 Career Achievement Award Committee

Five members appointed by the president and approved by the board to include up to two past Career Achievement Award recipients; the immediate past president; and up to three active lifetime members (25+ years) with at least one of these being a past president. The president selects a chair from among the committee members. There is no vice chair.

Restrictions: All committee meetings will be restricted to committee members and appropriate staff. A quorum of four is required. Reporting: Executive officer only.

- Solicit candidate recommendations from the general membership for consideration. A current list of Lifetime Members and Members with 25+ years of membership denoting past recipients will be provided with the nomination form. An updated nomination form is not required to renew consideration of previous nominees.
- Select no more than one candidate no later than mid-October, when available (if it is determined that there are no qualified candidates in any given year, no award would be presented). Additional candidates may be nominated and considered at the meeting by the committee.
- Immediately inform the executive officer of this decision, whose responsibility it is to ensure the successful candidate's local dues will be waived in perpetuity.
- Base selection of the winning candidate on the following criteria:
 - Qualified candidates must have achieved the status of REALTOR® Lifetime Membership (25+ years)
 - Application selection will be based primarily on levels of REALTOR® association activities, and then also community and professional activities and/or accomplishments (see nomination form for detailed criteria).
 - This award may be presented posthumously.
- Assist as needed in the planning and presentation of the award, which will occur at the annual General Membership and Business Meeting held in November. (3/2012)

7 Education Committee

Provides ongoing, quality educational programs for the membership within the budget. (5/2016)

Open to all, led by the education chair and vice chair. Must include representatives from Property Management and the MLS Committee. A quorum of three is required. Meets monthly or as needed.

Restrictions: The chair or vice chair may not be an instructor under contract by OBAR.

- Provide a variety of continuing education (CE) course content offerings and quality instructors to meet and maintain the member's educational needs, consistency, and prominence of the educational opportunities.
- Review and provide training opportunities for REALTOR® Certifications and Designations.
- Review and work within the CE budgets provided by staff, on both projected income and expenses. Proposed expenses over budgeted expense amounts must be approved in advance by the Finance & Budget Committee.
- Explore and identify non-CE opportunities in cooperation with YPN and the Property Management Council such as short training seminars, panel education events, and other hot topic presentations. This committee will select and coordinate speakers, topics, events, location, catering, pricing, and all other facets of the event. Staff will be provided to work with committee members to accomplish these tasks.
- Identify and recommend speakers and topics for General Membership Meetings and BIC Breakfasts.
- Survey participants for overall evaluation of course and content.
- Compile a memo of lessons learned, feedback and tips for the following year.

7.1 Education Subcommittees

Led by the Education Chair or designee.

- Coordinate and produce optional events, such as a “Designation Destination,” REALTOR®Fest or Tech Fair.
- Coordinate all aspects, including venue, speakers, schedule, sponsors, exhibitors, promotions and door prizes.
- Plan and follow a comprehensive budget including revenue and expense projections. These optional events should be budget neutral or generate revenue.

8 Membership / Member Services Committee

Recruits REALTOR® and affiliate members by promoting the value of membership in OBAR; Reviews and promotes additional member services.

Open to all, led by the membership/member services chair and vice chair. Must include representatives from the Affiliate Council, Property Management Council, and YPN. A quorum of three is required. Meets monthly or as needed.

- Review new member forms and brochures for accuracy and provide feedback on an annual basis.
- Work with staff to target and evaluate potential new member opportunities.
- Encourage and actively recruit new memberships, both REALTOR® and affiliate.
- Encourage and actively recruit new affiliate and REALTOR® sponsors.
- Coordinate outreach to recent inductees to assess needs and encourage participation in OBAR.
- Recommend, and if approved, develop and create new member programs and services as needed.
- Compile a memo of lessons learned, feedback and tips for the following year.
- Produce and oversee a comprehensive annual membership survey with input from MLS, Education, Property Management, Affiliate Council, YPN and Legislative. Analyze and report the results to the Board of Directors.
- Assess the needs of our members on Hatteras Island and the Northern Beaches and coordinate outreach, events, and communications to each constituency.

9 NC REALTORS® Awards Task Force

Appointed and led by the President or designee.

- Meets no later than April to solicit and assess nominees for NC REALTORS® Awards, make recommendations to the Board of Directors for approval at the May BOD meeting, and assist in submitting the online nominations.

10 REALTOR® of the Year Committee

Seven (7) including the president as chair, the first 4 available immediate past ROTY recipients and 2 at-large members appointed by the president and confirmed by the Board of Directors. There is no vice chair. (5/2016)

Restrictions: Award winner must be a REALTOR® member. All committee meetings will be restricted to committee members and appropriate staff. A quorum of five is required.

Reporting: Executive officer only.

- Meet no later than the month of October.
- Receive candidate recommendations from the general membership for consideration.
- Select candidate no later than November 1st and inform executive officer of decision. The president shall not be considered eligible during his/her year of Presidency. (1/2013)

11 REALTOR®PAC Fundraising Committee

Raise funds for the REALTORS®Political Action Committee.

Open to all, led by the chair and vice chair. Must include a representative from the Legislative Committee. A quorum of three is required. Meets 1-2 times or as needed.

- Educate membership on the importance of the REALTOR® Political Action Committee (REALTOR®PAC or RPAC), it's successes, and what it does for REALTORS® and property owners. Recommend new methods to assist with these efforts.
- Fundraise through direct collections, phone banks, and through coordination of any RPAC functions.
- Ensure adherence to state and federal laws regarding PAC funds collection and fundraising.
- Highlight the opportunity for members to receive RPAC recognition by making corporate contributions to the Political Action Fund (PAF).
- Compile a memo of lessons learned, feedback and tips for the following year.

External Affairs

12 Community Involvement Committees

Event-specific committees appointed to raise funds and provide engaging activities for our membership. Proceeds from each event will be split between the Scholarship and Disaster Relief Funds. (7/2017)

Open to all, chairs(s) appointed by the President, vice chair(s) appointed by the President-Elect. A quorum of three is required. Meets 4-5 times as needed to plan the event.

- Review and work within event budgets provided by staff, on both projected income and expenses. Proposed expenses over budgeted expense amounts must be approved in advance by the Finance & Budget Committee.
- Volunteers and staff are responsible for safekeeping of funds raised onsite through close adherence to money handling protocols, to be reviewed in advance.
- Seek ways to promote the event in ways which enhance the image of the REALTOR® brand.
- Take pictures and provide a short write-up for use in press releases.
- All public communications must be approved by the President before distribution.
- Compile a memo of lessons learned, feedback and tips for the following year.

12.1 Bowling Tournament Committee

Plan, organize and host a bowling tournament in the winter months including venue, menu, sponsors, team recruitment, volunteers, donations, prizes and promotion plans.

12.2 Golf Tournament Committee

Plan, organize and host the annual golf tournament including venue, menu, sponsors, team recruitment, volunteers, donations, prizes and promotion plans.

12.3 Surf Fishing Tournament Committee

Plan, organize and host the annual Surf Fishing event including location, schedule, judges, donations, prizes, teams, sponsors, volunteers and promotion plans.

12.4 Community Event Task Force(s)

Formed as needed to coordinate and promote REALTOR® involvement in a project, event or activity which benefits the community and thereby enhances the image of the REALTOR® brand.

13 Good Neighbor League

Identifies and recognizes the good works which REALTOR® members have done in the community. (5/2016)

Open to all, led by the President or designee. Meets as needed and via email.

- Collect and review stories and information on significant community service performed by REALTORS®.
- Select individuals for recognition on a regular basis, as appropriate (weekly, monthly, biweekly).
- Recommend nominees for the NAR Good Neighbor Award.

14 Legislative Committee

Reviews national, state, and local public policy issues affecting the real estate industry and members of Outer Banks Association of REALTORS® and makes recommendations to the Board of Directors on key issues.

Chair, vice chair, and ten members in staggered two-year terms. May include no more than two non-REALTOR® members. All OBAR members are encouraged to attend. Meets at least bi-monthly and as needed. (8/2017)

- Foster a proactive relationship with local, state and national legislative leaders to be the leading advocate of the real estate industry, private property rights and the issues that most affect the members' ability to serve the public with competency, integrity and professionalism as outlined in the OBAR Legislative Position Statement.
- Monitor and lobby local political issues to ensure strong REALTOR® involvement.
- Lobby appropriately as needed on local issues having a negative effect on real estate and property management industry. (7/2011)
- Monitor Planning and Zoning agendas along with meetings of all local governments and the school board. (7/2011)
- Educate the general public on preservation of private property rights and/or OBAR's and NCAR's dedication to protect them.
- Encourage REALTOR® members and others to understand the nature and actions of their government as they relate to important political issues and to become informed concerning the records of office holders and candidates for elective office
- Identify candidates for election to local and state offices.

15 REALTOR®PAC Disbursements Committee

Review candidates for offices and make recommendations for REALTOR®PAC Disbursements.

Seven members including Legislative Committee chair as Chair, the Immediate Past Legislative Committee Chair, Legislative Committee Vice Chair (if named), President, Immediate Past President, and President-Elect and REALTOR® PAC Fundraising Committee Chair. If there are less than seven named via this makeup, the Legislative Committee Chair shall provide additional names of active Legislative Committee members to bring the total to seven committee members. There is no vice-chair. (5/2016) (6/2018)

- This committee shall meet at least one week prior to the candidate filing deadline each year to review and modify, as needed, a questionnaire that will be sent to all confirmed elective candidates for that year's general election. The government affairs consultant will send out the questionnaire to all named candidates. The deadline for receipt of these questionnaires shall be set as to ensure candidates have at least two weeks to complete and return these questionnaires, and for final receipt of completed questionnaires to be within 3 weeks of the final deadline for candidate filing. (6/2013)
- The RPAC Disbursements Committee will meet again immediately after all questionnaires are returned. At this meeting, they will review all questionnaires and make recommendations for RPAC disbursements to all or

any of the named election candidates, to be presented to the Board of Directors for their consideration at their next scheduled meeting; but no later than the September Board of Directors meeting. This group will also determine who will present the RPAC disbursement checks to the individual candidates. (6/2013)

- This committee may also choose to meet prior to the primary elections, if RPAC disbursements are requested or desired for any primary election candidates. This meeting would need to take place by the end of March of any given year, with recommendations made ready to present to the Board at their April meeting.
- The Board of Directors will finalize recommendations for all RPAC disbursement requests. Within three days, staff will submit all approved RPAC disbursement requests to the North Carolina Association of REALTORS®.

16 Scholarship Committee

Recommends to the Outer Banks Community Foundation (OBCF) candidates to be awarded scholarship from the OBAR Scholarship Fund held by OBCF. (7/2011)

Chair, vice chair, and 4 to 10 members appointed by the president. The chair will also serve on the Outer Banks Community Foundation's scholarship workgroup. Higher Attendance Requirements: This committee meets only when needed to determine funding levels, review applications, perform applicant interviews, and make final recommendations. This typically takes only 2 or 3 meetings, all in April of each year. Committee members MUST attend all meetings, and should not apply if known timing issues will prevent proper attendance.

- Determine how many scholarships, and in what amounts, will be provided from the OBAR Scholarship Fund. The maximum total annual scholarship funding is \$10,000 or the available distribution fund total announced by OBCF, whichever is lesser. (9/2013)
- Review scholarship applications and interview candidates with the goal of providing final recommendations to OBAR staff for submission to OBCF. Only one-time scholarship funding (NOT renewable) may be recommended.
- Abide by given scholarship applicant consideration guidelines (in no order of importance): Financial Need, Academics, Extracurricular and Community Involvement.
- Equal consideration should be given to vocational education applicants in order to promote these fields within our community.
- Committee members are expected to act as representative(s) upon request, to present our scholarship awards to recipients at high school award ceremonies.

Governance

17 Bylaws & Policy Committee

Oversees the Bylaws and the OBAR Policy Manuals. (4/2014)

Chair, vice chair, and four REALTOR® members in staggered two-year terms. Meets as needed.

- Draft, in proper form, revisions or amendments to the Bylaws and/or the Policy Manuals of the Board as directed by the President, the Executive Committee or the Board of Directors.
- Ensure that proposed changes to the Bylaws and the Policy Manuals are presented to the Directors and the Membership in accordance with the Bylaws.
- Review during the first quarter of the year, any suggested additions, deletions or changes to the Bylaws or policies, and also immediately after any modification of the NAR Model Bylaws.
- Review current committees, make recommendations for any necessary changes, and keep the manual current.

18 Election Committee

Oversees the annual election of the Directors and Officers of the Association. (7/2011)

Three including immediate past president, and two active past presidents chosen by the president and confirmed by the Board of Directors. (7/2011) Restrictions: Committee members may not be candidates in the annual election.

Reporting: This committee is responsible to report the results of the election to the secretary, who shall report these results to the membership.

- Oversee the annual election of the Association to ensure accordance with the Bylaws, Policies, and utilizing Robert's Rules of Order in all instances not otherwise specified in the Association's governing documents.
- Ensure members are provided with the opportunity to vote at the Association office anytime during business hours over a period of five business days, to conclude at the annual meeting.
- Ensure there is no electioneering inside the building during the voting period, or within 100 feet of the poll.
- Approve the ballot format prior to its use in the election and ensure the security of the ballots at all times.
- Perform the tallying of the ballots immediately after the poll closes with the Executive Officer, create and sign off on a Teller's Report to be given to the Secretary. The Teller's Report shall be created in the format specified in Robert's Rules of Order, and will become part of the official records of the organization. The ballots will be held at the Association Office in a sealed envelope for the period of one year, at which time they will be shredded.
- Approve the format for the form used in an election petition process.

19 Finance & Budget Committee

Treasurer as chair, the president-elect, and six members in staggered two-year terms. The vice chair is chosen by the Treasurer from among the committee members. Meets monthly or as needed. (5/2016)

Restrictions: All committee meetings to be restricted to committee members and appropriate staff unless otherwise permitted by the committee.

- Monitor along with the executive officer and the financial manager yearly income and expenditures.
- Prepare an annual budget in accordance with the process outlined in Section A of the OBAR Policy Manual.
- Ensure compliance with the annual approved budget. Review and disseminate financial reports to the Board.
- Identify and explore opportunities for non-dues revenue. Model a comprehensive business plan for proposed revenue streams for consideration by the Board of Directors.

20 Grievance Committee - See OBAR Policy B

21 Multiple Listing Service (MLS) Committee

Oversees the operation of the MLS and implements the MLS Rules & Regulations under the guidance and direction of the Board of Directors and according to the provisions of the NAR Multiple Listing Rules and Regulations. (7/2011)

Minimum of nine members (or 1% of membership) to a maximum of twelve (including chair and vice chair) in 3-year terms appointed by the president in accordance with the bylaws. The chair and vice chair are chosen by the president from current or past MLS committee members for a one-year term which may be served concurrent to a 3-year committee term. Meets monthly. (1/2015)

Term Limits: There is a maximum of two consecutive three-year terms per committee member, with a one-year

minimum break prior to being eligible to serve again. (1/2015)

- Assist staff in positioning OBAR as the “Voice for Real Estate” on the Outer Banks by releasing market statistics and highlighting real estate trends and issues through press releases and interviews.
- Periodically review the Multiple Listing Rules and Regulations for accuracy and compliance with any laws, rules or guidelines from agencies having authority over the Outer Banks Association of REALTORS®.
- Recommend changes to the Multiple Listing Rules and Regulations for approval by the Board of Directors or membership as appropriate.
- Monitor the participation of members and make recommendations to the Board of Directors regarding enforcement of Rules and Regulations.
- Periodically review the adequacy of the MLS and recommend revisions to the Board of Directors.
- Work with MLS service vendors to insure vendor performance according to the contract.
- Establish a service vendor review and selection process to accomplish any necessary contract review or vendor changes at the end of a current contract in an efficient and timely manner.
- The Board of Directors must approve all changes or additions to the MLS Forms or data fields.

22 Nominating Committee

Nominates a slate of officers of the Board to serve as prescribed in the Board’s Bylaws with at least one candidate for each place to be filled on the Board of Directors.

Seven including president elect as chair, immediate past president, one active past president and four members at-large. All members are appointed by the president with approval of Board of Directors at their August meeting. There is no vice chair.

Restrictions: Must be a REALTOR® member. All committee meetings will be restricted to committee members and appropriate staff unless otherwise permitted by the chair.

- Prior to their first meeting, committee members shall perform a review of current candidate application forms, board position descriptions and requirements to serve, directing staff to edit as needed. They will also review a list of active members eligible for director positions for the purpose of encouraging these members to apply. Committee members will also review the current timelines and scheduled communications to members in regards to the application and election process, ensuring timelines are in accordance with Bylaws and membership is well informed of the opportunities to apply if eligible, and how to exercise their right to vote.
- Select at least one candidate for each office, and at least one candidate for each place to be filled on the Board of Directors, with the exception of the Tourism Bureau Director position, for which at least the number of candidates required by the Dare County Commissioners shall be selected. (7/2011)
- Approximate timeline of the nominating and election process are as follows: (1/2013)
 - August: Nominating Committee appointed and confirmed by Board of Directors.
 - September, Week One: Nominating Committee completes their electronic review of documentation.
 - September, Week Two: Candidate application forms and position descriptions are sent out to the full membership, and also individually to eligible members.
 - October, Week One: Candidate application forms will be due no later than the first week of October.
 - October, Week Two: The Nominating Committee meets in person to select candidates.
 - October, Week Three: The Report of the Nominating Committee is sent out to the General Membership, along with detailed information on the general election, and also information on how individual qualified

members may petition to be placed on the ballot if desired.

- November, Week One: Deadline for Petitions for ballot placement. If any Petitions are received and determined valid, a revised ballot will be sent out to all members eligible to vote at this time.

- November, Week Three: Election opens at the OBAR office five business days prior to the Annual Business and General Membership Meeting to provide an early-voting opportunity for members.

- All timelines provided above are approximate, and will be confirmed by the Nominating Committee each year utilizing that year's actual calendar dates. All timelines shall coincide with the timelines required by Bylaws in Article XI, Section 4: Election of Officers and Directors.

23 Professional Standards Committee - See OBAR Policy B

24 Strategic Planning Committee

Creates a dynamic strategic plan for the association.

Minimum of ten including the President-Elect as chair, the President, Treasurer, two past Presidents, and a minimum of five members appointed by the President and approved by the Board of Directors. Meets 1-2 times or as needed.

Restrictions: All committee meetings will be restricted to committee members and appropriate staff unless otherwise permitted by the committee.

- Develop a current strategic (long range) plan for the Board to follow.
- Access the Board's total environment from the perspectives of its members and other organizations and groups impacted by the Board.
- Create a formal process for implementation and maintenance of the Strategic Plan.
- Define the most critical issues in the Strategic Plan and the tactical responses to those issues.
- Promote the Strategic Plan's initiatives to the membership.