



WEST SAN GABRIEL VALLEY  
**REALTORS®**  
*Where Members Come First!*

# Committee Handbook

1039 E Valley Blvd #205B San Gabriel, CA 91776

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## Committee Guidelines

1. Roberts Rules of Order shall be recognized as the authority governing all meetings of the AOR, the Board of Directors and committees. Parliamentary Procedure to be used to conduct all meetings.
2. All meetings are to be held at the Association or via electronic means with the approval of Staff.
3. Staff must be present during meetings and will record the minutes in the Association-approved format. The minutes format to be the same as the BOD minutes and indicate members attending, absent, and if the absence was excused or un-excused\*.
  - a. \*Unexcused absence is defined as an absence from any meeting of the committee for which no written excuse has been given to and accepted by a majority vote of the relevant committee (excluding the member who has submitted the written excuse).
  - b. Committee members who are going to be late by thirty (30) or more minutes shall notify, in writing, the committee chair, vice-chair, or staff liaison, to avoid an unexcused absence.
  - c. Committee members that are absent, excused, or unexcused, from three committee meetings will be considered for expulsion by motion of the committee.
4. A quorum for the transaction of business is required for all meetings.
  - a) Board of Directors shall consist of 51% of Directors.
  - b) Finance Committee shall be a majority of Committee members.
  - c) All other Committees shall consist of one-third of the committee members.
5. Committee members must be respectful of Staff time. Overtime is not allowed unless prior authorization has been given by the Chief Executive Officer.
6. Association President shall be an ex-officio non-voting member of all committees and shall be notified of their meetings. (Minutes of the BOD; 06/2021)
7. All written committee communications, with committee collaboration, must be prepared and distributed by Staff to meet association guidelines.
8. All Committee motions are addressed to the Board of Directors for approval and/or ratification. Committee unbudgeted expenditures must be submitted to the Finance Committee, to verify availability of funds, prior to being submitted to the Board of Directors for approval. Should an unbudgeted item be time sensitive it can be brought directly to the Board of Directors on an exception basis.
9. All committee leadership, except for the Affiliate Committee, to be REALTOR® Members. REALTOR® Members are defined as having up-to-date paid dues with the Association and no outstanding CRMLS fines or ethics violations.
10. Committee events or donations that may be similar, or perceived to be overlapping with, the functions of other committee(s) shall notify such committee(s) of similarities and/or overlap. Such events, when possible, should be held in conjunction with other established WSGVR committees or organizations.
11. No campaigning is allowed for WSGVR elections at any WSGVR committee meetings in any format or form (Minutes of the BOD; 05/2021)

12. WSGVR members may not represent WSGVR or any of their committees or taskforces without Board of Directors Approval.
13. All committees shall consult with staff, and the master calendar, when it comes to booking speakers and events.
14. When booking speakers, the first consideration should be made for WSGVR affiliate members or those willing to become WSGVR affiliates.
15. All WSGVR representatives shall only represent WSGVR and not cross promote membership, events, or benefits of any other organization. (Minutes of the BOD; 11/2021)

(02/2022)

## Committee Selection Process

As outlined in Article XII, section 4 of the WSGVR Bylaws, all committee members shall serve one-year terms except for the committee members of the Ombudsman, Grievance and Professional Standards committee. A member currently serving on a committee, and whose term expires at the end of the current year, must submit a request if he/she wants to be considered for reappointment. These individuals are not automatically considered for reappointment.

The next year's committee chairs, in consultation with staff, shall be appointed by the incoming President, unless otherwise stated. Chairs of committees must have served on the committee for at least two (2) years prior to serving as Chair. The suggested list shall be submitted to the Board of Directors for ratification, no later than two (2) months after the yearly General Membership meeting.

The next year's committee vice-chairs, in consultation with staff, shall be appointed by the incoming President-Elect, unless otherwise stated. Vice-Chairs of committees must have served on the committee for at least one (1) year prior to serving as Vice-Chair. The suggested list shall be submitted to the Board of Directors for approval, no later than two (2) months after the yearly General Membership meeting.

No later than two (2) months after the Board of Directors approval of the incoming Chairs and Vice Chairs the committee selection process shall commence.

- Staff shall send out the Committee Preference Form to the entire REALTOR® membership, to apply to all open committees, with a submission window of no less than thirty (30) days.
- After the submission window closes committee members will be selected by the following process:
  - All members shall be selected in concert by the incoming Chair and Vice-Chair
  - Unless otherwise noted, Committee Chair and Vice-Chair shall determine the number of members for their committee to be a size that allows for the committee to work effectively and efficiently.
  - Should interested members be unable to participate in a committee due to committee size they shall be waitlisted and called upon in the event of a vacancy.
  - Committee member rosters shall be submitted to the Board of Directors in time for the last Board of Directors meeting of the year for ratification.

Priority should be made for new, never served, committee members and members who have served on the committee less than two (2) years while keeping a balance of veteran members.

Committees should be diverse in skill set and expertise and of a size that does not affect efficiency and individual workload.

REALTOR® members, from time to time, may express interest in joining a committee throughout the year, separate from the committee selection process. Should this occur, the interested party shall state their interest, in writing, to either the committee Chair, Vice-Chair, Chief Executive Officer and/or Staff Liaison for informational purposes only. The interested member will then be eligible to attend, as a guest, up to three (3) committee meetings. At any point, but no more later than three (3) committee meetings, the interested member may join the committee as a member by motion of the committee.

Individuals shall not serve on more than three (3) committees and/or task forces, at a time.

This allows members to focus on their commitments and duties to WSGVR without experiencing burnout. Participation in committees and/or task forces as required by a member's title or position will not count toward the limitation.

(02/2022)

## Education/Commercial Committee

### Standing Committee

#### Mission Statement

To recommend and implement real estate related courses that are pertinent to the real estate industry that contribute to members knowledge, growth, and financial success of their profession.

#### General Policies & Responsibilities

- The Education/Commercial committee meets regularly, at a minimum, monthly.
- Quorum, for transaction of business, shall consist of one-third of committee members.
- The Committee provides educational programs, through classes, designations, guest speakers, demonstrations, and networking opportunities to increase the professional competence of all members.
- Examples of courses include NAR Designations and Certifications, C.A.R. Certification Programs, Live and Online 45-hour license renewal courses, commercial courses, and any other real estate-related courses such as Mortgage, Notary Public, etc.
- The Committee does not endorse products and/or services.

#### Committee Procedure

The committee members are responsible for Securing a speaker and topic. Notify Chair and staff immediately upon securing the speaker so staff can confirm date and time for the class.

When booking your speaker, please:

- a. Make sure your speaker provides bio, photo, and a couple bullet points and/or sentences to appropriate staff member one month ahead of time, or as soon as possible, for promotion/marketing.
- b. Make sure that the speaker provides a copy of their own material handouts (if any) a week in advance.
- c. Ask the speaker what audio-video equipment they will be using (computer, several microphones, etc.) Make sure you notify staff what is needed.

You need to request your announcement with the MLS committee chair each week. It is your responsibility to weekly pitch your program, starting right after the last program is over. Let them know this is a WSGVR Education benefit! Encourage early sign-ups.

#### The Day of the Class

- The day of your program, arrive early. Identify who is the M/C for the class. Staff will provide M/C the short bio in advance so M/C can review it several times and is comfortable with introducing the speaker. Control the room.

- Greet the speaker and introduce yourself. If they are new to WSGVR, make sure to let them know where the restrooms and the emergency exits are located.
- **START ON TIME!**
- Introduce yourself as part of WSGVR Education Committee. Give instructions as to where the restrooms are located and which door(s) to use. Be aware if there is another meeting being held in the Loraine Lefler “Board” room. Introduce any breakfast/lunch sponsor.
- Introduce the speaker with the bio provided. Have the group welcome them!
- Gather the members back in a timely manner.
- Thank the speaker! Thank our members for coming! Remind them that WSGVR Education has provided this as a benefit to them. Make sure you recognize any sponsor. Ask the group to give the speaker another round of applause!
- Inform the attendees that they will receive an online survey from WSGVR Education for their feedback.
- Make sure the room is returned to its original condition.

**Staff will:**

- Set up the sign-up table. Have the handouts (if any) available at the sign-in table.
- Ensure all audio/video equipment, computer, and WIFI connection is working.
- Have several sign-up sheets available to speed up the process.
- Staff will provide M/C the short bio in advance so M/C can review it several times and is comfortable with introducing the speaker.

**Housekeeping rules:**

- Let the attendees know where the bathrooms are and which doors to use.
- Inform them the WIFI connection password: investRAF
- All cell phones are to be turned off.
- If you **MUST** take a call, please leave the room (sign out if it is a Continuing Education Class). Ask attendees to give full attention to the speaker



## Finance Committee

### Standing Committee

#### Mission Statement

To serve as the fiscal arm of the Association, notifying the Board of Directors of availability of funds regarding all financial activities and requests for non-budgeted items.

#### General Policies & Responsibilities

- The Finance Committee meets regularly, at a minimum, monthly, and shall be members of the Association.
- Quorum, for the transaction of business, shall consist of a majority of committee members.
- Treasurer of the Association shall be Chair.
- Secretary of the Association shall be Vice-Chair (03.2022)
- Members of the Committee shall be selected by the Treasurer, in conjunction with the Vice-Chair.
- The Finance Committee shall be comprised of an odd number of members, with a maximum of nine (9) REALTORS members consisting of:
  - Treasurer serves as Chair
  - Secretary will serve as Vice-Chair
  - Up to three (3) directors serving on the Board of Directors during the same year as the chair (Treasurer)
  - Up to four (4) REALTOR members not currently serving on the Board of Directors
- The committee provides written reports, at least monthly, to the Board of Directors regarding actions taken by the committee and the financial position of the association.
- Staff liaison works closely with Chair and Vice Chair to review detailed financial information and activity prior to the monthly meeting.
- Staff to work with Chair and Vice Chair to prepare draft budget to present to the Committee.
- The committee reviews, adjusts and prepares a Final Review of the Annual Operating Budget with the Treasurer who will be responsible for presenting the next year's proposed budget, no later than the November prior to the budgeted year, to the Board of Directors for approval.
- Conduct an annual Review of the Financials by an Independent CPA, per the NAR Core Standards.

(02/2022)

## Grievance Committee

### Standing Committee

#### Mission Statement

To review and evaluate ethics complaints as required to determine whether the complaint warrants further consideration by a hearing Panel of the Professional Standards Committee.

#### General Policies & Responsibilities

- The Grievance Committee shall consist of at least five (5) REALTOR® members
- All members must attend the bi-annual Grievance Committee Training online or in-person at the association's expense.
- Grievance committee members shall be on-call to serve on Grievance hearing panels consisting of at least three (3) Grievance Committee members.
  - The Grievance Committee assumes the complaint submitted is factual, with no outside research or investigation,
  - The Grievance Hearing panel shall either:
    - a. Dismiss the complaint as unworthy of further consideration
    - b. Refer it for arbitration regarding any monetary dispute.
    - c. Refer it to the Professional Standards Committee for hearing
  - The Grievance Committee does not conduct hearings and does not determine if a violation of the Code of Ethics, Association bylaws or MLS Rules has occurred.
- In the event WSGVR shares Grievance Committee members with another association for Grievance hearing panels a WSGVR Grievance Committee member shall serve as presiding officer.

(02/2022)

## Legislative Committee

### Standing Committee

#### Mission Statement

To be involved, politically, through Key Contacts, in Local, State, and Federal legislatures as well as city and county commissions to ensure private property rights.

#### General Policies & Responsibilities

- The Legislative committee meets regularly, at a minimum, monthly.
- Quorum, for transaction of business, shall consist of one-third of committee members.
- The Legislative Committee should be compromised of at least five (5) REALTOR members.
- The Legislative Committee monitors local government activity and city events; informs membership of all legislative and administrative law issues affecting real estate, promotes city and county ordinances and creates lines of communication with elected officials.
- The following receive priority status for the allotted Political Events, per approved budget, in this order:
  - Federal Political Coordinator (FPC)
  - Key Contact(s) of hosting city, state elected official(s). or organization
  - Association President
  - Association President-Elect
  - Legislative Committee Chair
  - Legislative Committee Vice-Chair
  - Chief Executive Officer
  - Government Affairs Director
  - Legislative Committee members
  - Board of Directors

(02/2022)

- All members of the Legislative Committee are strongly encouraged to contribute to the REALTOR Action Fund (RAF) at the True Cost of Doing Business level, set by C.A.R..

#### Legislative City Key Contacts and Team Members

- From the Legislative Committee, City Key Contacts shall be appointed for each city WSGVR represents (Alhambra, Monterey Park, Rosemead, San Gabriel, and Temple City)
  - City Key Contacts should be constituents of the cities they are representing
- To assist City Key Contacts, Legislative Liaison Teams will be formed and report to their prospective City Key Contact.
  - Liaison team members should be constituents of the cities they are representing.

- Liaison team members shall be members of the legislative committee.
  - City Key Contacts and Liaison Team Members shall attempt to attend as many city-sponsored events as possible with the goal of bringing WSGVR awareness to all city officials and events.
  - If liaison team members attend government meetings and/or other notable events on behalf of WSGVR they are to report back, to the City Key Contact, any pertinent information regarding real estate, city and county ordinances, and other pertinent information affecting WSGVR members, their clients, and the community.
- City Key Contacts will provide a written report, monthly, to the Board of Directors, to be published on the WSGVR website, informing members of issues affecting real estate, city and county ordinances, and other pertinent information affecting WSGVR members, their clients, and the community.
- Members shall be willing to serve as liaisons for Calls of Action.
    - Call to Action is a procedure to be implemented in response to issues or development which NAR, C.A.R. or WSGVR leadership judge to be of an urgent nature and of sufficient importance to merit action by all or a designated segment of Association Membership. Issues that do not require action will be considered “informational” and communicated to members through other vehicles.
    - When immediate action is needed for a Call of Action, authority shall be granted to the legislative chair, in concert with the association Chief Executive Officer.

(02/2022)

#### C.A.R. Legislative Day Policy

The following receive priority status for the C.A.R. Legislative Day travel, per approved budget, in this order:

- Key Contacts for State Assemblymember and State Senator
- Legislative Committee Members who have never been and are eligible for the partial C.A.R. scholarship
- WSGVR REALTOR® Members who have never been and are eligible for the partial C.A.R. scholarship
- Committee Members who have been before

Travelers are funded for two (2) days, one (1) night per WSGVR travel policy.

WSGVR REALTOR® Members will have the opportunity to apply to be a funded traveler for C.A.R. Legislative Day provided they have contributed to the R.A.F. at a minimum of \$20. If selected as a funded traveler, they are expected to increase their contribution to the “True Cost of Doing Business” level, set by C.A.R.

(10/2022)

## Membership/Special Events Committee

### Standing Committee

#### Mission Statement

To recruit and retain members of WSGVR and plan, promote, and host various association social and networking events.

#### General Policies & Responsibilities

- The Membership/Special Events Committee meets regularly, at a minimum, monthly.
- Committee Meetings must be held Monday through Friday, during business hours unless otherwise approved by the Chief Executive Officer.
- Quorum, for transaction of business, shall consist of one-third of committee members.
- Develop a focused membership recruitment and retention program for all levels of membership.
- Design, market and execute member benefit programs.
- Plan, promote, and host various association, social, and networking events, as approved in the yearly budget.
- Committee members & committee participants are ineligible to participate in prize-winning membership games, raffles, or contests.
- Committee members shall disclose any, and all, conflict of interest or connection with vendors or service providers.
- Events with approved allocated budgets are submitted by the committee through the budget process that takes place near the end of each fiscal year.
- Budgeted funds are per-event and any unused funds do not automatically rollover to fund a separate event.

Example of events can include, but are not guaranteed or limited to:

- Lunar New Year
- Easter/Spring
- Cinco De Mayo
- 4<sup>th</sup> of July
- Member Appreciation Day/Week
- Moon Festival
- Halloween
- Veterans Day
- Karaoke Nights
- Fundraisers
- Holiday Celebration

(02/2022)

## MLS/Technology Committee

### Standing Committee

#### Mission Statement

To conduct effective Multiple Listing Service (MLS) Breakfast Meetings, improve MLS operations for members and advise on the advancement of technology for the association.

#### General Policies & Responsibilities

- The MLS/Technology Committee meets regularly, at a minimum, monthly.
- Quorum, for transaction of business, shall consist of one-third of committee members.
- Vice President of WSGVR Board of Directors shall serve as Chair.
- The Multiple Listing Service (MLS) of WSGVR is an independent body, separate from other REALTOR® committees.
- The Marin County Board of Realtors v. Palsson, 1976, requires that the MLS be available to both members and non-members of WSGVR.
- Notification, to the Board of Directors, of necessary revisions to MLS Rules and procedures; maintains MLS security
  - The MLS may delegate parts of its duties to the Regional Multiple Listing Service organization of which it is a member.
- Administer and conduct weekly networking breakfast meetings of the MLS.
- Monitors and recommends, to the Board of Directors, all technology related items.

#### Committee Procedure

At the beginning of each year, the new MLS Chair will assign a Program Chair for every month of the year. Each Program Chair is responsible for obtaining speakers for the weekly MLS Breakfast Meeting.

#### **Submit a Short Bio**

Submit, at least two weeks before the beginning of your month, a short bio, of no more than 5 – 6 sentences, to staff. This bio will be displayed in member communications and during the MLS Breakfast meeting presentation during your assigned month.

#### **Find Speakers**

Determine how many Thursdays are in the month that you have been assigned. Staff will distribute an updated calendar, with booked or tentative speakers, every month during the MLS/Tech committee meetings. One Thursday a month is reserved for an Affiliate Program and some dates are reserved for special events such a Lunar New Year, Holiday Program, Veterans Program, etc. and you do not have to find a speaker for that Thursday.

Obtain speakers for your program month. Before finalizing speakers, check with the MLS Chair to determine whether the speaker and topic is permitted or if similar programs have been recently presented. Some sources you can consider are:

- Ask staff to send a list of past speakers
- Speak with the Legislative Committee chair, city liaisons, or committee members to schedule a City Official
- Speak to the Executive Office about speakers from C.A.R. or CRMLS

Consider sending an email to speakers inviting them to speak during our MLS Breakfast Meeting, an example is below:

Hello \_\_\_\_\_,

My name is \_\_\_\_\_ and I am a REALTOR® member of the West San Gabriel Valley REALTORS® (WSGVR), a real estate association serving in the education, advocacy, and advancement of REALTORS® and private property rights. I would like to cordially invite you to be a speaker at our MLS Breakfast meeting, a virtual member networking meeting that takes place every Thursday at 9:00 a.m. hosting more than One hundred members.

You would be given a speaking time slot of approximately 30 minutes to speak on (topic) including Q&A.

A Question-and-Answer session will immediately follow your presentation.

I have the following dates available:

Date 1

Date 2

Date 3

Date 4

To ensure a smooth presentation, we ask that you attend a short dry run, usually held the Wednesday before your presentation at 2:00 p.m.

If interested, please reply with your availability, a short bio and picture along with a full and one sentence

Topic at least 2 weeks before the presentation.

I look forward to hearing from you!

Once a speaker is confirmed send an email to staff liaison at: [membership@wsgvar.com](mailto:membership@wsgvar.com) and to committee chair and vice-chair with the speaker's name, title, company, topic, contact information, picture, and bio no later than a week before their presentation. Staff will then reach out regarding any additional action that needs to take place.

Follow up with your speaker a few days before their presentation to confirm their availability and answer any questions they may have.

All speakers should be finalized at least one month prior to your assigned month.  
(02/2022)

## Professional Standards Committee

### Standing Committee

#### Mission Statement

To serve on hearing Panels, as required, to hear matters of alleged membership duty and ethical misconduct that may result in discipline. In addition, the committee hears alleged violations of MLS rules by MLS Participants or Subscribers.

#### General Policies & Responsibilities

- The Professional Standards Committee shall consist of at least nine (9) REALTOR® members
- All members must attend the bi-annual Professional Standards Committee Training online or in-person at the association's expense.
- Prerequisite for this committee requires that the committee member serve on the Grievance committee for at least two (2) years.
- Professional Standards Committee members shall be on-call to serve on Professional Standards hearing Panels to be conducted, whenever possible, with a minimum of three (3) panel members and up to two (2) alternatives.
- In the event WSGVR shares Professional Standards Committee members with another association for Professional Standards hearings a WSGVR Professional Standards Committee member shall serve as presiding officer.
- All requests for a hearing review, by a complainant or respondent that pays the review filing fee (currently \$500), to be heard by a review panel. (BOD Motion 04/2021)

(02/2022)



## Strategic Planning Committee

### Standing Committee

#### Mission Statement

To plan and develop a three-to-five-year Strategic Plan

#### General Policies & Responsibilities

- The Committee should consist of all Directors, Committee Chairs and Vice Chairs.
- A follow up on the Strategic Plan should be conducted yearly to track vision and goals.
- All Strategic Plans should be aligned with the WSGVR Mission Statement.
- The Incoming President should schedule a Strategic Planning session at least three (3) months prior to taking office.
- The development of the three-to-five-year Strategic Plan may be conducted off site with the annual reviews conducted on site at WSGVR headquarters.
- The Board of Directors may or may not choose to pay a fee to the Facilitator for the session

(02/2022)

## Affiliate Committee

### Special Committee

#### Mission Statement

To provide WSGVR members the tools, resources, programs, and networking opportunities needed to successfully transact in their business.

#### General Policies & Responsibilities

- The Affiliate Committee meets regularly, at a minimum, monthly.
- Membership consists of WSGVR Affiliates; all affiliates in good standing are invited to attend committee meetings.
- The Affiliate Committee holds affiliate programs monthly during the MLS Breakfast meetings, usually held on the last Thursday of the month. Due to schedule conflicts or holiday celebrations, the affiliate program can be rescheduled or suspended for a particular month.
- WSGVR may offer other programs and opportunities that can include but are not limited to, spotlights, sponsorships, and networking opportunities.
- The committee chair and Vice-Chair are encouraged to attend the monthly MLS/Technology Committee meetings to coordinate programs and provide updates.

## Bylaws/Policies and Procedures

### Special Committee

#### Mission Statement

To review, revise and update WSGVR's governing documents such as Bylaws, Policies and Procedures and Committee Policies and Procedures.

#### General Policies & Responsibilities

- The Bylaws/Policies and Procedures Committee meets as needed.
- Quorum, for transaction of business, shall consist of one-third of committee members.
- C.A.R. and NAR mandated Bylaw per-verbatim revisions are automatically implemented and do not require Board of Director or General Membership approval.
- Revisions to the WSGVR Policies and Procedures and/or Committee Policies and Procedures will be sent to the Board of Directors for approval.
- Revisions to the WSGVR Bylaws will be submitted to the Board of Director for approval, and then to the General Membership for approval.

## Global Business Council

### Special Committee

#### Mission Statement

To build diplomatic relationships and obtain Memorandum of Understandings with other countries, to promote education regarding international markets, and to promote an understanding of cultural diversity.

#### General Policies & Responsibilities

- The Global Business Council Committee meets regularly, at a minimum, monthly.
- Quorum, for transaction of business, shall consist of one-third of committee members.
- Organize Inbound and Outbound Trade Missions.
- Provide the Certified International Property Specialist (CIPS) Designation Course.
- Try to achieve the NAR's Global Achievement Program in Platinum and Diamond status yearly.
- Obtain Memorandum of Understandings (MOU) to countries with potential international markets.
- Organize and host events to educate and promote cultural diversity and understanding such as the Global Summit, Food Tasting Night, Global Festival, etc.

## Orientation Committee

### Special Committee

#### Mission Statement

To onboard new members with information pertaining to real estate, REALTOR® membership and CRMLS.

#### General Policies & Responsibilities

- The Orientation Committee meets as needed.
- Quorum, for transaction of business, shall consist of one-third of committee members.
- The Orientation Committee presents the PowerPoint Presentation during the New Member Orientation, usually once a month unless otherwise specified.

(02/2022)

## Premises Committee

### Special Committee

#### Mission Statement

To monitor the maintenance, repairs and needs assessment of the building(s) occupied and/or owned by WSGVR.

#### General Policies & Responsibilities

- The Premises Committee meets as needed.
- Quorum, for transaction of business, shall consist of one-third of committee members.
- All maintenance, repairs, renovations, remodeling, decorating and general condition of the building(s) occupied and/or owned by WSGVR will be under the supervision of the Premises Committee.
- The Chief Executive Officer has full authority for emergency expenditures up to five thousand dollars (\$5,000.00). The Board of Directors must approve all emergency expenditures greater than five thousand dollars. The Board of Directors must ratify all expenses to Association premises.
- A quorum of the Premises Committee, in consultation with the President, has full authority for emergency expenditures up to ten thousand dollars (\$10,000.00). It is expected that the Board of Directors will ratify expenses to Association premises that are approved by the Premises committee which total \$10,000 or less.

(02/2022)

## Sergeant-at-Arms Committee

### Special Committee

#### Mission Statement

To maintain order and security at WSGVR events and gatherings.

#### General Policies & Responsibilities

- Regulates crowd control at gatherings and monitors flyer display at the weekly breakfast meetings.
- Has the authority to collect fines and enforce Association Rules and Regulations as determined by the Board of Directors.

## Young Professionals Network

### Special Committee

#### Mission Statement

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

#### General Policies & Responsibilities

- The Young Professionals Network meets regularly, at a minimum, monthly.
- Quorum, for transaction of business, shall consist of one-third of committee members.
- Host events to get young real estate professionals excited and engaged in the real estate industry and community.
- Provide and host networking events.
- Organize community service and volunteer work throughout the year.
- Participate in the Month of Giving (August) with at least one event.
- All members of WSGVR YPN Committee are encouraged to join the NAR YPN at: <https://www.ypn.realtor/join/>
- WSGVR Members of any age may join the YPN Committee.
- Refer to [www.ypn.realtor](http://www.ypn.realtor) for a startup kit for Local Associations.



## Awards Committee

### Special Committee

#### Mission Statement

To recommend various Annual Awards to members who have provided outstanding service to the Association, the Real Estate profession, the community, and the promotion and practice of the Code of Ethics of the National Association of REALTORS®.

#### General Policies & Responsibilities

- The committee meets at a minimum, once, after the deadline for awards submissions has passed.
- The announcement of the recipients of the awards will be made at the annual installation each year. Names of recipients will not be disclosed until the official announcement of the recipients.
- Meetings shall be held in closed session.
- Each year WSGVR will hold a Past Presidents and Honorees Luncheon and shall be limited to Past President and recipients of awards granted by the Awards Committee.
- Composition of the Committee:
  1. The Committee shall be composed of ten (10) members:
    - i. The nine immediate past recipients of the REALTOR® OF THE YEAR and the current Affiliate Chair
    - ii. All members of the committee who are willing and able to serve must be actively involved and in good standing with WSGVR
    - iii. The most senior recipient of the REALTOR OF THE YEAR award, who is willing and able to serve, will be chair.
  2. The President and Chief Executive Officer shall serve as a non-voting ex-officio of the committee unless the President is qualified to serve as a voting member.
  3. In the event a member of the Committee is nominated for an award, the member must:
    - a. Decline the nomination to continue participating in the meeting; or
    - b. Recuse him/herself by leaving the room during the discussion and voting of that particular award.

#### Annual Award Presentations:

REALTOR® of the Year

Affiliate of the Year

Good Neighbor Award

WSGVR Distinguished Service

Special Recognition Award

Lifetime Achievement

### Selection Procedure:

1. Notification shall be sent, to the general membership, no later than 90 days before the annual installation, requesting candidates to be considered by the Awards Committee. All candidate recommendations must be received no later than 60 (sixty) days before the annual installation. The number of recommendations received for a particular candidate has no bearing to the outcome of the selection.
2. All award nominations are to be submitted by a member of WSGVR. (Minutes of BOD; 11/2020)
3. All award nominees, including the President's award, shall be an individual/couple if they cannot be separated. No committee(s), groups, or organizations shall be nominated or received. (Minutes of BOD; 11/2020)
4. The Committee members have the right to recommend candidates they feel are worthy.
5. Following confidential review and evaluation of candidates of each award, the committee shall vote by secret ballot. The members of the Committee shall not disclose any discussions of candidates.
6. If, in the opinion of the Committee, there are no qualified candidates for an award, no award shall be given for that year. This applies to all categories.
7. The Chair and Chief Executive Officer shall tally the votes.
8. The final selection shall be known only to the Chair and the Chief Executive Officer, however, to gather information for presentation purposes at the annual Installation Banquet, the Chief Executive Officer will notify the previous year recipients who will be the presenters in each category, and they will be sworn to secrecy.
9. Final ballots shall be retained for a period of 30 days after the award presentation and may be reviewed during that time by any Award committee member.
10. Past recipients are ineligible for the same award. The Affiliate category is exempt.

### Award criteria to be considered:

#### REALTOR® of the Year:

1. REALTOR® member, in good standing, of WSGVR for a minimum of two years.
2. Provide outstanding service to the Association, the Real Estate Profession and the promotion and practice of the code of Ethics of the National Association of REALTORS®. Emphasizes high ethical standards and principles of good real estate practice among other Brokers, Salespersons, and the general public, and presents a professional image.
3. Actively participates on committees or leadership of the Association.
4. Regular attendance at Association meetings.
5. Shows an interest in Association activities and a desire to foster and promote Association ideals and goals.

6. The sitting president of WSGVR is ineligible to be nominated or awarded the REALTOR® of the year award. (Minutes of BOD; 11/2020)

#### Affiliate of the Year:

1. Affiliate member, in good standing, of WSGVR.
2. Provide outstanding service to the Association and the Real Estate Profession demonstrating high ethical standards, principles and presents a professional image.
3. Shows an interest in Association activities and a desire to foster and promote Association ideals and goals.
4. Regular attendance at Association meetings.
5. The sitting Affiliate Chair of WSGVR is ineligible to be nominated or awarded the Affiliate of the year award. (Minutes of BOD; 11/2020)

#### Good Neighbor Award

1. Candidates must be REALTOR® or Affiliate members, in good standing, of WSGVR.
2. Candidates should have contributed to a program that services the local communities. The program's activities are not limited to real estate or housing issues, and may include such things as crime prevention, youth mentoring, and homelessness prevention.
3. Candidates should be a role model for other REALTORS®, have shown a significant contribution of personal time and/or use of other resources.
4. The award is intended to recognize individual contributions, not association or company-wide efforts. If an individual within your company can be singled out as instrumental to the success of a group effort, he or she is eligible. If the achievements of two people (such as a married couple or co-founders of an organization) cannot be separated, they can enter as a pair and their entry will be considered as one.

#### WSGVR Distinguished Service Award

1. Candidates must be REALTOR® or Affiliate members, in good standing, of WSGVR.
2. Candidates should have contributed to activities that service the WSGVR during the current year.
3. Candidates should be a role model for other REALTORS®; have shown a significant contribution of personal time and/or use of other resources.

#### Special Recognition Award

1. The committee may, from time to time, acknowledge individuals for outstanding service in our industry or in the community.

### Lifetime Achievement Award

The 'Lifetime Achievement Award' is awarded to a REALTOR® who has had a significant impact through their contributions to the real estate industry through involvement and promotion of the local, state, and/ or national REALTOR® Associations.

#### Eligibility:

- Must have been a real estate professional and a WSGVR REALTOR® for at least 30 years.
- Must have a history of contributions to the local, state, and/or national REALTOR® Associations, and industry organizations.
- Must have a history of support for REALTOR® Association Charitable, Political, and other funds that promote the industry.
- Must have a history of involvement with REALTOR® Association advocacy, community involvement, and education.
- Must have a history of participating in REALTOR® Association events.
- Must have demonstrated involvement or leadership in REALTOR® Association governance (committees, etc.).
- Must have a history of contributions to their community.

### President's Award

Beyond the scope of the awards acknowledged by this committee the outgoing President may or may not decide to give a special recognition to any one person that he/she chooses. This is at the sole discretion of the President, has no set requirements, but indicates that the recipient has been extraordinarily helpful to the President. The Association will provide for one special "Presidential Plaque" to be awarded. This award shall be presented to the one recipient at the outgoing Presidents breakfast.

## Installation Committee

### Special Committee

#### Mission Statement

To plan and execute the annual installation event while staying within the approved installation budget.

#### General Policies & Responsibilities

- The committee meets as needed.
- Quorum, for the transaction of business, shall be one-third of committee members.
- The President – Elect shall be chair and committee members are selected by the President-Elect,

with at least one Past President serving on the committee.

The deposit is to be made only after the contract has been approved. All contracts should be approved by the committee and the Chief Executive Officer within the Board of Directors approved guidelines.

The Installation Program should be no longer than forty-five (45) minutes which includes the Immediate Past President's speech, Installing Officers and Directors, Incoming President's acceptance speech, and bestowing REALTOR® of the Year and Affiliate of the Year awards. Only invited speakers with approval of the Master of Ceremony and committee members will be invited to the podium. Master of Ceremony oversees the microphone.

The budget is given by Finance Committee and approved by the Board of Directors. The net cost to the Association shall not exceed the amount allowed for in the annual budget. The final Installation expense report is to be submitted to the Finance Committee and Board of Directors meeting, the month following the Installation Event.

All invitations to the Installation Event should be sent out no later than thirty (30) days before the event. DJ/Band, music and entertainment will be decided by the committee. The staff will hire and direct a photographer. A group picture of the incoming Officers and Directors in attendance is required.

At least six weeks prior to the event, a food tasting will be conducted by the committee.

No gifts to be given by the Association for services and/or volunteer's work of the Installation Committee. In the event gifts are given, it will be the expense of the Committee Chair.

It is encouraged that all WSGVR officers and directors provide a gift to be raffled at the Installation and/or Holiday End of the year breakfast celebration.

Any allowable expense reimbursement must be accompanied by original receipts that show provider information. No copied receipts or handwritten requests will be accepted. All reimbursements will be reviewed by the Committee, Finance Chair, Finance Committee and Chief Executive Officer.

### Comp Tickets

- Incoming President is allowed one table, 8-10 persons per table.
- Outgoing President is allowed four tickets (him/her, and three guests).
- Installer is allowed two tickets (him/her and guest)
- Master of Ceremony is allowed two tickets (him/her and guest)
- Staff including association Chief Executive Officer and their guests (if applicable)
- Association CPA
- Association Attorney
- Government Affairs Director

### Seating

Head table:

- No more than 10 people
- Shall consist of:
  - a. Incoming President and guest
  - b. Outgoing President and guest
  - c. Installer and guest
  - d. Master of Ceremony and guest
  - e. Chief Executive Officer and guest.
- The staff, their guests (if applicable)
- Association CPA
- Association Attorney and Government Affairs Directors will be invited
- Arcadia, Citrus Valley, Pasadena/Foothills, Glendale, Burbank, Montebello, Tri-Counties, LACBOR, C.A.R. and NAR.

No children under 12 are to attend the installation, however, the incoming President is exempt from this rule.

### Tickets

WSGVR will purchase tickets for our Association President, President-Elect and Chief Executive Officer (3 tickets) to attend the surrounding Association Installations:

In the event a ticket has been purchased and our representative cannot attend the ticket will be passed down the list of Officers, Directors, etc., as to not waste the intended good will. No extra comp tickets will be given, either to other local Association members or

governmental/city officials. The person who extends the invitation will pay for any invited guests. Tickets will not be given out without the amount paid in advance.

There shall be no accolades or awards presented by public officials or figures at the installation event.

### Outgoing President

All accolades for the outgoing President will be presented at an outgoing President celebration breakfast at the Association, preceding the Installation Event.

All local city officials and legislative members will be invited to the celebration that will be held in honor of our outgoing President.

## Local Candidate Recommendation Committee (LCRC)

Most of the guidelines outlined below are derived from the C.A.R. Local Candidate Recommendation Committee (LCRC) Manual.

### The Local Candidate Recommendation Committee

The LCRC is a committee established by WSGVR consisting of WSGVR REALTORS® to evaluate candidates for local offices. Examples of local candidates include mayors, city council members, sheriffs, county supervisors, school and water board members and local judges. The LCRC Members have a significant role in the association, and their recommendations can create tremendous benefit for WSGVR and the communities within their jurisdiction.

The LCRC committee shall be comprised of the Board of Directors. The WSGVR President-Elect shall chair the LCRC committee. The LCRC makes recommendations for funding of local campaigns and issues.

The term of each LCRC member shall be one year and shall maintain a minimum of three and no more than thirteen REALTOR members. Each member of the LCRC shall contribute a minimum voluntary contribution of \$149/\$49 as required by the Cooperative agreement between CREPAC and the Local Association of REALTORS.

### Confidentiality of Meetings and Deliberations, Conflicts of Interests, and Public Statements

LCRC Members should consider all deliberations CONFIDENTIAL and should not discuss how specific recommendations were arrived at, or what dialogue occurred during a meeting. If a LCRC Member is unsure whether to disseminate information that may be confidential, the Member should consult with local association or C.A.R. staff. All written materials should be assumed to be CONFIDENTIAL and Members and the LCRC should take reasonable precautions to protect the confidentiality of documents.

A confidentiality agreement should be signed by each LCRC Member.

LCRC members should not promote their own party preference, ideology, or personal ambitions inconsistent with this goal. Additionally, making promises for support in alliances which are not consistent with the REALTOR® objectives would be a misuse of position and authority.

A LCRC member must disclose any potential conflicts to the LCRC prior to the relevant candidate or matter even being discussed. The LCRC will determine whether the member should not be present for the presentations and deliberations and/or excluded from the vote.

LCRC Members should not lend their name in support of a candidate for public office using their official capacity (e.g., as a local association or C.A.R. director or committee



member) or any statement of their participation on the LCRC. Any public statements by the LCRC or its Members should be cleared through the WSGVR Board of Directors.

#### LCRC Activities

Each LCRC should conduct an annual Orientation for LCRC Members. The C.A.R. LCRC Staff can help put the committee in contact with their local field representative and can be reached at 916-492-5221. To determine which candidates to recommend, LCRCs meet to interview, evaluate, and discuss local candidates. Once a LCRC has decided to recommend financial support for a local candidate, the next step is to send their recommendation to the WSGVR Board of Directors for approval and ratification.

After Board of Director approval and ratification, staff will prepare and submit the LCRC Funding Request Form to C.A.R. When CREPAC approves the LCRC recommendation and makes a contribution, the LCRC usually follows up with the local candidate to inform the candidate that a contribution will be made.

(03/2021)