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Bay East Association of REALTORS®

Corporate Policy and Procedure

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OFFICERS

President

President Elect

Treasurer

Immediate Past President

Chief Executive Officer

DIRECTORS

North County County	Alameda / Cities and Counties North of Alameda	1
Central County	Castro Valley/ Hayward/ San Leandro/ San Lorenzo	2
Tri-Cities	Fremont/ Union City/ Newark/Santa Clara County & South	4
Tri-Valley	Dublin/Pleasanton/ Livermore/Sunol/Contra Costa County/San Joaquin Valley Area & East	4
At-Large	Includes all cities/areas listed above	4
Affiliate	Includes all cities/areas listed above	1

PURPOSE AND SCOPE

A professional Association is set up to accomplish certain definite purposes for its members. It, therefore, must be governed by certain policies. The purpose of this manual is to define the policies for the Operating Committees and the staff of the Bay East Association of REALTORS®. The scope of the manual will include all Association policies that are required to support the current Bylaws of the Association and those approved policies necessary to administer the Association's day to day operation. The manual will also include a procedural guide for all standing committees within the Association. A secondary purpose of the manual is to provide leadership and members with a Standard Guide to Professionalism in the Management of the Association. A third purpose is to provide a framework within which the Bay East Association of REALTORS® may fulfill its Mission Statement.

MISSION STATEMENT

The Mission Statement specifies the fundamental reasons for Bay East's existence, establishes the scope of the Association's activities and provides overall direction. The Mission Statement for the Bay East Association of REALTORS® is:

The mission of the Bay East Association of REALTORS®
is to help our members succeed as real estate professionals.

ASSOCIATION SERVICE AREAS

MEMBER BENEFITS SERVICES

- Membership General
- Orientation
- Member Programs
- Store
- Education
- Communications
- Outreach
- Platinum Affiliates

PROFESSIONAL STANDARDS

- Arbitration
- Mediation/Dispute Resolution
- Ethics
- MLS Hearings

LOCAL GOVERNMENT RELATIONS

- Advocacy
- Political Affairs
- Local Policy and Regulation
- Candidate Development

NETWORKING

- Commerical Brokers Alliance
- Global Network
- Young Professionals Network

MULTIPLE LISTING SERVICE

- MLS Rules and Regulations
- Product Adoption/Functionality
- Training & Education
- Tech Support

<p style="text-align: center;">Article I Section I Officers and Directors Job Description</p>

Section 1 President Job Description

- 1.01 Chairs the Board of Directors, Executive Committee, Bay East Foundation Designators, and C.A.R. Directors. As such, the President may not hold a position as Chair or Vice Chair of a Bay East Committee, nor may the President serve on the Professional Standards Committee.
- 1.02 Shall support any action taken by the Board of Directors. May not act contrary to any action taken by the Board of Directors.
- 1.03 Works in liaison with State and National Associations, keeping the Association, along with and in cooperation with the Chief Executive Officer, apprised of significant issues. Attends State Association meetings as an appointed C.A.R. Director and a minimum of one National Association meeting. Takes an active part as required to serve the best interests of the Association. Assists Association Members in having an active voice in Regional, State and National affairs in conjunction with the Chief Executive Officer. Assists in informing the Membership of the benefits available to them through organized real estate.
- 1.04 Pursuant to the C.A.R./NAR Director allocation, along with the other Bay East Officers (President-Elect, Treasurer):
 - (a) Review applications for C.A.R. Directors and make recommendations regarding appointments to the Bay East Board of Directors. Shall strive to appoint at least two (2) Directors (if possible after Bay East Association of REALTORS® elections, after C.A.R. Chair and Vice-Chair appointments, but before Bay East Board of Directors' meeting in August) that have not served as C.A.R. Directors during the year prior to the year of appointment. (This is not to preclude appointment made to fill mid-year vacancies which may be made with or without regard to prior C.A.R. Director Service). Strong consideration also to be given to applicants that are REALTOR® Action Fund contributors.
 - (b) Recommend the number of C.A.R./NAR Directors to be selected and funded
- 1.05 Serves as the Association's Delegate to the NAR Delegate Body, which meets at the November NAR meeting. The Delegate is responsible for voting on behalf of the Association on the amendments to NAR's Constitution and Code of Ethics. These duties are accomplished at the Delegate Body Meeting held at the REALTORS® Conference & Expo or if the President calls a special meeting.
- 1.06 Is Chief Spokesperson of the Association at arranged meetings with the Membership, legislators and other governmental representatives, the media, civic organizations, allied industry, and other such entities.
- 1.07 Is signatory on legal documents, along with other Corporate Officers.
- 1.08 Appoints necessary Committee / Work Group Chairs to accomplish the work of the Association, subject to the affirmation of the Board of Directors and/or the Executive Committee, as prescribed.
- 1.09 The President is to keep abreast of legal involvements of the Association; and is to counsel with legal counsel and the Chief Executive Officer on such matters that affect the Association.

Section 1 President Job Description (Continued)

- 1.10 Is responsible, along with the Chief Executive Officer, for implementation of the Association Bylaws, Rules, Policies, Regulations, approved Standards of Practices and formats.
- 1.11 Is to pursue improving the image of the REALTOR® and organized real estate.
- 1.12 The President and Chief Executive Officer shall work closely together for the benefit of the Association.
 - (a) They shall establish times for meetings to discuss and counsel regarding the affairs of the Association.
 - (b) They shall establish calendar events and meeting times.
 - (c) The President shall review and discuss Committee progress with Staff Executive, as necessary, for the smooth operation of the system.
 - (d) The President shall be briefed on the manner of working with Staff by the Chief Executive Officer, prior to taking office. Staff is under the direction of the Chief Executive Officer.
 - (e) The President shall finalize agendas for the Executive Committee and Board of Directors, after review with the Chief Executive Officer.
 - (f) The President shall work in coordination with Staff Executives, coordinating the implementation of Association approved programs.
 - (g) The President is to provide a copy to the Chief Executive Officer, in a timely manner, correspondence going out over the President's signature.
 - (h) The President should inform the Chief Executive Officer of significant communication that might affect the successful operation of the Association.
 - (i) The President shall coordinate with the Chief Executive Officer in monitoring Association budgets and make sincere and reasonable efforts to adhere to them.
 - (j) The President, with the knowledge of the Chief Executive Officer and the President Elect, shall be authorized to send out letters of an urgent nature to Designated REALTORS® and/or Office Managers as deemed necessary. Further, if Association Counsel's opinion is needed, it shall be obtained.
- 1.13 The President should motivate and inspire Members of the Association and those involved in the committee system, working in the best interest of the Association and its Membership.
- 1.14 The President shall be an ex-officio Member of all committees and has the right but not obligated to participate in the proceedings of the committee and not counted in determining the number required for a quorum or whether a quorum is present at the meeting and shall have the right to vote.
- 1.15 The President, at his or her sole discretion, may make recommendations for any C.A.R. Director or Bay East member seeking an appointment to a C.A.R. Committee or an NAR Committee, upon the request of said individual.
- 1.16 President shall refrain from using the title and/or the office of the Presidency in promoting the firm to which the President is affiliated in the practice of real estate as an Association Member. The President, during the term of Presidency, in conversation with the media, on behalf of the Association, shall only speak from the perspective of President of the Association.
- 1.17 This office is subject to the non-endorsement policy in Article VIII, Section 39.
- 1.18 Discuss/determine with the Chief Executive Officer if Bylaws Committee should meet to review the Bylaws, Rules and Regulations and Policies.
- 1.19 Choose recipient of the John Deadrich Award.

Section 1 President Job Description (Continued)

- 1.19 Business cards will be issued to the President. They will contain only the President's name, Association position, Association mailing address, and Association-issued email address. At the President's option, personal office and cell phone numbers may be displayed instead of the Association's phone number. Association-issued business cards may be used only for Association-related purposes. They may never be used in conjunction with the individual's or other business activities. Issuance of the Association business cards in no way implies a relationship between the Association and the President's business.

Bay East expressly prohibits any appearance of endorsement by the Association of the President's business activities. For personal business cards, electronic and printed material, social media platforms, or signatures, current members of the Board and Officers shall not indicate their current positions.

- 1.20 Familiarization with the following documents:
- (a) Association Bylaws
 - (b) Association MLS Rules and Regulations
 - (c) Professional Standards and Arbitration Manual
 - (d) Code of Ethics
 - (e) Corporate Policies and Procedures Manual
 - (f) Accounting & Operations Policy and Procedures
 - (g) Robert's Rules of Order
 - (h) Association Mission Statement
 - (i) Association Strategic Plan
 - (j) Political Action and encouraged to contribute
- 1.21 The President shall be responsible for chairing the Performance Review Task Force, made up of the Officers, to conduct the annual performance evaluation of the Chief Executive Officer in accordance with the performance review process established by the Executive Committee and approved by the Board of Directors.
- (a) **The purpose of the evaluation**

To have a document that will assist the President in chairing the Performance Review Task Force to do the following:

 - Evaluate the CEO's performance as it relates to the Job Description and Organization's strategic plan.
 - Review and negotiate CEO contract (when applicable)
 - Advice on compensation adjustments.
 - (b) **The process - OCTOBER**
 - CEO submit self-assessment. Self-assessment is to outline accomplishments and challenges encountered year to date as they relate to the Association's strategic plan and CEO's job description.
 - CFO forwards the Officers the following:
 - Performance review form to evaluate the CEO
 - CEO's self-assessment
 - CEO's job description
 - The President/CFO collect completed evaluation from all Officers and summarize in one document (CEO evaluation summary report).

Section 1 President Job Description (Continued)

(c) The process – NOVEMBER

Performance Review Task Force (Officers)

Review CEO Evaluation summary report.

- Prepare recommendation to present to Executive Committee. The document is to address items A through C as outlined in the “The purpose of the evaluations” above. If this is a year to renegotiate the contract, the President shall prepare to enter contract negotiations with the CEO at this time.

Executive Committee

- Review and discuss recommendation from the Review Task Force.

Board of Directors

- President (in Executive Session) presents a summary of the CEO’s review and the Executive Committee’s recommendation.
- BoD discuss and decide on any recommendations:
Officers and Directors may not discuss the CEO’s review outside of Executive Session.

(d) The process – following BoD approval

- The President shall schedule a time to meet with the CEO, following BoD approval, and discuss the review results.
- CEO and President shall sign the review and forward the original to Human Resources.

1.22 The President and CEO whenever possible, should not travel together.

1.23 Attend the following meetings/events:

General / Recurring

- (a) Monthly Board of Directors (12)
- (b) Monthly Executive Committee (12)
- (c) Leadership Evaluating and Selection Committee (“LES”) (approx. 8)
- (d) Quarterly Region 5 & 6 Officers/CEO Lunch meeting
- (e) Investment Advisory Meetings (approx. 5)
- (f) Monthly East Bay MLS Presidents & CEO meetings.
- (g) Focus Groups (4-6)
- (h) Marketing Meetings regularly (approx. 12)
- (i) Past Presidents Committee (2)
- (j) Chair/Vice-Chair Meetings (1)
- (k) LDC Coffees (4/yr. approx. 1 hr ea)
- (l) Young Professionals Networking Events (4/yr. 1-2 hrs. ea.)
- (m) Office Outreach
- (n) Strategic Thinking Work Group (1)
- (o) Participate in Bay East Buzz Videos as needed
- (p) Participate in print and broadcast media interviews as needed
- (q) Testify at Planning Commission and City Council meetings as needed
- (r) Bay East Foundation Fundraising (2)

<p style="text-align: center;">Article I Section 2 Officers and Directors Job Description</p>

Section 2 President-Elect Job Description

- 2.01 Perform the duties of the President in the absence of the President or if the President is unable to serve. The President-Elect may not hold position as Chair or Vice Chair of a Bay East Committee, nor may the President-Elect serve on the Professional Standards Committee.
- 2.02 Shall support any action taken by the Board of Directors. May not act contrary to any action taken by the Board of Directors.
- 2.03 Attend all State Association meetings as an appointed C.A.R. Director and a minimum of one National meeting of their choice. Shall attend the C.A.R. and NAR Leadership Conferences. Take an active part therein as required to serve the best interest of the Association.
- 2.04 Pursuant to the C.A.R./NAR Director allocation, along with the other Bay East Officers (President-Elect, Treasurer and Immediate Past President):
 - (a) Review applications for C.A.R. Directors and make recommendations regarding appointments to the Bay East Board of Directors. Shall strive to appoint at least two (2) Directors (if possible after Bay East Association of REALTORS® elections, after C.A.R. Chair and Vice-Chair appointments, but before Bay East Board of Directors' meeting in August) that have not served as C.A.R. Directors during the year prior to the year of appointment. (This is not to preclude appointment made to fill mid-year vacancies which may be made with or without regard to prior C.A.R. Director Service). Strong consideration also to be given to applicants that are REALTOR® Action Fund contributors.
 - (b) Recommend the number of C.A.R./NAR Directors to be selected and funded.
- 2.05 Serve on the Executive Committee.
- 2.06 Chair the Strategic Thinking processes which shall include one (1) minimum membership forum/focus group.
- 2.07 Learn the duties of the President.
- 2.08 Work closely as a consultant and advisor to the President.
- 2.09 Carry out special projects and assignments from the President.
- 2.10 Recommend Committee/Work Group Vice Chair appointments subject to the affirmation of the Board of Directors.
- 2.11 This office is subject to the non-endorsement policy in Article VIII, Section 39.
- 2.12 Assume the office of the President at the conclusion of the President's term.
- 2.13 Bay East expressly prohibits any appearance of endorsement by the Association of the President-Elect's business activities. For personal business cards electronic and printed material, social media platforms, or signatures, current members of the Board and Officers shall not indicate their current positions.

- 2.14 Familiarization with the following documents:
- (a) Association Bylaws, and MLS Rules and Regulations
 - (c) Code of Ethics and Professional Standards and Arbitration Manual
 - (e) Corporate Policies and Procedures Manual
 - (f) Accounting and Operations Policies and Procedures
 - (g) Robert's Rules of Order
 - (h) Association Mission Statement and Strategic Plan
 - (i) Association Strategic Plan
 - (j) Political Action and encouraged to contribute
- 2.15 Attend the following meetings/events:
- General / Recurring
- a) Monthly Board of Directors (12).
 - b) Monthly Executive Committee (12).
 - c) Monthly East Bay MLS Presidents & CEO meetings (as needed).
 - d) Leadership Evaluating and Selection Committee ("LES") (approx. 8).
 - e) Quarterly Region 5 & 6 Officers/CEO Lunch meeting.
 - f) Investment Advisory Meetings (approx. 5).
 - g) Focus Groups (4-6).
 - h) Marketing Meetings regularly (approx. 12).
 - i) Past Presidents Committee (2).
 - j) Chair/Vice-Chair Meetings (1).
 - k) Strategic Thinking (2).
 - l) LDC Coffees (4/yr. approx. 1 hr. ea.).
 - m) Young Professionals Networking Events (4/yr. 1-2 hrs. ea.).
 - n) Office Outreach.
 - o) Participate in Bay East Buzz Videos as needed.
 - p) Participate in the evaluation of following year's Vice-Chair candidates.
 - q) Participate in print and broadcast media interviews as needed.
 - r) Testify at Planning Commission and City Council meetings as needed.
 - s) Bay East Foundation Fundraising (2).

<p style="text-align: center;">Article I Section 3 Officers and Directors Job Description</p>

Section 3 Treasurer Job Description

- 3.01 The Treasurer may not hold position as Chair or Vice Chair of a Bay East Committee/Work Group.
- 3.02 Review income statements, balance sheets, investment schedules, reserve and trust accounts, operating budgets statements and any other financial statements as may be required and report on these at the scheduled Executive Committee and Board of Directors meetings.
- 3.03 Attend all State Association meetings as an appointed C.A.R. Director. Take an active part therein as required to serve the best interest of the Association.
- 3.04 Pursuant to the C.A.R./NAR Director allocation, along with the other Bay East Officers (President, President-Elect and Immediate Past President):
 - a) Review applications for C.A.R. Directors and make recommendations regarding appointments to the Bay East Board of Directors. Shall strive to appoint at least two (2) Directors (if possible after Bay East Association of REALTORS® elections, after C.A.R. Chair and Vice-Chair appointments, but before Bay East Board of Directors' meeting in August) that have not served as C.A.R. Directors during the year prior to the year of appointment. (This is not to preclude appointment made to fill mid-year vacancies which may be made with or without regard to prior C.A.R. Director Service). Strong consideration also to be given to applicants that are REALTOR® Action Fund contributors.
 - b) Recommend the number of C.A.R./NAR Directors to be selected and funded.
- 3.05 Review and recommend to the Board of Directors an annual budget reflecting the revenues and expenses for all programs being proposed for the succeeding year. The proposed budget shall be presented to the Board of Directors at or before their last meeting of the year.
- 3.06 Provide a summary and any related Executive Committee recommendations to the Board of Directors within sixty days of the completion of the audit or formal review.
- 3.07 To request that an audit or formal review of the books of the A.O.R., be made at least annually, and that upon completion by CPA thereof, a copy of such audit shall be submitted immediately to the Officers and Directors.
- 3.08 To provide final review and approval of the credit card statement for the Chief Executive Officer.
- 3.09 To review/approve Chief Executive Officer's Expense Voucher.
- 3.10 To review/approve CEO's monthly credit card limit annually.
- 3.11 This office is subject to the non-endorsement policy in Article VIII, Section 39.
- 3.12 Bay East expressly prohibits any appearance of endorsement by the Association of the Treasurer's business activities. For personal business cards, electronic and printed material, social media platforms, or signatures, current members of the Board and Officers shall not indicate their current positions

- 3.13 Familiarization with the following documents:
- (a) Association Bylaws, and MLS Rules and Regulations
 - (b) Code of Ethics and Professional Standards and Arbitration Manual
 - (c) Corporate Policies and Procedures Manual
 - (d) Accounting and Operations Policies and Procedures
 - (e) Robert's Rules of Order
 - (f) Association Mission Statement
 - (g) Association Strategic Plan
 - (h) Political Action and encouraged to contribute
- 3.14 Attend the following meetings/events:
- General / Recurring
- a) Monthly Board of Directors (12)
 - b) Monthly Executive Committee (12)
 - c) Investment Advisory Meetings (approx. 5)
 - d) Focus Groups (4-6)
 - e) Marketing Meetings regularly (approx. 12)
 - f) Past Presidents Committee (2)
 - g) Chair/Vice-Chair Meetings (1)
 - h) Strategic Thinking (2)
 - i) LDC Coffees (4/yr. approx. 1 hr. ea.)
 - j) Young Professionals Networking Events (4/yr. 1-2 hrs. ea.)
 - k) Office Outreach
 - l) Participate in Bay East Buzz Videos as needed
 - m) Participate in print and broadcast media interviews as needed
 - n) Testify at Planning Commission and City Council meetings as needed
 - o) Bay East Foundation Fundraising (2)

<p style="text-align: center;">Article I Section 4 Officers and Directors Job Description</p>

Section 4 Chief Executive Officer Job Description

- 4.01 Position Summary. Serves as Chief Staff Executive Officer, recommends and participates in the formulation of new policies and makes decisions within existing policies as they have been approved by the Board of Directors. Plans, organizes, directs and coordinates the staff, programs and activities of the Association to assure that objectives are attained, plans fulfilled, and Members' needs are met. Maintains effective internal and external relationships. Through management and leadership, achieves economical, productive performance; forward-looking programming and constructive growth of the Association.
- 4.02 Authority and Responsibilities. Within the limits of the constitution and Bylaws and Policies, the Chief Executive Officer is responsible for and has commensurate authority to accomplish the duties set forth below:
- (a) See that the Board of Directors, Executive Committee and officers are kept fully informed on the conditions and operations of the Association, and on all important factors influencing them. Attends all meetings of the Board of Directors and Executive Committee.
 - (b) Plans, formulates and recommends for the approval of the Board of Directors basic policies and programs which will further the objective of the Association.
 - (c) Executes all decisions of the Board of Directors.
 - (d) Develops for purpose of day-to-day administration specific policies, procedures and programs to implement the general policies established by the Board of Directors.
 - (e) Establishes a sound organization structure for the Association.
 - (f) Directs and coordinates all approved programs, projects, and major activities for the Association.
 - (g) Recruits, hires, indoctrinate, motivate and prescribe the duties of all Association staff personnel. Responsible for all staff personnel promotions, terminations and establishes their rates of compensation.
 - (h) Obtains maximum utilization of staff by clearly defining their duties, establishing performance standards, conducting performance reviews and maintaining competitive salary structure.
 - (i) Provides the necessary liaison and staff support to Committee /Work group Chair and to Committees/Work Group to enable them to properly perform their functions. See that Committee decisions and recommendations are submitted to the Board of Directors for approval.
 - (j) Promotes interest and active participation in the Association's activities on the part of the Membership and local/chapter groups, and reports activities of the Board and the Association through the communications media of the Association.

Section 4 Chief Executive Officer Job Description (continued)

- (k) Maintains effective relationships with other organizations, both public and private, and sees that the position of the association and its Members is enhanced in accordance with the policies and objectives of the organization.
- (l) In cooperation with the Executive Committee and Treasurer; develops, recommends and upon approval operates within an annual budget. Insures that all funds, physical assets, and other property of the Association are appropriately safeguarded and administered. Executes Bylaw provisions with respect to quarterly, semi-annual or annual audits. Approves all budgeted administrative expenditures of Association funds.
- (m) Ensures public relations activities are created and executed to enhance public acceptance of the industry and Association.
- (n) Conducts research and related projects, prepares reports and keeps the Board of Directors updated on information and trends that impact the real estate industry and the Association.
- (o) Ensures the Association's education programs advance the professional/technical/managerial skills of the Membership, and the Education Department operates within the annual budget and program objectives approved by the Board of Directors.
- (p) Plans, organizes and directs Membership promotion and retention, evaluates results and recommends policies, procedures and action to achieve Membership goals. Collects dues and terminates delinquent Members in accordance with the Association's Bylaws.
- (q) Performs a secretarial function for the Association, maintaining official minutes of the Board of Directors meetings and other official meetings of the organization, provides security for all files, legal and historic documents, Membership and mailing lists.
- (r) Ensures Association communications with Members meets or exceeds industry standards.
- (s) Carries out such other general responsibilities as may be delegated by the Officers and Board of Directors.
- (t) The CEO, at his or her sole discretion, may make recommendations for any C.A.R. Director or Bay East Member seeking an appointment to a C.A.R. Committee or an NAR Committee, upon request of said individual.
- (u) Oversees Management Services offered to other Associations.
- (v) Is responsible for growing the Bay East brand.
- (w) Plans and manages the annual Strategic Thinking Process, in conjunction with the President-Elect.
- (x) Ensures Bay East Board of Directors, Committee / Work Group Chairs and Vice Chairs are provided with superior leadership training.
- (y) Serves as the Chief Culture Officer, responsible for managing and strengthening the Bay East Mission, Vision, Values and Culture Code.

Section 4 Chief Executive Officer Job Description (continued)

- 4.03 In response to inquiries from prospective employers, the CEO may only provide a history of a member's volunteer activity with the Association for members seeking personal or business recommendations.
- 4.04 The President and CEO whenever possible should not travel together.
- 4.05 Accountability:
- (a) Is responsible to the Board of Directors for the administration of the headquarters office and for proper interpretation and fulfillment of all functions, responsibilities, authority and accountability.
 - (b) A Member of the Board of Directors and Executive Committee ex-officio, without the right to vote.
 - (c) Visits Members' offices when feasible and maintains personal contacts with Membership to the greatest degree possible.
 - (d) Maintains such relationships with other Associations, MLSs, vendors and community organizations, as are desirable or necessary in the best interest of the Association and in conformity with the over-all objectives and policy of the organization.
 - (e) Establishes such relationships as the Board of Directors may specify or as may be deemed advisable in the best interest of the Association by in conformity with established policy.

<p style="text-align: center;">Article I Section 5 Officers and Directors Job Description</p>

Section 5 Immediate Past President Job Description

- 5.01 The immediate Past President shall automatically serve as an Officer/Director on the Board for one additional year. In the event that the Immediate Past President is not available to serve, the position will be filled in accordance with the Association's Bylaws. The primary role of this individual is to advise and recommend to the Board Leadership based upon the experience gained as an Association President. In addition, other duties and responsibilities include:
- 5.02 Shall support any action taken by the Board of Directors. May not act contrary to any action taken by the Board of Directors.
- 5.03 Keep abreast of Association activities to aid President.
- 5.04 Be aware of short-term and long-term programs approved by the Board of Directors.
- 5.05 Attend all meetings of the Board of Directors and special meetings.
- 5.06 Attend all State Association meetings as an appointed C.A.R. Director. Take an active part therein as required to serve the best interest of the Association.
- 5.07 This office is subject to the non-endorsement policy in Article VIII, Section 39.
- 5.08 Bay East expressly prohibits any appearance of endorsement by the Association of the Past President's business activities. For personal business cards, electronic and printed material, social media platforms, or signatures, current members of the Board and Officers shall not indicate their current positions.
- 5.09 Perform such duties as may be assigned by the President.
- 5.10 Familiarization with the following documents:
 - (a) Association Bylaws
 - (b) Association MLS Rules and Regulations
 - (c) Professional Standards and Arbitration Manual
 - (d) Code of Ethics
 - (e) Corporate Policies and Procedures Manual
 - (f) Accounting and Operations Policies and Procedures
 - (g) Robert's Rules of Order
 - (h) Association Mission Statement
 - (i) Association Strategic Plan
 - (j) Political Action and encouraged to contribute

5.11 Attend the following meetings/events:

General / Recurring

- (a) Monthly Board of Directors (12)
- (b) Monthly Executive Committee (12)
- (c) Leadership Evaluating and Selection Committee (“LES”) (approx. 8)
- (d) Investment Advisory Meetings (approx. 5)
- (e) Focus Groups (4-6)
- (f) Marketing Meetings regularly (approx. 12)
- (g) Chair Past Presidents Committee (2)
- (h) LDC Coffees (4/yr. apex. 1 hr. ea.)
- (i) Young Professionals Networking Events (4/yr. 1-2 hrs. ea.)
- (j) Office Outreach
- (k) Strategic Thinking Work Group (1)
- (l) Participate in Bay East Buzz Videos as needed
- (m) Participate in print and broadcast media interviews as needed
- (n) Testify at Planning Commission and City Council meetings as needed
- (o) Bay East Foundation Fundraising (2)

<p style="text-align: center;">Article I Section 6 Officers and Directors Job Description</p>

Section 6 Board of Directors Job Description

6.01 The primary responsibility of the Board of Directors is to serve as the governing body of the Bay East Association of REALTORS®. It has authority above all Committees/Work Groups to carry out all duties, expressed or implied, that are included within the total management jurisdiction of the Association. This responsibility is contained in the governing documents of the Association. The Board of Directors approves policies and plans that provide the framework within which major Association operations must be accomplished.

Although the Board of Directors is responsible for the general overall management of the Association affairs, it is not responsible for the day-to-day operations. This is accomplished by the Executive arm of the Association in close coordination with elected Officers and Committees/Work Groups.

6.02 Approval of annual financial plan for Association operations and cause to have such a plan published in form of a budget.

6.03 Approval of new policies as required.

6.04 Serve as Trustees to serve the best interest of the membership in all matters pertaining to the community and to encourage/promote forward thinking.

6.05 Board of Directors shall determine whether to have an annual audit or review of the Association's financial records by an independent CPA to ensure that operating methods and procedures are in compliance with generally accepted accounting policies and practices. The Board will review the CPA's report within sixty days of its completion.

6.06 Approval of annual review of CEO performed by the Executive Committee.

6.07 Attend Antitrust presentation every two (2) years.

6.08 Shall sign Volunteer Leadership Agreement at beginning of each term.

6.09 Attend the C.A.R. Professional Standards Training within soonest available opportunity of becoming a Director, and every other year thereafter.

6.10 Attend annual training in Diversity, Equity, and Inclusion (DEI as identified by the Board of Directors.

6.11 Be aware of the goals and objectives established by the Association President.

6.12 Keep abreast of all Association activities to aid the President and other elected Officers in accomplishing plans and goals.

6.13 All Directors are subject to the non-endorsement policy in Article VIII, Section 39.

6.14 Directors and their family members are ineligible to receive grants/scholarships from the Bay East Foundation. Family members described as spouses, brothers, sisters, brother-in-law, sister-in-law, children, son-in-law, daughter-in-law, grandchildren and great grandchildren.

- 6.15 Attend and participate in all meetings of the Directors and special meetings to include at a minimum the following: monthly Board of Directors meetings; all special meetings at the call of the chair; Inaugural*; and Leadership Summit*.

***Bay East Comped Event**

- 6.16 To communicate pertinent information to the membership and to obtain feedback from the membership by attending a minimum of 12 Marketing Meetings a year in the district to which they were elected. Directors At Large and Affiliate Director to attend a minimum of 3 Marketing Meetings a year in each of the Districts.
- 6.17 For personal business cards, electronic and printed material, social media platforms, or signatures current members of the Board and Officers shall not indicate their current positions.
- 6.18 Specific duties and responsibilities of the Directors are familiarization with the following documents:
- (a) Association Bylaws
 - (b) Association MLS Rules and Regulations
 - (c) Professional Standards and Arbitration Manual
 - (d) Code of Ethics
 - (e) Policies and Procedures Manual
 - (f) Robert's Rules of Order
 - (g) Association Mission Statement
 - (h) Association Strategic Plan
 - (i) Non-Endorsement Policy
 - (j) Political Action and encouraged to contribute
- 6.19 Attendance: - A Director who has been absent from two (2) consecutive meetings of the Board of Directors or who has been absent for a total of three (3) meetings during a calendar year may be removed by the Board of Directors.

For purposes of determining whether a Director was absent from a meeting, Directors missing thirty (30) minutes or more of the scheduled meeting shall be deemed to have been absent from the meeting.

<p style="text-align: center;">Article I Section 7 Officers and Directors Job Description</p>

Section 7 C.A.R./NAR Directors Job Description

- 7.01 C.A.R. Directors, C.A.R. Director-for-Life and NAR Directors are to serve the Membership and represent the Association at the California Association of REALTORS® Directors' sessions and the National Association of REALTORS® Directors' sessions.

Eligible Bay East members who have not served on the C.A.R. or NAR Board of Directors are encouraged to seek appointments. To encourage eligible members to seek appointments, and to help Director applicants determine if serving as a C.A.R. Director fits their leadership goals, the Bay East Board of Directors may annually appoint C.A.R. Directors-in-Training. Each appointee will be assigned a mentor to assist them in preparing to become a future C.A.R. Director. Directors-in-Training are expected to seek a C.A.R. Director position within the two years following their Director-in-Training appointment. Although C.A.R. Directors-in-Training may serve on a C.A.R. Committee, they are not considered Bay East appointed C.A.R. Directors and therefore may not vote on items that come before the C.A.R. Board of Directors.

7.02 Composition and Funding:

- (a) The following positions are automatically appointed and funded by Bay East as part of the Bay East C.A.R. Director allocation: President, President-elect, Treasurer, Immediate Past President of Bay East, Assistant Regional Chair, Regional Chair, Immediate Past Regional Chair, Candidates for C.A.R. Office, Bay East appointed NAR Directors.
- (b) C.A.R. appointed NAR Directors are automatic appointments but are not automatically funded by Bay East. They must apply annually for funding.
- (c) The Bay East Officers shall annually recommend additional C.A.R. Director appointments in an amount up to but not to exceed the C.A.R. allocation. Such recommendations are subject to the approval of the Board of Directors.
- (d) The C.A.R. Directors-in-Training are not part of the C.A.R. Director allocation.

7.03 Term: C.A.R. Directors, C.A.R. Director-for-Life, C.A.R. Directors-in-Training and NAR Directors are subject to the following terms:

- (a) C.A.R. Director-for-Life is granted by C.A.R. and the term expires when such Director no longer wishes to hold that position. Directors-for-Life who want to be funded must apply annually.
- (b) The C.A.R. Director term is for one (1) year and all such Directors must reapply annually for reappointment.
- (c) The C.A.R. Director-in-Training term is for 1 year and appointees must reapply for a second term. Directors-in-Training may not serve more than two terms.
- (b) NAR Directors are appointed to a three-year term and may reapply for a second term which shall be no more than two years.

7.04 Eligibility:

- a) C.A.R. Directors, C.A.R. Directors-for-Life, C.A.R. Directors-in-Training and Bay East-appointed NAR Directors shall be REALTOR® Members of the Association in good standing.
- b) C.A.R. Director, C.A.R. Director-for-Life applicants must be a Bay East REALTOR® member and must have served on a Bay East Committee or Work Group or Task Force at least two (2) full years prior to submitting application.
- c) C.A.R. Director-in-Training applicants must have been a Bay East REALTOR® member and have served on a Bay East Committee, Work Group or Task Force at least one (1) full year prior to submitting an application and have never served as a Bay East appointed C.A.R. Director.

- d) NAR Director applicants must have served as a Bay East appointed C.A.R. Director for three (3) of the last five (5) years and must have served on a Bay East Committee/Work Group for at least two (2) of the three (3) years prior to prospective appointment.
- e) All appointees are required to
 - i. Serve on a Bay East Committee/Work Group during their appointment and shall comply with the attendance policies.
 - ii. Display professionalism and behavior that exemplifies the Bay East Culture at all times. (See Section 33).
 - iii. Must not be found in violation of a publishable Ethics violation within three (3) years immediately preceding start of term.
 - iv. Must not be found in violation of the Leadership Agreement (See Section 33) within the three years immediately preceding start of term.

7.05 Appointment Procedure:

- (a) Pursuant to the C.A.R. Director allocation, the Bay East Officers shall interview applicants for the C.A.R. Director positions and shall recommend candidates and their funding status, to the Bay East Board of Directors who will make the final appointments. The Board shall strive to appoint up to two (2) Directors who have not served as C.A.R. Directors during the year prior to the year of appointment. Special consideration shall be given to applicants who contribute to the REALTOR® Action Fund.
- (b) Pursuant to the NAR Director allocation, the Leadership Evaluation and Selection Committee shall review applications and recommend applicants for NAR Director positions, to the Bay East Board of Directors who will make the final appointments. Special consideration shall be given to applicants who contribute to the REALTOR® Action Fund.

7.06 Expectations:

- (a) Bay East appointed C.A.R. Directors and C.A.R. Directors-for-Life are expected to:
 - (i) Attend three (3) annual California Association of REALTORS® business meetings.
 - (ii) Serve on C.A.R. Committees.
 - (iii) Prepare reports for the C.A.R. Regional Caucus meetings as assigned.
 - (iv) Serve on a Bay East Committee/Work Group during appointment as C.A.R. Director. While serving on a Bay East Committee/Work Group, if applicant fails to meet attendance requirements during the calendar year, applicant may not qualify to serve as a Bay East appointed C.A.R. Director or C.A.R. Director-for-Life and may be removed from the Bay East Committee/Work Group at the discretion of the Chair.
 - (v) Report information about issues discussed and actions taken during C.A.R. business meetings to Bay East Committees/Work Groups and the Bay East membership as requested.
 - (vi) Serve a one-year term as Bay East appointed C.A.R. Director or C.A.R. Director-for-life. Reappointments to be a one-year term.
 - (vii) Contribute at least the “True Cost of Business” amount to the REALTOR® Action Fund.
- (b) Bay East appointed C.A.R. Directors-in-Training are expected to:
 - (i) Engage with their assigned mentor.
 - (ii) Attend at least one (1) of the three (3) annual C.A.R. Business meetings.
 - (iii) Attend the meetings/events listed in Section 7.07
 - (iv) Encouraged to contribute at least the “True Cost of Business” amount to the REALTOR® Action Fund
 - (v) Serve a one-year term as Bay East appointed C.A.R. Director-in-Training. May be reappointed as C.A.R. Director-in-Training for a second one (1) year term.
 - (vi) May not represent that they have been appointed by Bay East to serve on the C.A.R. Board of Directors.

- (vii) Serve on a Bay East Committee/Work Group during appointment as C.A.R. Director-in-Training. While serving on a Bay East Committee/Work Group, if applicant fails to meet attendance requirements during the calendar year, applicant may not qualify to serve as a Bay East appointed C.A.R. Director-in-Training and may be removed from the Bay East Committee/Work Group at the discretion of the Chair.
- (c) NAR Directors are expected to:
 - (i) Attend two (2) annual National Association of REALTORS® business meetings.
 - (ii) Serve on NAR Committees and attend sessions as may be required.
 - (iii) Have camera on when attending virtual meetings either as a Director, Committee Member or guest, Directors unless an exception has been previously approved by the President.
 - (iv) Submit a written or verbal report to the Bay East Board of Directors at a scheduled meeting following each NAR meeting as requested.
 - (v) Serve as a C.A.R. Director and actively serve on C.A.R. Committees as appointed/requested.
 - (vi) Serve on a Bay East Committee/Work Group during their appointment as a NAR Director. While serving on a Bay East Committee/Work Group, if the NAR Director fails to meet the attendance requirements, the applicant may be removed from the Bay East Committee/Work Group at the discretion of the Chair. Such removal could jeopardize the NAR Director appointment for the remainder of the Director's term.

7.07 C.A.R. Director Attendance:

- (a) Directors' meetings as called by the President.
 - (b) Member/Director Forum.
 - (c) All Region 6 Caucus meetings.
 - (d) All C.A.R. Board of Directors meetings, in their entirety.
 - (e) All committee meetings, and any other C.A.R. events, to which a Director is assigned or appointed.
 - (f) New Director Forum (required for first year C.A.R. Directors; optional for all others).
 - (g) Attendance at the C.A.R. Inaugural at the Winter meetings (Inaugural ticket price is included in the stipend).
 - (h) Attendance at the Legislative Briefing, Regional Luncheon and Reception held in conjunction with Legislative Day.
 - (i) Attend receptions for REALTOR® Action Fund contributors.
 - (j) Have camera on when attending virtual meetings either as a Director, Committee Member or guest, Directors unless an exception has been previously approved by the President.
- (Failure to participate in any of these programs and/or special events may result in the removal of a Bay East-appointed C.A.R. Director.)*

7.08 Stipends:

- (a) Bay East-funded C.A.R. Directors, C.A.R. Directors-for-Life and C.A.R. Directors-in-Training shall be equally compensated.
 - (i) Any additional compensation shall be decided on a case-by-case basis determined by the President.
 - (ii) Bay East shall fund new C.A.R. Directors to attend the C.A.R. meeting held prior to commencement of term.
 - (iii) With the exception of Bay East Officers, there shall be no compensation for the annual C.A.R. Convention/Trade Show attendance
 - (iv) Some Bay East appointed C.A.R. Directors serving on a C.A.R. Committee that meets before the official first day of the C.A.R. business meetings, or early in the morning of the official first day, may prefer to arrive at the meeting site a day before the meetings begin. These Directors may ask the President for the equivalent of the cost of an extra night's lodging. This is only available to Directors who are members of C.A.R. Committees, C.A.R. Task Forces, Advisory groups and forums that meet before the official first day of the meetings.

- (v) For C.A.R. Directors choosing to share a hotel room with another C.A.R. Director, the hotel portion of the stipend will be decreased by 50% for each day the room is shared.
 - (vi) C.A.R. Director-in-Training will be funded to attend up to three (3) State meetings, at the discretion of the Board of Directors.
 - (vii) The President shall be authorized to deduct from compensation for missed meetings. Late arrival or early departure may result in a deduction of hotel cost portion of the stipend.
 - (viii) C.A.R. Directors and C.A.R. Director-for-Life must stay at host or C.A.R.-assigned hotel to receive stipend. C.A.R. Director-in-Training shall stay at hotel assigned by staff.
 - (ix) Any reimbursement or stipend received from C.A.R., or another entity, to offset the costs of meeting attendance must be disclosed to Bay East. That amount will be deducted (dollar for dollar) from the Bay East C.A.R. Director's stipend.
- (b) Bay East appointed NAR Directors receive funding from C.A.R.

<p style="text-align: center;">Article II Section 8 Committee Structure</p>

Section 8 Affiliate Committee

- 8.01 Purpose. To enhance the awareness of the Platinum Affiliate role within the Association, to strengthen the relationships between Platinum Affiliates and REALTORS® and to promote the overall professionalism of Platinum Affiliate members.
- 8.02 Composition. Membership of the Committee will consist of no less than 7 and no more than 15 members, with a maximum of 2 REALTOR® members, and will make every effort to include a diverse representation of individuals, equal district representation. Automatic appointments shall be Chair, Vice-Chair, Immediate Past Chair, Board of Directors' Affiliate Director. The Chair and Vice Chair shall be Platinum Affiliates recommended by the President and President-Elect of the Association and along with all Committee Members, shall be approved by the Board of Directors of the Association. The Chair may be the Affiliate Director.
- 8.03 Criteria. All voting committee members must be a Bay East Member.
- 8.04 Meetings. Shall meet at the call of the chair. Committee Members may participate in a meeting through use of conference telephone, electronic video screen communication, or electronic transmission by and to the A.O.R. Participation in a meeting through use of conference telephone or electronic video screen communication pursuant to this subdivision constitutes presence in person at that meeting as long as all Committee Members participating in the meeting are able to hear one another. Participation in a meeting through electronic transmission by and to the A.O.R. (other than conference telephone and electronic video screen communication) constitutes presence in person at the meeting if both of the following apply:
1. Each Committee Member participating in the meeting can communicate with all of the other Committee Members concurrently; and
 2. Each Committee Member is provided the means of participating in all matters before the Committee, including, without limitation, the capacity to propose, or to interpose an objection to, a specific action to be taken by the A.O.R.
- 8.05 Responsibilities.
- (a) Increase networking opportunities between Platinum Affiliates and REALTORS.
 - (b) Provide leadership development opportunities for Platinum Affiliates.
 - (c) Promote the Platinum Affiliates and the Affiliate Committee vision to the membership.
 - (d) Recruit and retain Platinum Affiliate members by promoting membership benefits.
 - (e) Increase participation of Platinum Affiliate members in the association.
 - (f) Support opportunities to give back to the community.
- 8.06 Expectations. Committee Members can best serve Bay East and maximize the value of their volunteer efforts by striving to meet the following expectations:
- (a) Comply with the Committee Member expectations in Section 31 of the Corporate Policy and Procedures.
 - (b) Recruit new Bay East Platinum Affiliate Members.
 - (c) Serve as an ambassador for the Committee and the Association.
- 8.07 Attendance. Regular attendance is expected of all Committee members. While serving on a Bay East Committee, if member misses two (2) meetings or 25% (whichever is greater), the member may be removed at the discretion of the chair.

<p style="text-align: center;">Article II Section 9 Committee Structure</p>

Section 9 Executive Committee

- 9.01 Purpose. To conduct the affairs of the Association in accordance with the policies and instructions of the Board of Directors. Recommend to Board of Directors new policies, changes in policy, or rescission of existing policies. To act as a Budget and Finance Committee in reviewing the Association's fiscal operations and policies.
- 9.02 Composition. Composed of eight (8) Members that shall include the Immediate Past President, the President, the President-Elect, the Treasurer and four (4) Presidential appointees from the Board of Directors. The President will make every effort to include a diverse representation of individuals and districts.
- 9.03 Current Member Criteria. Current elected Officer or Director.
- 9.04 Meetings. Shall meet at the call of the President. Committee Members may participate in a meeting through use of conference telephone, electronic video screen communication, or electronic transmission by and to the A.O.R. Participation in a meeting through use of conference telephone or electronic video screen communication pursuant to this subdivision constitutes presence in person at that meeting as long as all Committee Members participating in the meeting are able to hear one another. Participation in a meeting through electronic transmission by and to the A.O.R. (other than conference telephone and electronic video screen communication) constitutes presence in person at the meeting if both of the following apply:
1. Each Committee Member participating in the meeting can communicate with all of the other Committee Members concurrently; and
 2. Each Committee Member is provided the means of participating in all matters before the Committee, including, without limitation, the capacity to propose or to interpose an objection to, a specific action to be taken by the A.O.R.
- 9.05 Responsibilities.
- (a) Review and provide recommendations on materials contained in Directors' packet.
 - (b) Select recipient of Outstanding Leadership Award (Past President) annually, if there is a viable candidate.
 - (c) Conduct an annual performance review of the CEO, in accordance with the Board of Directors approved review process, and recommend to Board of Directors salary and bonuses, as appropriate.
 - (d) Negotiate employment agreements with the CEO for final approval by the Board of Directors.
 - (e) Review and recommend to the Board of Directors an annual budget reflecting the revenues and expenses for all programs being proposed for the succeeding year. The proposed budget shall be presented to the Board of Directors at or before their last meeting of the year.
 - (f) Review YTD expenses that varies from budget in excess of \$5000 and 10%. Does not apply to expenses linked to revenue line items which also increased by an amount equal or larger than the increase in the direct expense.
 - (g) Select an independent Certified Public Accounting Firm to conduct an annual audit/review of the Association's financial records to ensure that operating methods and procedures are in compliance with generally accepted accounting policies and practices. The Treasurer shall provide a summary and any related committee recommendations to the Board of Directors.

9.05 Responsibilities (cont.)

- (h) Review and recommend for approval or rejection, non-budgeted expenditures in excess of \$5,000 per transaction or 10% of budgeted amount.
- (i) Review, in conjunction with the final annual audit report, the reserve funds to ensure an appropriate balance in each account.
- (j) Upon direction of Board of Directors to study, advise and recommend matters pertaining to redistricting.
- (k) Review and recommend programs and services (subject to approval by the Board of Directors) that provide member benefits and/or non-dues revenue.
- (l) Annually review the C.A.R. Directors stipend amount.
- (m) Review applications for C.A.R. Director-for-Life appointments and funding and make recommendations regarding appointments and funding to the Bay East Board of Directors.
- (n) Act as the Bay East Foundation Designators:
 - Appoint Foundation Trustees to the Foundation Board of Directors (review applications, interview candidates, appoint trustees).
 - Remove or consent to a request from the Trustees to remove a trustee from the Foundation Board of Directors.
 - Consent in writing to amendments of the Foundation Bylaws.
 - Approve in writing any amendments of the Foundation Articles of Incorporation.
- (o) Ensure Bay East provides commercial services, information, education and networking opportunities and other resources to Bay East members.

<p style="text-align: center;">Article II Section 10 Committee Structure</p>
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Section 10 Inclusion, Diversity, Equity, Action (I.D.E.A.) Committee

- 10.01 Purpose: To raise awareness of explicit & implicit bias, promote fair housing & lending initiatives & policies, foster diversity within association leadership, provide educational opportunities in this area, and provide a forum for due process in the enforcement of DEI issues/code of ethics violations within our industry.
- 10.02 Composition. Members of the committee, approved by the Board of Directors after being vetted by the chair and Vice-Chair composed of no more than 14 including the chair and Vice-Chair. Every effort will be made to include a diverse representation of individuals and districts.
- 10.03 Criteria: REALTOR® and Platinum Affiliate Members in good standing.
- 10.04 Meetings: Shall meet at the call of the Chair. At the discretion of the chair, Committee Members may participate in a meeting through use of conference telephone, electronic video screen communication, or electronic transmission by and to the A.O.R. Participation in a meeting through use of conference telephone or electronic video screen communication pursuant to this subdivision constitutes presence in person at that meeting as long as all Committee Members participating in the meeting are able to hear one another. Participation in a meeting through electronic transmission by and to the A.O.R. (other than conference telephone and electronic video screen communication) constitutes presence in person at the meeting if both of the following apply:
1. Each Committee Member participating in the meeting can communicate with all of the other Committee Members concurrently; and
 2. Each Committee Member is provided the means of participating in all matters before the Committee, including, without limitation, the capacity to propose or to interpose an objection to, a specific action to be taken by the A.O.R.
- 10.05 Responsibilities
- (a) Facilitate communication among members to increase awareness of Diversity, Equity & Inclusion.
 - (b) Collect and analyze data to identify and evaluate homeownership gaps related to DEI/Fair Housing.
 - (c) Support and collaborate with committees to accomplish their DEI/Fair Housing Action Items.
 - (d) Create a positive change in the community by creating and evaluating policies and programs to assist with homeownership gaps.
 - (e) Encourage Bay East members' participation in Association's DEI/Fair Housing efforts.
 - (f) Create and maintain up-to-date leadership training program.
 - (g) Utilize NAR & C.A.R. DEI/Fair Housing resources when developing policies and programs.
- 10.06 Expectations. Committee Members can best serve Bay East and maximize the value of their volunteer efforts by striving to meet the following expectations:
- (a) Comply with the Committee Member Expectations in Section 31 of the Corporate Policy & Procedures.
 - (b) Demonstrate an interest in promoting DEI/Fair Housing to the public and government decision-makers.

- (c) Actively monitor DEI/Fair Housing issues affecting the real estate profession and to keep the general membership informed of such issues and educate the public regarding real estate issues.
- (d) Work with Bay East staff to develop programs that strengthens Bay East's DEI/Fair Housing efforts on real estate related issues.
- (e) Serve as an ambassador for the committee and the association.
- (f) Assist with outreach to members and outside organizations.

10.07 Attendance:

Regular attendance is expected of all Committee members. While serving on a Bay East Committee, if member misses two (2) meetings or 25% (whichever is greater), the member may be removed at the discretion of the chair.

<p style="text-align: center;">Article II Section 11 Committee Structure</p>
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Section 11 Leadership Development Committee

- 11.01 Purpose: In accordance with the Strategic Plan to identify, mentor and create awareness about volunteer and leadership opportunities. Collaborate with the Leadership Evaluation and Selection Committee. Inspire the current and next generation of leaders by engaging, elevating, and empowering them in the areas of personal and business leadership growth, so they can make a lasting impact on the real estate industry and the communities they serve.
- 11.02 Composition. The membership of the Committee will consist of no more than 15 including the chair and Vice-Chair. Must include at least one member who has been on the Board of Directors within the last five (5) years, one member who has been a C.A.R. Director within the last five (5) years, and one (1) Past President.
- 11.03 Criteria: REALTOR® and Platinum Affiliate Members in good standing.
- 11.04 Meetings: Shall meet at the call of the Chair. At the discretion of the chair, Committee Members may participate in a meeting through use of conference telephone, electronic video screen communication, or electronic transmission by and to the A.O.R. Participation in a meeting through use of conference telephone or electronic video screen communication pursuant to this subdivision constitutes presence in person at that meeting as long as all Committee Members participating in the meeting are able to hear one another. Participation in a meeting through electronic transmission by and to the A.O.R. (other than conference telephone and electronic video screen communication) constitutes presence in person at the meeting if both of the following apply:
1. Each Committee Member participating in the meeting can communicate with all of the other Committee Members concurrently; and
 2. Each Committee Member is provided the means of participating in all matters before the Committee, including, without limitation, the capacity to propose or to interpose an objection to, a specific action to be taken by the A.O.R.
- 11.05 Responsibilities
- (a) The Chair shall serve as a Committee Member of the Leadership Evaluating and Selection Committee during term of Chair to ensure continuity between Leadership Development and Leadership Evaluation and Selection.
 - (b) Shall not participate at any level in any campaigns or endorse any candidate.
 - (c) Create an outreach campaign to promote, inform, and recruit new prospective leaders for Bay East and C.A.R.
 - (d) Plan and host events that promote leadership recruitment, development, networking and mentoring.
 - (e) Develop and implement a C.A.R. Director mentoring program in conjunction with the Leadership Evaluation and Selection Committee to include assistance with committee selection, mentoring guidelines and follow-up meetings.
- 11.06 Expectations. Committee Members can best serve Bay East and maximize the value of their volunteer efforts by striving to meet the following expectations:
- (a) Comply with the Committee Member Expectations in Section 31 of the Corporate Policy & Procedures.
 - (b) Assist with outreach to members for volunteer leadership positions and leadership event attendance.

- (c) Committee Members should work together to ensure several members will be present at each event we host, to represent the Committee.
- (d) Identify and mentor volunteers and leadership candidates.
- (e) Stay abreast of Association volunteer opportunities and have a general understanding of the minimum requirements to serve on Bay East Committees, run as a Bay East Director, and apply as a C.A.R./NAR Director.

11.07 Attendance:

Regular attendance is expected of all Committee members. While serving on a Bay East Committee, if member misses two (2) meetings or 25% (whichever is greater), the member may be removed at the discretion of the chair.

<p style="text-align: center;">Article II Section 12 Committee Structure</p>
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Section 12 Leadership Evaluation and Selection Committee

- 12.01 Purpose: In accordance with the Strategic Plan to identify leadership candidates, review and recommend Bay East REALTOR® Members to serve the Association as an Officer or Director, as a National Association of REALTORS® (NAR) Director, and to select members for the REALTOR®, Rookie, Affiliate of the Year and Good Neighbor awards. Leadership Development Committee and Leadership Evaluation and Selection will collaborate with each other as appropriate to further the purposes of each committee.
- 12.02 Composition: Composed of not more than twelve (13) members, including the Chair, immediate Past President, current President, current President-Elect, current Chair of Leadership Development Committee, current Chair of I.D.E.A. and seven (7) members appointed by the President, making every effort to include a diverse representation of individuals and Districts.
- 12.03 Criteria: REALTOR® and Platinum Affiliate Members in good standing. Members of the Leadership Evaluating and Selection Committee may not be candidates for any Bay East office and at least 50% of the members must have completed at least two (2) terms as a C.A.R. Director within the last five (5) years.
- 12.04 Meetings: Shall meet at the call of the Chair. Committee Members may participate in a meeting through use of conference telephone, electronic video screen communication, or electronic transmission by and to the A.O.R. Participation in a meeting through use of conference telephone or electronic video screen communication pursuant to this subdivision constitutes presence in person at that meeting as long as all Committee Members participating in the meeting are able to hear one another. Participation in a meeting through electronic transmission by and to the A.O.R. (other than conference telephone and electronic video screen communication) constitutes presence in person at the meeting if both of the following apply:
1. Each Committee Member participating in the meeting can communicate with all of the other Committee Members concurrently; and
 2. Each Committee Member is provided the means of participating in all matters before the Committee, including, without limitation, the capacity to propose or to interpose an objection to, a specific action to be taken by the A.O.R.
- 12.05 Responsibilities
- (a) Identify and certify Board of Director Officer and Director Candidates in accordance with Association Bylaws, Articles X.
 - (b) Shall not participate at any level in any campaigns or endorse any candidate.
 - (c) Review applications for NAR Directors and make recommendations regarding appointments to the Bay East Board of Directors.
 - (d) Review nominations for REALTOR®, Rookie and Affiliate of the Year, and Good Neighbor awards; selecting winners based on criteria determined by the committee.
- 12.06 Expectations. Committee Members can best serve Bay East and maximize the value of their volunteer efforts by striving to meet the following expectations:
- (a) Comply with the Committee Member Expectations in Section 31 of the Corporate Policy & Procedures.

- (b) Actively seek prospective future volunteers and leaders. The Leadership Evaluation and Selection Committee collaborates with the Leadership Development Committee as needed (mentoring new C.A.R. Directors, etc.).
- (c) Identify qualified members for potential BoD Nominees and appointed C.A.R./NAR Directors. This includes educating members, so they can make informed decisions to run for BoD or apply as a C.A.R. or NAR Director; outreach may be phone calls and/or emails.
- (d) Member recognition programs: REALTOR®, Rookie, Affiliate and Good Neighbor of the Year Awards. Criteria is reviewed on an annual basis, participation is promoted through various marketing vehicles, and award recipients are selected based on their qualifications.

12.07 Attendance

Regular attendance is expected of all Committee members. While serving on a Bay East Committee, if member misses two (2) meetings or 25% (whichever is greater), the member may be removed at the discretion of the chair.

<p style="text-align: center;">Article II Section 13 Committee Structure</p>
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Section 13 Local Government Relations

- 13.01 Purpose. In accordance with the Strategic Plan, to identify, develop and oversee programs that enhance the Association's relationships with the communities, governments and other "publics" within the areas served by the Association.
- 13.02 Composition. Membership of the Committee will consist of not less than 9, which includes the chair and will make every effort to include a diverse representation of individuals and districts. All committee members must be a REALTOR® or Platinum Affiliate member; however, at no time should the total of Platinum Affiliate members exceed 2. The Chair and Vice Chair shall be recommended by the President and President-Elect of the Association and along with all Committee Members, shall be approved by the Board of Directors of the Association.
- 13.03 Criteria. REALTOR®, Platinum Affiliate.
- 13.04 Meetings. Shall meet at the call of the chair. Committee Members may participate in a meeting through use of conference telephone, electronic video screen communication, or electronic transmission by and to the A.O.R. Participation in a meeting through use of conference telephone or electronic video screen communication pursuant to this subdivision constitutes presence in person at that meeting as long as all Committee Members participating in the meeting are able to hear one another. Participation in a meeting through electronic transmission by and to the A.O.R. (other than conference telephone and electronic video screen communication) constitutes presence in person at the meeting if both of the following apply:
1. Each Committee Member participating in the meeting can communicate with all of the other Committee Members concurrently; and
 2. Each Committee Member is provided the means of participating in all matters before the Committee, including, without limitation, the capacity to propose or to interpose an objection to, a specific action to be taken by the A.O.R.
- 13.05 Responsibilities
- (a) Promote the REALTOR® image to the public and government decision-makers.
 - (b) Review and promote Bay East's Housing Policy.
 - (c) Develop programs that strengthens Bay East's lobbying efforts on real estate related issues.
 - (d) Monitor issues affecting the real estate profession and to keep the general membership informed of such issues.
 - (e) Educate the public regarding real estate issues.
 - (f) Review all IMPAC requests and to make funding recommendations to Bay East's IMPAC Trustees.
 - (g) Develop, recommend, implement and promote programs designed to communicate Bay East positions to all key agencies and officials.
 - (h) Promote the message that "REALTORS® are the voice for real estate."
 - (i) Educate the membership about the REALTOR® Action Fund.
 - (j) Raise funds for the REALTOR® Action Fund
 - (k) Encourage Bay East members to become involved in community leadership.
 - (l) Encourage Bay East members to support Bay east's political activities.

- 13.06 Expectations. Committee members can best serve Bay East and maximize the value of their volunteer efforts by striving to meet the following expectations:
- (a) Comply with the Committee Member Expectations in Section 31 of the Corporate Policies & Procedures.
 - (b) Demonstrate an interest in promoting the REALTOR® image to the public and government decision-makers.
 - (c) Actively monitor issues affecting the real estate profession and to keep the general membership informed of such issues and educate the public regarding real estate issues.
 - (d) Work with Bay East staff to develop programs that strengthens Bay East's lobbying efforts on real estate related issues.
 - (e) Understand the IMPAC program, uses and restrictions.
 - (f) Understand, support, contribute to and educate Bay East members about the REALTOR® Action Fund.
 - (g) Encourage Bay East members to become involved in community leadership and support Bay east's political activities.

12.07 Attendance

Regular attendance is expected of all Committee members. While serving on a Bay East Committee, if member misses two (2) meetings or 25% (whichever is greater), the member may be removed at the discretion of the chair.

Article II Section 14 Committee Structure

Section 14 MLS & Business Technology

- 14.01 Purpose. In accordance with the Strategic Plan, to review and recommend MLS & Business services/products and technologies that help our members succeed as real estate professionals.
- 14.02 Composition. Membership of the Committee will consist of no more than eighteen (18) voting members, which includes the Chair, Vice-Chair and no more than three (3) alternates. Every effort will be made to include a diverse representation of individuals and districts. All committee members must be a REALTOR® MLS Participant/Subscriber member. The Chair and Vice Chair shall be recommended by the President and President-Elect of the Association and along with all Committee Members, shall be approved by the Board of Directors of the Association.
- 14.03 Criteria. REALTOR® MLS Participant/Subscriber.
- 14.04 Meetings. Shall meet at the call of the chair. Committee Members may participate in a meeting through use of conference telephone, electronic video screen communication, or electronic transmission by and to the A.O.R. Participation in a meeting through use of conference telephone or electronic video screen communication pursuant to this subdivision constitutes presence in person at that meeting as long as all Committee Members participating in the meeting are able to hear one another. Participation in a meeting through electronic transmission by and to the A.O.R. (other than conference telephone and electronic video screen communication) constitutes presence in person at the meeting if both of the following apply:
1. Each Committee Member participating in the meeting can communicate with all of the other Committee Members concurrently; and
 2. Each Committee Member is provided the means of participating in all matters before the Committee, including, without limitation, the capacity to propose or to interpose an objection to, a specific action to be taken by the A.O.R.
- 14.05 Responsibilities
- (a) Seek member input on MLS Rules, training technologies and related programs.
 - (b) Recommend communication strategies and messages to promote the MLS services and technologies to our members.
 - (c) Prior to the annual Strategic Plan Action Planning meeting, evaluate every MLS technology product and service Bay East offers to ensure relevance.
 - (d) Recommend (to the Bay East / Contra Costa MLS Management Group (“MMG”)) MLS Rules and system functionality features and changes.
 - (e) Recommend the criteria production levels for the Achievement Club Awards.
 - (f) Review member requests for the waiver of MLS fees.
 - (g) Monitor and identify MLS, technology, social media and real estate trends that could impact members’ ability to be successful.
 - (h) The Chair and Vice-Chair may be appointed to attend the MLS Management Group (MMG) meetings as a voting or non-voting alternate. If appointed, failure to attend the MMG meetings may be cause for removal as the Chair or Vice-Chair of the MLS Committee.

- 14.06 Expectations. Committee members can best serve Bay East and maximize the value of their volunteer efforts by striving to meet the following expectations:
- (a) Comply with the Committee Member Expectations in Section 31 of the Corporate Policies & Procedures.
 - (b) Be familiar with the Paragon MLS System.
 - (c) Be familiar with and comply with the MLS Rules and Regulations.
- 14.07 Attendance. Regular attendance is expected of all Committee members. While serving on a Bay East Committee, if member misses two (2) meetings or 25% (whichever is greater), the member may be removed at the discretion of the chair.
- 14.08 Alternate Representative: A REALTOR® MLS Participant/Subscriber member who wishes to be a member of the MLS Committee may be appointed as an Alternate Representative in the event that the committee membership is at the maximum number. An Alternate Representative is a non-voting member and may be appointed to full membership on the committee in the event of an opening. An Alternate Representative may also substitute for one of the regular committee members who is absent from a meeting, and the Alternate Representative will be a voting member during that time. Full membership and substitution order of Alternate Representatives is in the order in which they were added to the Alternate Representative list. The committee attendance policy applies to all Alternate Representatives as well.

Article II Section 15

Committee Structure

Section 15 Bay East and Contra Costa Combined MLS Management Group (MMG)

- 15.01 Purpose. To review, recommend and implement MLS services and technologies that help our members succeed as real estate professionals.
- 15.02 Composition. Membership will consist of 5 voting representatives and 2 alternatives selected by the President each year and subject to approval by the Board of Directors.
- 15.03 Criteria. REALTOR® Member in good standing.
- 15.04 Meetings. Meetings held monthly, rotating between the two Organizations. Shall meet at the call of the chair. Committee Members may participate in a meeting through use of conference telephone, electronic video screen communication, or electronic transmission by and to the A.O.R. Participation in a meeting through use of conference telephone or electronic video screen communication pursuant to this subdivision constitutes presence in person at that meeting as long as all Committee Members participating in the meeting are able to hear one another. Participation in a meeting through electronic transmission by and to the A.O.R. (other than conference telephone and electronic video screen communication) constitutes presence in person at the meeting if both of the following apply:
1. Each Committee Member participating in the meeting can communicate with all of the other Committee Members concurrently; and
 2. Each Committee Member is provided the means of participating in all matters before the Committee, including, without limitation, the capacity to propose or to interpose an objection to, a specific action to be taken by the A.O.R.
- 15.05 Responsibilities
- (a) Review and implement programs that facilitate ease of use of the Paragon MLS system and related technologies.
 - (b) Review and implement new MLS technologies not to exceed financial obligations up to \$30K and contracts that exceed 12 months must be approved by respective Board of Directors.
 - (c) Establish common MLS Rules and Regulations in compliance with the NAR and C.A.R. Model MLS Rules and Regulations and citable infractions (not fines).
- 15.06 Attendance. Regular attendance is expected of all Committee members. While serving on a Bay East Committee, if member misses two (2) meetings or 25% (whichever is greater), the member may be removed at the discretion of the chair.

<p style="text-align: center;">Article II Section 16 Committee Structure</p>
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Section 16 Political Activities Committee

- 16.01 Purpose. The Political Activities Committee establishes and maintains relationships with local elected officials; interviews candidates for local elected offices; recommends to the Bay East Association of REALTORS® Board of Directors those candidates whose campaigns should be endorsed by Bay East; and allocates C.A.R. Local Candidate Recommendation Committee funds (LCRC) either directly to candidates or via independent expenditures conducted in compliance with all applicable laws and regulations.
- 16.02 Composition. Composed of no more than 12 members including the Chair and Vice Chair. The Local Government Relations Committee Chair and Vice Chair shall serve as the Chair and Vice Chair of the Political Activities Committee. Appointment of all Committee members shall be approved by the Board of Directors of the Association. In order to ensure political engagement in all communities within the Bay East service area, the Board will strive to appoint members who are either residents or work from offices located in each of these communities.
- 16.03 Criteria.
- (a) REALTOR® or Platinum Affiliate member in good standing.
 - (b) Has served on the Local Government Relations Committee for at least one year.
 - (c) Has made a contribution to the REALTOR Action Fund in an amount equal or greater to the current “True Cost of Doing Business”, or another minimum voluntary amount which is set per the LCRC Cooperative Agreement between Bay East and the California Association of REALTORS®.
 - (d) Has met with at least one local elected official from a community within the Bay East service area during the previous calendar year and reported to Bay East staff or the Committee.
 - (e) Has attended or testified at a city council or Alameda County Supervisors meeting at least once during the previous calendar year and reported to Bay East staff or the Committee.
 - (f) Special consideration will be given to those applicants for Committee membership who are actively involved in chambers of commerce within the Bay East service area.

16.03 Committee Member Appointment Process

- (a) Committee Members are appointed through the following process:
 - 1. August Committee Meeting: The Committee Staff Liaison presents the Committee membership eligibility requirements, responsibilities and appointment process to all Committee members.
 - 2. September: Committee member candidates are invited to participate in an interview with the current Committee Chair, Vice Chair, incoming Vice-Chair and Staff Liaison. During the interview, each Committee member candidate will be asked to:
 - a. Describe their awareness of current community issues, participation in community activities and community leadership activities;
 - b. Describe their relationships with local elected leaders;
 - c. Share their understanding of the REALTOR® Party;
 - d. Share their understanding of the Committee purpose;
 - e. Describe their vision for how the Committee will accomplish its action plan;

The current Chair, Vice-Chair, income Vice Chair and Staff Liaison will evaluate each candidate using information from the interview, attendance records and committee participation, and make a recommendation regarding Committee appointments to the current Bay East President-Elect.

3. The Bay East Board of Directors makes approves the Committee Member appointments during their November meeting.

16.05 Meetings. Shall meet at the call of the Chair. At the Chair's discretion, Committee Members may be allowed to participate in a meeting through use of conference telephone, electronic video screen communication, or electronic transmission by and to the A.O.R. Participation in a meeting through use of conference telephone or electronic video screen communication pursuant to this subdivision constitutes presence in person at that meeting as long as all Committee Members participating in the meeting are able to hear one another. Participation in a meeting through electronic transmission by and to the A.O.R. (other than conference telephone and electronic video screen communication) constitutes presence in person at the meeting if both of the following apply:

1. Each Committee Member participating in the meeting can communicate with all of the other Committee Members concurrently; and
2. Each Committee Member is provided the means of participating in all matters before the Committee, including, without limitation, the capacity to propose or to interpose an objection to, a specific action to be taken by the A.O.R.

16.06 Responsibilities

- (a) Review and approve the LCRC Cooperative Agreement to C.A.R. by January 15th annually.
- (b) Annually review and recommend to the Bay East Board of Directors the Local PAC Funds Split.
- (c) Complete the Bay East Volunteer Leadership Agreement annually before the first committee meeting of the year.
- (d) Monitor the local political environment.
- (e) Meet with local elected officials and educate them about REALTOR® Party issues.
- (f) Establish and maintain relationships with local elected officials.
- (g) Interview Candidates running for local elected office.
- (h) Evaluate Candidate Questionnaires.
- (i) Recommend to the Bay East Board of Directors those candidates whose campaigns should be endorsed by Bay East.

16.06 Attendance: Regular attendance is expected of all Committee members. While serving on a Bay East Committee, if member misses two (2) meetings or 25% (whichever is greater), the member may be removed at the discretion of the chair.

Article II Section 17

Committee Structure

Section 17 Professional Standards

- 17.01 Purpose. In accordance with the Strategic Plan to identify, recommend and implement programs that enhance the professionalism of the Association's members in accordance with the MLS Rules and Regulations, Association's Bylaws and the California Association of REALTORS® California Code of Ethics & Arbitration Manual. To review alleged violations and recommend for Disciplinary hearing if necessary in accordance with the MLS Rules and Regulations, Association's Bylaws and the California Association of REALTORS® Professional Standards Reference Manual. Provide an alternative resolution process for disputes that arise from the real estate business which allows the parties through formal Mediation Conferences and/or the NAR/C.A.R. Ombudsman program. Mediations shall be governed according to the procedures in the California Association of REALTORS® California Code of Ethics & Arbitration Manual, the C.A.R. Mediation Manual & NAR.
- 17.02 Composition: The Committee will include the Grievance Subcommittee. The combined membership of the committee and subcommittee will consist of no less than 30. Every effort will be made to include a diverse representation of individuals and districts with not less than 1/3 brokers. Committee members will be appointed for staggered three-year terms. Newly appointed Committee Members shall serve a one-year term. The Chair and Vice Chairs shall be recommended by the President and President-elect of the Association and along with all Committee Members shall be approved by the Board of Directors of the Association. The Vice-Chair shall be the Chair of the Grievance Subcommittee.

Committee Chair to work with Grievance Subcommittee Chair to appoint no more than five (5) committee members, which may include the Chair and Vice-Chair to act as Review Officers ("RO").

- 17.03 Criteria. All Committee members must be a REALTOR® member at least two (2) years, attend the C.A.R. Professional Standards Training within soonest available opportunity of joining committee; returning new members required to complete C.A.R. Professional Standards training every year for the first three (3) years then required every other year, and attend any updated training as required.

Mediation members must be a REALTOR® member with prior ethics or arbitration experience by serving on a Professional Standards Committee for a period of at least three years; familiarity with the California Code of Ethics and Arbitration Manual; comparable experience may be substituted at the recommendation of the Chair with Board of Directors approval. New members must be trained, experienced mediators, or attend required training prior to participating in mediations. Approved members to attend any updated training as required

- 17.04 Meetings. Professional Standards full committee shall meet at the call of the Chair taking into consideration the C.A.R. and NAR meetings. Meetings of Subcommittees shall meet at the call of the Vice-Chair. Committee Members may participate in a meeting through use of conference telephone, electronic video screen communication, or electronic transmission by and to the A.O.R. Participation in a meeting through use of conference telephone or electronic video screen communication pursuant to this subdivision constitutes presence in person at that meeting as long as all Committee Members participating in the meeting are able to hear one another. Participation in a meeting through electronic

transmission by and to the A.O.R. (other than conference telephone and electronic video screen communication) constitutes presence in person at the meeting if both of the following apply:

1. Each Committee Member participating in the meeting can communicate with all of the other Committee Members concurrently; and
2. Each Committee Member is provided the means of participating in all matters before the Committee, including, without limitation, the capacity to propose or to interpose an objection to, a specific action to be taken by the A.O.R.

17.05 Committee Responsibilities

- a. Hear and decide arbitration (monetary) disputes.
- b. Hear and decide disciplinary (non-monetary) ethic complaints referred to Professional Standards by the Grievance Committee.
- c. Serve as Ethics Advocate assisting parties with hearing process and day of hearing by request.
- d. Mediate arbitrable disputes between REALTORS®; and REALTORS® and their clients;
- e. Mediate ethics disputes between REALTORS®; and REALTORS® and their clients;
- f. Mediate disputes between buyers and sellers;
- g. Act as Ombudsman upon request (Mediators only).
- h. Communicate the availability and benefit of mediation to Association members.

17.06 Grievance Subcommittee Responsibilities

- a. Recommend dismissal of ethics/MLS complaints or refer to a formal hearing by a Professional Standards panel.
- b. Review, make recommendations and implement Ethics Citation policy.
- c. Acts as Complainant in Anonymous Complaints.

17.07 Expectations. Committee members can best serve Bay East and maximize the value of their volunteer efforts by striving to meet the following expectations:

- (a) Comply with the Committee Member Expectations in Section 31 of the Corporate Policies & Procedures.
- (b) In the first 3 years as a committee member- members are expected to attend all scheduled committee meetings and trainings and to attend the required C.A.R. training every year. After 3 years C.A.R. Training is required every other year, and attend any updated training as required.
- (c) Honor all commitments made for hearings.
- (d) Obtain knowledge of and to abide by Code of Ethics and MLS Rules.
- (e) Committee members agree not to file any complaints anonymously while on the Committee- they may file complaints under their names as any Association member is permitted.
- (f) Committee members agree to abide by all rules of confidentiality as required by the Code of Ethics.

17.08 Attendance: Regular attendance is expected of all Committee members. If a member misses two (2) meetings or 25% (whichever is greater), or fails to attend a meeting, training, or hearing commitment, the member may be removed at the discretion of the chair.

<p style="text-align: center;">Article II Section 18 Committee Structure</p>
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Section 18 Young Professionals Network (YPN) Committee

- 18.01 Purpose: As the voice and advocate for Bay East's young REALTORS® and Platinum Affiliates, it is the mission of the Young Professional Network Committee (YPN) to help develop young real estate professionals through association participation, career advancement, community involvement and the cultivation of future leaders.
- 18.02 Composition: The membership of the Committee will consist of not less than 8 or more than 25 Bay East members, which includes the chair and Vice-Chair. Every effort will be made to include a diverse representation of individuals and districts. Platinum Affiliate members may serve as the Vice-Chair and/or Chair as long as both positions are not held simultaneously by Platinum Affiliate members. Committee appointments are for a 1-year term, without limit to the number of terms served.
- 18.03 Criteria: REALTOR® or Platinum Affiliate member.
- 18.04 Meetings: Shall meet at the call of the chair. Committee members may participate in a meeting through use of conference telephone, electronic video screen communication, or electronic transmission by and to the association. Participation in a meeting through use of conference telephone or electronic video screen communication pursuant to this subdivision constitutes presence in person at that meeting as long as all Committee Members participating in the meeting are able to hear one another. Participation in a meeting through electronic transmission by and to the A.O.R. (other than conference telephone and electronic video screen communication) constitutes presence in person at the meeting if both of the following apply:
1. Each Committee Member participating in the meeting can communicate with all of the other Committee Members concurrently; and
 2. Each Committee Member is provided the means of participating in all matters before the Committee, including, without limitation, the capacity to propose or to interpose an objection to, a specific action to be taken by the A.O.R.
- 18.05 Responsibilities:
- (a) Increase the involvement of young members in the Association and create a voice in the Association's future.
 - (b) Provide leadership development opportunities for members.
 - (c) Promote the awareness of YPN to the membership
 - (d) Provide on-going information, tools, and support to assist young professionals in career and business development.
 - (e) Increase the networking between members and neighboring YPN chapters.
 - (f) Develop opportunities to give back to the community.
- 18.06 Expectations. Committee members can best serve Bay East and maximize the value of their volunteer efforts by striving to meet the following expectations:
- (a) Comply with the Committee Member Expectations in Section 31 of the Corporate Policies & Procedures.
 - (b) Serve as an ambassador for the committee and the association.
- 18.07 Attendance. Regular attendance is expected of all Committee members. While serving on a Bay East Committee, if member misses two (2) meetings or 25% (whichever is greater), the member may be removed at the discretion of the chair.

<p style="text-align: center;">Article III Section 19 Work Group Structure</p>
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Section 19 Bylaws & Policy Review Work Group

- 19.01 Purpose: To study and propose revisions to the Association's governing documents (Bylaws and Corporate Policies and Procedures).
- 19.02 Composition: Composed of not less than five (5) Members, nor more than nine (9) Members, including the Chair, all of whom are appointed by the President.
- 19.03 Criteria: REALTOR® Member in good standing.
- 19.04 Meetings: Shall meet at the call of the Chair.
- 19.05 Responsibilities
- (a) Review Association governing documents insuring consistency between model and current operating policies. Make recommendations for revisions to the Board of Directors and for membership approval as necessary.

<p style="text-align: center;">Article III Section 20 Work Group Structure</p>
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Section 20 Commercial Brokers Alliance

- 20.01 Purpose: In accordance with the Strategic Plan, to identify, develop and promote programs and services to help Bay East members understand commercial real estate markets and transactions, create opportunities for participating in commercial real estate, and provide a platform for education and networking between residential and commercial professionals.
- 20.02 Composition: Membership of the Work Group will consist of no more than eight members, including the chair. Chair shall be recommended by the incoming President of the Association and along with all Work Group Members, shall be approved by the Board of Directors of the Association.
- 20.03 Criteria: All voting Work Group Members must be a REALTOR® or Platinum Affiliate member.
- 20.04 Meetings: Work Group shall meet quarterly or at the call of the chair. Work Group Members may also participate in meetings through use of conference telephone, electronic video screen communication, or electronic transmission. Participation in a meeting through use of conference telephone or electronic video screen communication pursuant to this subdivision constitutes presence in person at that meeting as long as all Work Group Members participating in the meeting are able to hear one another.
- 20.05 Responsibilities:
- (a) Create awareness of the existence of the Commercial Brokers Alliance.
 - (b) Identify and communicate commercial real estate trends and hot topics that help create the annual action plan.
 - (c) Assist in organizing networking and education events that help expand members participation in commercial real estate.
 - (d) Monitor information and resources from NAR and C.A.R. regarding national and state government actions and policies that impact commercial real estate and make recommendations about sharing any relevant information with Bay East members through Bay East communication channels or special events.
 - (e) Be a resource of commercial real estate content and subject matter experts for events and member communication tools.
- 20.06 Expectations: Commercial Brokers Alliance Work Group Members can best serve Bay East and maximize the value of their volunteer efforts by striving to meet the following expectations:
- (a) Comply with the Work Group Expectations in Section 31 Committee/Work Group Meeting Procedures of the Corporate Policies & Procedures.
 - (b) Assist the association with the relevance of the education program through recruitment of new instructors and contributions to the curriculum.
 - (c) Recruit commercial real estate REALTORS® and Affiliates.
 - (d) Join and actively participate in events organized by local commercial real estate organizations.
- 20.07 Attendance: Regular attendance is expected of all Work Group members.

<p style="text-align: center;">Article III Section 21 Work Group Structure</p>
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Section 21 Global Network Work Group

- 21.01 Purpose. In accordance with the Strategic Plan; to identify, develop and promote programs that expand members' business in the multi-cultural & global markets. To make available to members tools and resources that help them close international transactions, work with multi-cultural buyers and sellers, and develop a robust network of international colleagues and clients.
- 21.02 Composition. Membership of the Work Group will consist of no more than 8 members, including the chair. Will make every effort to include members who have obtained the CIPS designation and a diverse representation of individual and districts. The Chair shall be recommended by the incoming President of the Association and along with all Work Group Members, shall be approved by the Board of Directors of the Association.
- 21.03 Criteria. All voting Work Group Members must be a REALTOR® or Platinum Affiliate.
- 21.04 Meetings. Work Group shall meet every other month or at the call of the chair. Work Group Members may participate in a meeting through use of conference telephone, electronic video screen communication, or electronic transmission by and to the A.O.R. Participation in a meeting through use of conference telephone or electronic video screen communication pursuant to this subdivision constitutes presence in person at that meeting as long as all Work Group Members participating in the meeting are able to hear one another.
- 21.05 Responsibilities.
- (a) To create awareness of the existence and value of the Bay East Global Network.
 - (b) To provide resources that enhance the cultural and business knowledge of members in local and foreign markets.
 - (c) To provide members with information about domestic and international legislative and regulatory issues.
 - (d) To provide members with education courses that cover cultural differences.
 - (e) To promote resources for global networking and mentoring.
- 21.06 Expectations. Global Network Work Group Members can best serve Bay East and maximize the value of their volunteer efforts by striving to meet the following expectations:
- (a) Comply with the Committee Member Expectations in Section 31 of the Corporate Policies & Procedures.
 - (b) Demonstrate an interest in identifying and promoting programs that raise awareness of global real estate opportunities.
 - (c) Represent the community to foreign and international nationals interested to invest.
 - (d) Assist the association in organizing, promoting and participate in the Global Network events.
 - (e) Recruit Global Network members.
 - (f) Join and actively participate in events organized by local real estate cultural organizations.
- 21.07 Attendance. Regular attendance is expected of all Work Group members.

<p style="text-align: center;">Article III Section 22 Work Group Structure</p>
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Section 22 Investment Advisory Work Group

- 22.01 Purpose: In accordance with the Strategic Plan oversee the investments and investment policy of the Association.
- 22.02 Composition: Membership of the Work Group will consist of minimum of 7 Past Presidents and the immediate Past President. No more than 2 of the Work Group members may serve on the current Board of Directors. The President Elect and the Treasurer shall be non-voting members of the Work Group. The Chair shall be recommended by the President of the Association and along with all Work Group members, shall be approved by the Board of Directors of the Association.
- All candidates for Treasurer are invited to attend the Work Group meetings.
- 22.03 Criteria: Only Past Presidents of Bay East are eligible for Work Group.
- 22.04 Meetings: At the call of the Chair. In the absence of the chair, the meeting may be facilitated by a past president appointed by the chair.
- 22.05 Responsibilities:
- a) Assure compliance to the investment policy
 - b) Review Intermediate and Long-Term investment reports quarterly or as needed.
 - c) Make recommendations to the Board of Directors for new investments and/or changes to current investments.
 - d) Review the Investment policy every two years or as needed and if necessary recommend changes.
- 22.06 Expectations. Work Group Members can best serve Bay East and maximize the value of their volunteer efforts by striving to meet the following expectations:
- (a) Comply with the Work Group Member Expectations in Section 31 of the Corporate Policy & Procedures.
 - (b) Be familiar with the Bay East Investment Policy.
 - (c) Assess the benefits and risks associated with new investment opportunities before making recommendations to the Bay East Board of Directors.

<p style="text-align: center;">Article II Section 23 Work Group Structure</p>

Section 23 Marketing Work Groups:

- Central County Marketing Group
- Tri-Cities Marketing Council
- Real Estate Alliance of Livermore
- Valley Real Estate Network

23.01 Purpose. In accordance with the Strategic Plan and the Marketing Work Group Policies and Procedures as approved by the Board of Directors, the Work Group shall provide a regular forum (Marketing Meeting) for Bay East Members and MLS users to do the following:

- market their listings;
- stay informed of market conditions and relevant real estate-related issues;
- network with real estate professionals;
- get information about Bay East services and benefits; and
- expand their professional development.

23.02 Composition. The Work Group shall consist of a Chair, 1 to 3 Vice-Chairs, and up to 23 additional Work Group members. Platinum Affiliate members may serve as the Vice Chairs, one of which shall fulfill the role as the Treasurer. The Chair position shall be filled by a REALTOR®. The Chair shall be recommended by the incoming President of the Association and the Vice Chairs shall be recommended by the incoming President-Elect of the Association, and each of these leadership positions shall be subject to the approval of the Board of Directors.

Membership: The Work Group Chair and Vice-Chairs shall recommend the remaining Work Group Members, subject to the approval of the Board of Directors.

23.03 Criteria. All Work Group members must be REALTOR® or Platinum Affiliate members of the association.

23.04 Meetings. Work Group meetings are held once a month, at a location selected by the Chair and Vice-Chair(s). Work Group Members may participate in a meeting through use of conference telephone, electronic video screen communication, or electronic transmission by and to the Association. Participation in a meeting through use of conference telephone or electronic video screen communication pursuant to this subdivision constitutes presence in person at that meeting as long as all Work Group Members participating in the meeting are able to hear one another. Participation in a meeting through electronic transmission by and to the Association (other than conference telephone and electronic video screen communication) constitutes presence in person at the meeting if both of the following apply:

1. Each Work Group Member participating in the meeting can communicate with all of the other Work Group Members concurrently; and
2. Each Work Group Member is provided the means of participating in all matters before the Work Group, including, without limitation, the capacity to propose or to interpose an objection to, a specific action to be taken by the Association.

23.05 Responsibilities.

- (a) Ensure Marketing tour meetings are effective, professional, productive and conducted in accordance with the Bay East approved Marketing Work Group Policies and Procedures and the Bay East Culture Code.
- (b) Ensure the Marketing Meetings are educated and comply with pertinent Antitrust and Fair Housing statutes.
- (c) Promote the Code of Ethics, REALTOR® professionalism and good business etiquette for REALTORS® and Platinum Affiliate members of Bay East.
- (d) Provide high quality speakers that meet the purpose of the Marketing Meetings.
- (e) Increase the networking between Marketing Meeting Leadership.
- (f) Ensure the Marketing Meetings provide high quality speakers relevant to the real estate industry and members' professional development
- (g) Encourage greater member attendance at the Marketing Meetings.

23.06 Expectations. Work Group members can best serve Bay East and maximize the value of their volunteer efforts by striving to meet the following expectations:

- (a) Comply with the Work Group Member Expectations in Section 31 of the Corporate Policies & Procedures.
- (b) Be a conduit for Association information between the Association and Marketing Meeting attendees.
- (c) Attend Marketing Meetings regularly.
- (d) Collaborate with other Bay East Marketing Work Groups.

In addition, the Chair / Vice-Chairs are required to attend the following additional meetings:

- Marketing Work Group semi-annual collaboration meetings at Bay East (2 per year);
- Strategic Thinking Work Group;
- Leadership Summit (incoming Chair only); and
- Chair/Vice-Chair Collaboration meeting.

23.07 Attendance: Regular attendance is expected of all Work Group members. While serving on a Bay East Work Group, if member misses two (2) meetings or 25% (whichever is greater), the member may be removed at the discretion of the chair.

If a member misses four (4) consecutive or 12 marketing meetings, the member may be removed at the discretion of the Chair.

<p style="text-align: center;">Article III Section 24 Work Group Structure</p>
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Section 24 Past Presidents

- 24.01 Purpose: To act as an advisory group to the seated Bay East President and to the Executive Committee.
- 24.02 Composition: Membership of the Work Group will consist of all Past Presidents. The chair shall be the immediate Past President.
- 24.03 Criteria: All Committee members must be current Bay East members in good standing and must have served a full term as a Bay East President. (With the exception of the Immediate Past President). Past Presidents currently serving on the Board of Directors may serve on the Work Group but not serve on a task force of this Work Group. The President is not eligible to serve on the Work Group.
- 24.04 Meetings: Meetings are held at least twice a year with the Executive Committee and at the request of the President. Work Group members may also be asked to serve as a task force for special advisory assignments as requested by the President.
- 24.05 Responsibilities:
- (a) Provide a forum for discussing critical issues facing the industry and association and to advise the President and Executive Committee accordingly.
 - (b) Provide guidance, ideas on strategic issues as part of the association's Strategic Thinking process.

<p style="text-align: center;">Article III Section 25 Work Group Structure</p>
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Section 25 Property Management Advisory

- 25.01 Purpose: To advise the CEO and CFO on property management matters related to the operation of 7021 Koll Center Parkway in Pleasanton.
- 25.02 Composition: Membership shall consist of a minimum of 3 and a maximum of 6 Bay East members. The Chair shall be appointed by the President of the Association and may serve without regard to term limitations.
- 25.03 Criteria: Bay East member in good standing with either professional experience in Property Management or a Past President of the association.
- 25.04 Meetings:
- a) Annually on or around July to review the condition of the building and recommend expenditures for the upcoming year.
 - b) Issues may be addressed via email or at a scheduled meeting.
 - c) Chair may call meetings throughout the year to review problems or opportunities that may arise.
- 25.05 Responsibilities:
- a) Participate in the formation of a Property Management Policies and Procedures Manual. Review and recommend updates to manual annually.
 - b) Make recommendations to staff and the Board of Directors for addressing building issues.
- 25.06 Expectations. Work Group members can best serve Bay East and maximize the value of their volunteer efforts by striving to meet the following expectations:
- (a) Comply with the Work Group Member Expectations in Section 31 of the Corporate Policies & Procedures.

<p style="text-align: center;">Article III Section 26 Work Group Structure</p>
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Section 26 Strategic Thinking Work Group

- 26.01 Purpose: To set the short term (1 year) and the long term (3 year) direction for the association.
- 26.02 Composition: The President Elect shall serve as the Chair of the Work Group and the Treasurer shall serve as the Vice Chair. The Work Group shall be composed of the following members listed below, selected by the Work Group Chair, subject to the approval of the Board of Directors. The Work Group members shall be:
- a. Officers: President, President-Elect, Treasurer, and Immediate Past President
 - b. Incoming Treasurer
 - c. 2 Past President
 - d. Investment Advisory Member
 - e. 5 subject matter experts from a variety of areas.
 - f. Platinum Affiliate
- 26.03 Meetings: Meetings to be held as needed, at the call of the Chair.
- 26.04 Responsibilities:
- (a) Identify critical issues of importance to REALTORS® based on an analysis of industry trends affecting the evolution of the real estate market.
 - (b) Identify the needs of Bay East members (Agents, brokers, Platinum Affiliates) for the future (1-5 years).
 - (c) Review, annually, the Strategic Goals of the Association, to ensure they meet the needs of Bay East members, and to recommend changes to these goals, subject to the review and approval of the Board of Directors.
 - (d) Recommend short-term and long-term strategies that meet the Association's Strategic Goals, subject to approval of the Board of Directors.

Article IV Section 27 – 33
Committee Chair/Vice/Member Descriptions, Meeting
Management and Volunteer Leadership Agreement

Section 27 Committee/Work Group/Task Force Definitions and Reporting

27.01 **Committee:** A committee is permanent and meets regularly. Members are appointed by the Current Chair and Vice-Chair, and incoming Vice-Chair, subject to confirmation by the Board of Directors, the following standing committees:

- Affiliate
- Executive
- I.D.E.A.
- Leadership Development
- Leadership Evaluation and Selection
- Local Government Relations
- Local Government Relations-Alameda
- MLS & Business Technology
- MLS Management Group (MMG)
- Political Activities
- Professional Standards
- Young Professionals Network

Work Group: A work group is a collection of individuals with a particular expertise that come together to achieve a stated objective and report to a Committee. The President shall appoint from among the REALTOR® and Platinum Affiliate Members except where otherwise provided, subject to confirmation by the Board of Directors, the following Work Groups.

- Bylaws
- Commercial Brokers Alliance
- Disclaimers and Disclosures
- Global Network
- Investment Advisory
- Marketing-Alameda (refer to Affiliate & INFORUM)
- Marketing - Central County
- Marketing - Tri-Cities
- Marketing – Real Estate Alliance
- Marketing – Valley Real Estate
- Past Presidents
- Property Management
- Strategic Thinking

Task Force: Task Forces are appointed by the President or Committee/Work Group Chair and does not require Board of Directors approval. The Task Force shall disband at the conclusion of the task or the end of the year, whichever date occurs first.

27.02 **Committee Reporting to Board of Directors.** Committee Chair oversees and coordinates all committee activity within the scope of the Action Plan, Bylaws and Corporate Policy and Procedures.

Work Group Reporting. Chair oversees and coordinates all Work Group activity within the scope of the Action Plan, Bylaws and Corporate Policy and Procedures and makes recommendations to a Committee.

Reports to Executive Committee:

- Bylaws
- Commercial Brokers Alliance
- Global Network
- Investment Advisory
- Past Presidents
- Property Management
- Strategic Thinking

Reports to Local Government Relations Committee:

- Disclaimer and Disclosures

Task Force Reporting: Task Force Chair reports to President or Committee/Work Group that appointed Task Force.

Section 28 Staff Liaison

- (a) Assist the Chair in identifying Members for the Chair to recruit.
- (b) Attend all Meetings.
- (c) Maintain the-Roster.
- (d) Advise the Chair to ensure Members remain in compliance with the attendance requirement.
- (e) Collaborate with the Chair and Vice-Chair to establish the agenda for Meetings, in accordance with the Action Plan where appropriate, and responsibilities and the Association's Mission and Goals.
- (f) For Committees and Work Groups where appropriate, prepare and distribute the Agenda packet at least 5 working days prior to a meeting, and take Minutes and include them in the next meeting Agenda packet.
- (g) Coordinate next meeting with Chair

Section 29 Committee/Work Group/Task Force Chair

- 29.01 Appointment. Except where otherwise provided, Committee/Work Group Chairs are appointed by the President, with approval of Board of Directors for one year. Task Force Chair appointed by the President or Committee/Work Group Chair and does not require Board of Directors approval. The Task Force shall disband at the conclusion of the task or the end of the year, whichever date occurs first.
- (a) All Chairs must be a REALTOR® Member except where otherwise provided, in good standing.
 - (b) Attend Antitrust presentation every two (2) years.

- 29.02 Meetings. Committee/Work Group/Task Force shall meet at the call of the Chair. It is preferable not to have meetings, unless Committee/Work Group/Task Force work requires.

Meeting dates should be set through the Staff Liaison assigned to support the Committee/Work Group/Task Force. Liaison is responsible for ensuring the meeting is placed on the meeting calendar and mailing notices.

- 29.03 Committee/Work Group/Task Force Recruitment: Upon receipt of a request to serve on a Committee/Work Group/Task Force, the Staff Liaison will check to ensure there is an available position. The Staff Liaison will also contact the Chair to discuss who will contact the Member. Member to be contacted no later than 2 business days.

Committee/Work Group/Task Force Chair

- Advise Member of responsibilities, how often the Committee/Work Group/Task Force meets, when and how long (day/time). Does Member have any questions?
- If Member still interested in serving, advise their name will go to the Board of Directors at their next scheduled meeting for approval.
- Notify Staff Liaison of interest.
- Staff Liaison submits name to Board of Directors Staff Liaison for inclusion in agenda.
- Once approved by the Board of Directors, Staff Liaison notifies Member and provides meeting schedule.
- If no slot is available, Staff Liaison will advise Member and invite to attend the meetings, and give the Member the option to be placed on the wait list.

29.04 Responsibilities:

The Chairperson is responsible for:

- (a) Respond promptly to emails, texts and calls related to your Committee/Work Group/Task Force from Committee/Work Group/Task Force Members and Bay East Staff.
- (b) Ensure each meeting is planned effectively and conducted according to Robert's Rules of Order.
- (c) Conduct the meeting in an orderly, efficient manner.
- (d) Ensure action items presented in the annual Action Plan (Committee only) are implemented.
- (e) Facilitate a positive experience for each member by identifying opportunities for them to contribute and by modeling the behavior of a team leader and player.
- (f) Review the Committee/Work Group/Task Force performance and identifying and managing the process for sustaining by retaining and recruiting members.
- (g) Know the Committee/Work Group purpose, responsibilities, and goals.
- (h) Understand Robert's Rules of Order and parliamentary procedures.
- (i) Remain impartial during discussion and debate and relinquishing the chair in situations when the Chair wishes to share their opinion or perspective on an issue.
- (j) Understand Association's Mission Statement.
- (k) Participate in the Association's Strategic Action Plan.
- (l) Serve on the Strategic Thinking Work Group.
- (m) Attend the Leadership Summit.
- (n) Attend annual training in Diversity, Equity, and Inclusion (DEI) as identified by the Board of Directors.
- (o) Identify and recruiting Committee/Work Group Members for BoD approval.
- (p) Ensure members compliance with meeting attendance expectations and being the primary contact when communicating with those who have missed two or more meetings.
- (q) Collaborate with the Vice-Chair(s) and Staff Liaison to establish the agenda for Meetings, in accordance with the Action Plan when appropriate and responsibilities, and the Association's Mission and Goals.
- (r) Appoint Task Forces, when necessary. Task Forces enable the Committee/Work Group to carry out the objectives of the Action Plan when appropriate and they shall disband at the conclusion of the task or the end of the year, whichever date occurs first.
- (s) Participate in the evaluation of following year's Vice-Chair candidates.

29.05 Resignations: Resignations by Committee/Work Group members and Committee leadership will be accepted immediately upon receipt.

29.06 Resources:

A. The Association will provide the following:

- Staff Liaison(s)
- Leadership Training

- Meeting Management Training
- Meeting Facilities

29.07 For personal business cards and/or electronic and printed material, social media, or signatures, current Committee leadership shall not indicate their current position, but may indicate former positions.

Section 30 Committee/Work Group Vice-Chair

30.01 Committee/Work Group Vice-Chair Eligibility

- a) All Vice-Chairs must be a REALTOR® Member in good standing except where otherwise specified.
- b) Be willing to serve as Chair for a one-year term during the year immediately following that which they served as Vice-Chair.
- c) Shall attend Antitrust presentation every two (2) years.
- d) Preference may be given to Committee / Work Group members who are currently serving on that Committee / Work Group.

30.02 Committee/Work Group Vice-Chair Appointment Process

- (a) Committee or Work Group (where necessary) Vice-Chairs are appointed through the following process:
 1. May Committee Meeting: The Staff Liaison presents the Vice-Chair eligibility requirements, responsibilities and appointment process to all Committee/Work Group Members.
 2. June: Vice-Chair candidates are invited to participate in a meeting with the current Chair, Vice-Chair and Staff Liaison. President-Elect candidates will be invited to participate in the meeting. Each candidate will have their own meeting with this group. During the meeting, each Vice-Chair candidate will have the opportunity to:
 - a. Describe their leadership experience;
 - b. Describe their leadership aspirations;
 - c. Share their understanding of the Committee/Work Group purpose;
 - d. Describe their vision for collaborating with the chair to lead the Committee/Work Group and accomplish the action plan; and
 - e. Discuss with the-Chair, Vice-Chair, Staff Liaison and President-Elect candidates the Vice-Chair requirements, responsibilities, expectations and other leadership opportunities within the REALTOR® community.
 3. The current Chair, Vice-Chair, Staff Liaison and President-Elect candidates will evaluate each candidate using information from the meeting, attendance records and Committee/Work Group participation.
 4. The Bay East Incoming President-Elect will make a recommendation in July (after elections close) to the Bay East Board of Directors regarding the appointment of Vice-Chairs.
 5. The Bay East Board of Directors approve the Vice-Chair appointments at their July meeting.

30.03 Responsibilities:

- a) Know the Committee/Work Group purpose, responsibilities and goals, and actively assist the Chair in leading the process.
- b) Be familiar with Robert's Rules of Order and parliamentary procedures.
- c) Be familiar with responsibilities of the Chair and act as Chair in the event of Chair's absence.
- d) Assist Chair in identifying and recruiting Members for BoD approval.
- e) Be familiar with Association's Mission Statement.
- f) Participate in the Association's Strategic Action Plan.
- g) Serve on the Strategic Thinking Work Group which meets once a year.
- h) Attend Leadership Summit.

- i) Attend annual training in Diversity, Equity, and Inclusion (DEI) as identified by the Board of Directors.
- j) Be familiar with Political Action and are encouraged to contribute.
- k) Participate in the evaluation of following year's Vice-Chair Candidates.
- l) Collaborate with the Chair and Staff Liaison to establish the agenda for Committee Meetings, in accordance with the Committee's Action Plan and Responsibilities and the Association's Mission and Goals.
- m) Attend all Committee meetings.

30.04 Resources:

A. The Association will provide the following:

- Staff Liaison(s)
- Leadership Training

30.05 Resignations: Resignations by Committee members and Committee leadership will be accepted immediately upon receipt.

30.06 For personal business cards and/or electronic and printed materials, social media platforms, or signatures, current Committee leadership shall not indicate their current positions.

Section 31 Committee/Work Group/Task Force Members

31.01 Criteria.

- (a) Members shall be Bay East Association Members except where otherwise provided, in-good-standing. Preference to be given to C.A.R. Directors with an appointment to a C.A.R. corresponding Committee.
- (b) Committee appointments are for a 1-year term, without limit to the number of terms served. Exception – Professional Standards.
- (c) Task Forces are appointed for a 1-year term, or until the disbanding of the Task Force, whichever occurs first.
- (d) Committee Members serving five consecutive years without a break will be evaluated by current leadership before appointment to the sixth year. Exception—Professional Standards.

31.02 Committee/Work Group Member Appointment Process

- a) Members are appointed through the following process:
 1. September/October - The Staff Liaison, Current Chair and Vice-Chair, and incoming Vice-Chair meet to evaluate each current Committee/Work Group Member, using attendance records and participation.
 - (a) Staff Liaison sends out notices to those that will not be reappointed and thank them for their service.
 2. October – Staff Liaison sends out notices to Committee/Work Group Members advising the Chair, Vice-Chair are starting the appointment process which consists of evaluating each current Member, using attendance records and participation.
 3. October - The Staff Liaison, Current Chair and Vice-Chair, and incoming Vice-Chair finalize Roster.
 4. November –Roster is submitted to the Board of Directors for final approval.
 5. November/December – After the Board of Directors' final approval, Staff Liaison sends an email to all applicants to (a) congratulate them if they have been reappointed (include Committee/Work Group Structure, meeting schedule, additional time commitment if any, and Action Plan).
- b) Task Force members are appointed by the President or the Committee/Work Group Chair.

- 31.03 Expectations: In addition to specific expectations that are included in the Committee/Work Group/Task Force descriptions in this manual, all Committee/Work Group/Task Force Members are also expected to:
- (a) Be aware of the purpose, responsibilities and Action Plan and participate in the implementation. Members should be familiar with parliamentary procedures.
 - (b) Be on time to all meetings and events.
 - (c) Attend all Committee/Work Group/Task Force meetings and a majority of Committee/Work Group/Task Force related events (this is considered in the Committee/Work Group reappointment process).
 - (d) Respond promptly to emails related to your Committee/Work Group/Task Force work.
 - (e) Review agenda when appropriate and all relevant information prior to meeting.
 - (f) Participate in discussions and activities (this is considered in the reappointment process).
 - (g) Act as ambassadors to promote events and recruit Committee/Work Group Members.
 - (h) Be open to discussing everyone's opinion and thoughts.
 - (i) Each year, sign the Volunteer Leadership Agreement by the first meeting of the year. Comply with all sections of the agreement.
 - (j) It is okay to critique ideas, not people.
 - (k) Minimize electronic distractions (i.e. silence mobile devices).
 - (l) Shall attend an Antitrust presentation every (2) years.
- 31.04 Meetings.
- (a) Committee/Work Group/Task Force shall meet at the call of the Chair.
 - (b) Committee/Work Group Agenda packets (Agenda, Minutes, and Attachments) will be sent at least 5 working days before the meeting. (If a Member hasn't received the Agenda Packet within two days of the meeting, please contact the Staff Liaison).
 - (c) Committee/Work Group/Task Force Members are expected to attend or notify the Staff Liaison as soon as possible if unable to do so.
 - (d) Attendance records will be maintained. Regular attendance is expected of all Committee and Work Group Members. While serving on a Bay East Committee or Work Group, if Member misses two (2) meetings or 25% (whichever is greater), the Member may be removed at the discretion of the chair.
 - (e) For attendance purposes, Members that miss thirty (31) minutes or more of the scheduled meeting may be counted as absent.
- 31.05 Resignations. Members who find they are unable to devote the time required, or are no longer interested in continuing participation, are encouraged to submit their resignations so replacements can be appointed. Resignations by Committee members and Committee leadership will be accepted immediately upon receipt.
- 31.06 For personal business cards and/or electronic and printed material, social media platforms, or signatures, current Committee/Work Group/Task Force Members shall not indicate their current positions.

Section 32 Committee/Work Group/Task Force Meeting Procedures

- 32.01 Meetings. Shall meet at the call of the Chair at a location/mode designated by the Chair. Members may participate in a meeting through use of conference telephone, electronic video screen communication, or electronic transmission by and to the A.O.R. Participation in a meeting through use of conference telephone or electronic video screen communication constitutes presence in person at that meeting if all Committee Members participating in the meeting are able to hear one another. Participation in a meeting through electronic transmission by and to the A.O.R. (other than conference telephone and electronic video screen communication) constitutes presence in person at the meeting if both of the following apply:

1. Each Committee Member participating in the meeting can communicate with all the other Committee Members concurrently; and
2. Each Committee Member is provided the means of participating in all matters before the Committee, including, without limitation, the capacity to propose or to interpose an objection to, a specific action to be taken by the A.O.R.

32.02 Eligibility to Vote. Only Committee Members shall be eligible to vote.

32.03 In-Person Committee Meeting Procedures – Bay East follows Roberts Rule of Order

- Chair calls the meeting to order.
- Sign-In sheet is passed around.
- Discussion items:
 - 1) Agenda will be provided to all Committee Members 3-5 days prior to meeting.
 - 2) For actionable agenda items, to continue discussion a motion should be made – if no second Chair will continue with the next order of business on the agenda.
 - 3) If motion is made and seconded, maker of the motion speaks first, then the motion belongs to the group for discussion and ultimately approval or failure. Please note only Committees may make motions.
 - 4) Committee members raise hand and speaks once recognized by Chair.
 - 5) Chair will limit discussion to 5 minutes total and allow Committee members to speak twice to an issue.
 - 6) Chair will ask if any Committee Member has a different opinion then what has been stated by those already speaking to the issue.
 - 7) Chair will call for vote.
 - 8) Chair will state whether motion passed or failed.

In-Person Work Group Meeting Procedures

- Chair calls the meeting to order.
- Sign-In sheet is passed around.
- Discussion items:
 - 1) Materials provided to all Committee Members prior to meeting.
 - 2) Members raise hand and speak once recognized by Chair.
 - 3) Work Groups do not pass motions, but instead make recommendations.
 - 4) Chair will call for consensus on recommendation (majority approval).
 - 5) Recommendation(s) will be forwarded to Executive Committee or Local Government Relations Committee depending on Work Group.

In-Person Task Force Meeting Procedures

- Task Force operates similarly as a Work Group but instead forwarding recommendation to Executive Committee, the Task Force Chair will present the recommendation at the next Committee/Work Group meeting.

32.04 Virtual Committee Meeting Procedures

- In order to participate and be counted as present, all attendees are required to use video and be seen on screen throughout the entirety of the meeting unless otherwise approved by the Chair.
- Ensure your location is private and secure to maintain confidentiality.
- Be on time and be prepared. Please review the meeting agenda and any additional documents prior to the meeting.
- Stay mentally present. Please do not multi-task when attending a virtual meeting; we need your full attention.
- Chair calls the meeting to order.

- Chair directs Staff Liaison to call roll.
- Chair / Staff Liaison explains Committee Members will be kept on mute until recognized to speak by Chair to speak and that the “chat” feature has been disabled. Committee members are to raise their hands if they wish to speak.
- Discussion items:
 - 1) Agenda will be provided to all Committee Members 3-5 days prior to meeting.
 - 2) For actionable agenda items, to continue discussion a motion should be made – if no second Chair will continue with the next order of business on the agenda.
 - 3) If motion is made and seconded, maker of the motion speaks first, then the motion belongs to the group for discussion and ultimately approval or failure.
 - 4) Committee Members clicks on “raise hand” icon when they wish to speak to an issue. They will be unmuted once recognized by the Chair.
 - 5) Stay on motion topic. Chair will limit discussion to 5 minutes total and allow Committee members to speak twice to an issue.
 - 6) Chair will ask if any Committee Member has a different opinion then what has been stated by those already speaking to the issue.
 - 7) Address problems not people. There will be differences of opinion. Committee Members may not agree with everything discussed, but please be open to hearing other perspectives. If Committee Members disagree, respectfully challenge the idea rather than the person.
 - 8) Chair will call for vote. Committee Members will vote by clicking on the yes or no icon. Staff Liaison will tally and advise Chair if motion passed or failed.

Work Group Virtual Meeting Procedures

- In order to participate and be counted as present, all attendees are required to use video and be seen on screen throughout the entirety of the meeting unless otherwise approved by the Chair.
- Ensure your location is private and secure to maintain confidentiality.
- Be on time and be prepared. Please review any documents prior to the meeting.
- Stay mentally present. Please do not multi-task when attending a virtual meeting; we need your full attention.
- Chair calls the meeting to order and takes roll.
- Chair / Staff Liaison explains Members will be kept on mute until recognized to speak by Chair to speak and that the “chat” feature has been disabled. Work Group Members are to raise their hands if they wish to speak.
- Discussion items:
 - 1) Work Group Member clicks on “raise hand” icon when they wish to speak to an issue. They will be unmuted once recognized by the Chair.
 - 2) Stay on discussion topic.
 - 3) Chair will call for consensus (majority vote). Work Groups do not pass motions, but instead forward recommendations to the Executive Committee or Local Government Relations Committee.

Task Force Virtual Meeting Procedures

- A Task Force operates similarly as a Work Group but instead of forwarding recommendation to the Executive Committee, the Task Force Chair will present the recommendation at the next Committee/Work Group meeting.
- Ensure your location is private and secure to maintain confidentiality.

Section 33 Volunteer Leadership Agreement

- 33.01 **Confidentiality:** In carrying out these duties, Directors and Committee/ Work Group /Task Force Members will often discuss sensitive corporate issues and/or be provided with copies of confidential information. For purposes of this Agreement, the term "Confidential Information" shall include all information disclosed that is marked or designated "Confidential" or marked with words of similar import, and all discussions that occur in Executive Session. "Confidential Information" also means any proprietary information, technical data, trade secrets, information relating to personnel issues, product plans and service plans, marketing, finances and other business information. You may also receive information from third parties regarding their confidential or proprietary information subject to a duty of Corporation to maintain the confidentiality of such information and to use it only for certain limited purposes. Details about such items will not be referred to in the meeting minutes until such time as confidentiality has been lifted by a Committee, Work Group or Task Force vote of those present at a meeting.

As to meetings involving the Association's attorneys, you must not disclose the content of these meetings or the fact that the meetings did or will take place, the date, time, place or subject matter or content of such meetings. Likewise, any written communications from the Association's attorneys. Any disclosure could result in a waiver of the Corporation's attorney-client privilege and be detrimental to the Corporation's interests.

You must utilize your best efforts to maintain and preserve the confidentiality of the Confidential Information and you shall not, without the prior written consent of the Corporation, disclose Confidential Information to third parties. You shall use the same degree of care to avoid disclosure of Confidential Information as you employ with respect to your own information which you do not desire to disclose, but at all times you shall use at least reasonable care. The terms and conditions of this Agreement shall apply to all Confidential Information disclosed by the Corporation.

- 33.02. **Conflict of Interest:** The Directors and Committee/ Work Group / Task Force Members of a corporation must make all of the decisions regarding the corporation in good faith. Good faith generally means honesty. The Director or Committee/ Work Group /Task Force Member also owes a fiduciary duty to the Corporation. This includes the duty of loyalty, highest trust, and confidence. Case law has held that a Director or Committee/ Work Group /Task Force Member, like any other trustee is bound to act in utmost good faith toward his or her beneficiary. Other cases have held that the interests of the corporation must prevail over the Director's or Committee / Work Group / Task Force Member's individual interests. Directors and Committee / Work Group / Task Force Members owe their corporation a duty of refraining from any conduct that would prevent the corporation from securing full benefit of a transaction. Directors and Committee/ Work Group / Task Force Members have a duty to promote the best interests of the members and corporation. The Director and Committee / Work Group / Task Force Member also acknowledges Bay East Association has the ownership and copyright of all of the ideas, concepts and products created by each Bay East Committee/ Work Group / Task Force and by the Board of Directors.

In carrying out this duty of loyalty, Directors and Committee / Work Group / Task Force Members must be concerned with making sure that the interests of the minority members are protected, as well as the majority. Although there are other ways in which the duty of loyalty can be violated (for example, taking individual advantage of a corporate opportunity), the principal area in which the duty of loyalty is violated is when there is self-dealing. Conflicts of interest and potential conflicts of interest can have a detrimental effect on the corporation. The need to comply with the law in this area cannot be overemphasized and if issues arise, counsel should be consulted.

- 33.03. Loyalty/Fiduciary Duties: As a Bay East leader, you are charged with establishing and supporting Bay East public and governing policies in furtherance of the Bay East mission. Therefore, you agree to communicate consistent with that charge and to avoid making any public statements – on social media or otherwise – that are contrary to achieving Bay East’s objectives or that may reflect badly upon Bay East’s reputation.

The Directors and Committee /Work Group / Task Force must perform their duties in good faith in a manner the Director or Committee / Work Group / Task Force member believes to be in the best interests of the Corporation, with that care, including reasonable inquiry, as an ordinarily prudent person in like position would use under similar circumstances. This includes the duty of care and inquiry. A Director, Committee, Work Group or Task Force Member must be reasonably informed, must take whatever steps are necessary to make sure they have the relevant information, must participate in the decision, must not act in a manner that is averse to the Association’s adopted policy positions, and must exercise independent judgment. In carrying out the duty of care and inquiry, Directors and Committee, Work Group or Task Force Members may rely on information, opinions, reports or statements, including financial statements, prepared or presented by the following:

1. Officers and employees of the Corporation whom the Director or Committee/Work Group/Task Force Member believes to be reliable and competent in the matters presented;
2. Counsel, independent accountants, and other persons as to matters the Director or Committee/Work Group /Task Force Member believes to be within that person's professional or expert competence; or
3. A Committee of the Board on which the Director or Committee/ Work Group/Task Force Member does not serve as to matters within the Committee's designated authority.

- 33.04. Antitrust: The Association assigns the highest priority to full compliance with both the letter and the spirit of the antitrust laws, and it is vital that every meeting, whether of the Directors or of any

Committee /Work Group / Task Force, be conducted in a manner consistent with that policy. If at any time during a meeting, leadership believes that a sensitive topic under the antitrust laws is being discussed, or is about to be discussed, they will so advise and halt further discussion. As Directors and Committee / Work Group / Task Force Members, you likewise should not hesitate to voice any concerns you may have in this regard.

The following topics are prohibited in conversation between attendees:

- Comparison of commissions, rates or fees for services charged or being contemplated by any broker, agent or vendor. (Price fixing)
- The suggestion or practice of making the sale of one good or service conditional to the purchase of a second distinctive good or service. (Tying)
- Agreement to divide customers or allocate territories (Market division)
- Any suggestion or agreement to collectively abstain from using, buying, or dealing with someone or some other firm or vendor. (Boycotting)
- Any agreement or understanding between competitors to restrict the volume of goods they will produce or make available for sale. (Agreement to limit supply)

- 33.05 Code of Conduct and Civility: Directors, Committee /Work Group / Task Force Members and Association staff gather to debate, discuss, vote, and share information at its events. Directors and Committee / Work Group / Task Force Members have a fiduciary duty to Bay East and as such should fulfill that duty with the utmost care which includes treating those attending the meetings with courtesy, respect and in a manner appropriate under the law. While it goes without saying, and is welcome, there will be disagreements – sometimes passionate ones – as well as social interaction. These must be kept within civil bounds and respect.

To that end, Bay East is committed to providing an environment, for all those attending Bay East events and meetings, free of discrimination, intimidation, retaliation or harassment. In keeping with this commitment, Bay East does not condone, nor tolerate any form of harassment, including but not limited to harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical conditions, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, pregnancy or pregnancy related condition or any other characteristic protected by state or federal law. For further definition, information and complaint and reporting procedures see Section 36 Anti-Harassment and Code of Conduct of this document.

Improper conduct can include, but is not limited to, harassment that is verbal, physical, visual or through other means, (i.e., by email, voicemail or any other electronic devices). Examples of harassment may include, but are not limited to derogatory comments, slurs, jokes, statements, gestures, pictures, drawings, cartoons, assault, impeding or blocking another's movement, unwelcome physical contact, such as hugging, kissing, patting, pinching or brushing against another's body or otherwise physically interfering with a person's normal activities or attendance based upon the person's sex or other protected characteristic. Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:

- 1) submission to such conduct is made an explicit or implicit term or condition of advancing in the organization;
- 2) submission to or rejection of such conduct by an individual is used as the basis for appointments affecting such individual or the association affiliated with it; or 3) such conduct has the purpose or effect of substantially interfering with an individual's performance within the Bay East structure, attending an event or creating an intimidating, hostile or offensive environment including at the meetings. Sexual harassment conduct can be by a person of either the same or opposite sex.

Occasional appropriate compliments or voluntary relationships between members and staff are not covered by this Agreement but all parties should be clear with one another when conduct is unwelcome. Conduct that is insulting or demeaning to the recipient is not appropriate at Bay East events. All members and staff are expected to behave accordingly and take appropriate measures to ensure that such unwelcome or inappropriate conduct does not occur.

If you believe that you are being, or have been, harassed in any way, please report the facts of the incident or incidents to the CEO or CFO. To protect victims and the accused alike, efforts will be made to use the utmost confidentiality, to the extent possible, regarding complaints. All claims will be thoroughly and promptly investigated, in a manner that treats all parties fairly, and will reach an appropriate conclusion and recommended action based on the evidence collected. Upon conclusion, appropriate action will be taken against the offender.

Directors, Committee / Work Group / Task Force Members and those attending the meetings, may be subject to removal from events and/or removal from the positions over which Bay East has authority and not allowed to attend future meetings. Of course, retaliation by Directors, Committee / Work Group / Task Force members, volunteers and association staff against any person for either reporting an incident or cooperating in an investigation is not consistent with this Agreement. If you have any questions concerning this Agreement, please feel free to contact the CEO or CFO.

Matters involving Bay East employees (as either the accused or the accuser) will be governed by the Bay East Employee Handbook and should be referred to the CEO or CFO.

When transmitting letters, e mails, texts or any other communication, Directors, Officers, Committee Participants or anyone acting in a participatory role in Association business, shall not reference or use

in their communication, including the signature block, any title or affiliations with the Association, except when (1) specifically authorized by the Board of Directors, (2) authorized by the Bylaws or policies of the Association, or (3) when there is not time to obtain Board authorization and the President provides authorization until the next Board of Directors meeting. Examples of such communications include, but are not limited to, communications with government bodies and officials, potential and current vendors, other organizations when not specifically authorized to engage in such communications, and all other communications in which there is a representation the signor holds a position with the Association and there is a potential for misunderstanding the communication is officially sanctioned by the Association.

Please check Committee / Work Group / Task Force you are currently serving on:

<input type="checkbox"/>	Affiliate Committee	<input type="checkbox"/>	Board of Directors
<input type="checkbox"/>	Marketing - AIMM	<input type="checkbox"/>	Commerical Brokers Alliance Work Group
<input type="checkbox"/>	Executive Committee	<input type="checkbox"/>	Global Network Work Group
<input type="checkbox"/>	Inclusion, Diversity, Equity, Action (I.D.E.A.)	<input type="checkbox"/>	Investment Advisory Work Group
<input type="checkbox"/>	Leadership Development Committee	<input type="checkbox"/>	Leadership Evaluation & Selection Committee
<input type="checkbox"/>	Local Government Relations Committee	<input type="checkbox"/>	Tri-Cities Marketing Council Work Group
<input type="checkbox"/>	Local Government Relations (Alameda)	<input type="checkbox"/>	Valley Real Estate Network Work Group
<input type="checkbox"/>	Central County Marketing Work Group	<input type="checkbox"/>	Past Presidents Work Group
<input type="checkbox"/>	Real Estate Alliance Marketing Work Group	<input type="checkbox"/>	Property Management Advisory Work Group
<input type="checkbox"/>	MLS Business & Technology Committee	<input type="checkbox"/>	Professional Standards Committee
<input type="checkbox"/>	Political Activities Committee	<input type="checkbox"/>	Task Force _____
<input type="checkbox"/>	Young Professionals Network (YPN)	<input type="checkbox"/>	

33.06 Agreement: When transmitting letters, e mails, texts or any other communication, Directors, Officers, Committee Participants or anyone acting in a participatory role in Association business, shall not reference or use in their communication, including the signature block, any title or affiliations with the Association, except when (1) specifically authorized by the Board of Directors, (2) authorized by the Bylaws or policies of the Association, or (3) when there is not time to obtain Board authorization and the President provides authorization until the next Board of Directors meeting. Examples of such communications include, but are not limited to, communications with government bodies and officials, potential and current vendors, other organizations when not specifically authorized to engage in such communications, and all other communications in which there is a representation the signor holds a position with the Association and there is a potential for misunderstanding the communication is officially sanctioned by the Association.

33.07 Indemnity: Association of REALTORS® (the Association), the undersigned agrees to indemnify and hold the Association harmless from any and all claims, causes of action, enforcement proceedings, court orders, judgments and matters of any kind or nature arising from the acts or omissions of the undersigned relating to matters in which a third party attempts to hold the Association responsible or liable for damages at law or equity based upon any alleged act or omission by the undersigned while acting outside of their authority or role established by the Association. This indemnity shall also include the obligation of the undersigned to pay for or reimburse the Association for all attorneys' fees and court costs incurred in responding to any such third-party claim or enforcement proceeding. Nothing contained herein shall be interpreted to deny the undersigned any of the rights and privileges extended through the Bylaws or insurance coverage for alleged acts or omissions while acting consistent with their role as a leader of the Association.

By signing this Agreement, you understand the duties and responsibilities of your position as outlined in this Agreement and in Section 31 Committee / Work Group Members of the Corporate Policy and Procedures; and you agree to abide by them. You agree that your failure to comply with any of the provisions of this Agreement or Section 31 Committee / Work Group Members of the Corporate Policy and Procedures shall be grounds for removal of you from your position as a Committee / Work Group / Task Force member or Director. You further agree that your duty not to disclose any confidential information shall continue even after you are no longer a Committee / Work Group / Task Force member or Director. You agree that if you receive a subpoena, notice request or other document requesting that you disclose any confidential information, you will immediately notify the Association to give it the opportunity to take appropriate action to protect such information.

The Bay East Association of REALTORS® may utilize video recording, livestreaming and photography during Bay East meetings and/or events for use in connection with future educational, promotional, and marketing activities of the Association in any medium now known or created in the future. Your participation in these meetings and/or events constitutes your consent to the video recording, livestreaming and still photographs and your release of the Association from any claims related to the Association's use, reproduction, or distribution of your name, likeness, image, voice and/or appearance. Please notify the Association if you do not agree with the aforementioned.

<p style="text-align: center;">Article V Section 34 Qualifications/Campaigning for Director</p>

Section 34 Qualifications for REALTOR® Director

- 34.01 Only REALTOR® Members shall be eligible to serve as a Director of Bay East, provided however that they have:
1. been a REALTOR® Member of Bay East for a minimum of two consecutive years, and;
 2. Within the two years immediately preceding the date of their nomination, served for one entire term as a member of at least one Committee, Work Group or Special Committee [definition and description are found in Bay East's Policy and Procedures Manual] of Bay East, or as a Bay East Foundation Trustee and attended a minimum of eighty percent (80%) of that Committee's or Work Group's meetings that meet monthly or majority where the Committee / Work Group meets periodically. Or, within the two years immediately preceding the date of their nomination, served for one entire term and attended a minimum of 80% of the meetings as:
 - Officer of the Women's Council REALTORS® (WCR)
 - Officer of Certified Residential Specialist (CRS)
 - Officer or Trustee of the Bay East Association of REALTORS® Foundation
 - Governor of the Commercial Brokers Association (CBA)
- *NOTE: Officer defined as President, Vice President or President-Elect of local, Regional, State and National.
3. shall also serve on a local Association Committee /Work Group, as a Foundation Trustee or a seated Governor on CBA while serving term as Bay East Board of Director.
 4. shall have and maintain an active unrestricted California Real Estate Broker or Salesperson license. or California Appraisal license/certification

Any REALTOR® Member who is a candidate for a District Director seat on the Board must have been affiliated with or owned a REALTOR® office within the District for which he or she has been nominated since January 1 of current year.

No Director shall serve concurrently as an Officer or Director of another Association of REALTORS® without the written consent of the Board of Directors, which consent may be granted or withheld in the sole and absolute discretion of the Board of Directors, provided, however, nothing herein shall preclude service as an Officer or Director within C.A.R. and NAR

No Director shall serve concurrently as an Officer of the Bay East Foundation or as the Chair or Vice-Chair of the Commercial Broker Association.

Has not been found in violation of a punishable Ethics violation (defined in accordance with the *California Code of Ethics and Arbitration Manual*) within the three years immediately preceding the date of their nomination.

Has not been found in violation of the Leadership Agreement within the three years immediately preceding the date of their nomination. (Corporate Policy and Procedures Section 33)

Qualifications for Affiliate Director

- 34.02 Only Platinum Affiliate Members shall be eligible to serve as an Affiliate Director of Bay East provided that they have:
1. been an Platinum Affiliate Member of Bay East for a minimum of two consecutive years, and;
 2. within the two years immediately preceding the date of their nomination, served for one entire term as a Member of at least one Committee /Work Group, or Special Committee (definition and description are found in Bay East's Policy and Procedures Manual) of Bay East, or as a Bay East Foundation Trustee and attended a minimum of 80 percent (80%) of that Committee's or Work Group's meetings. that meet monthly or a majority where the Committee /Work Group meets periodically. Or, within the two years immediately preceding the date of their nomination, served for one entire term and attended a minimum of 80% of the meetings as:
 - Officer of the Women's Council REALTORS® (WCR)
 - Officer of Certified Residential Specialist (CRS)
 - Officer or Trustee of the Bay East Association of REALTORS® Foundation

***NOTE: Officer defined as President, Vice President or President-Elect of local, Regional, State and National.**

Any Platinum Affiliate Member who is a candidate for Director must maintain or be associated with an established-office within Bay East's area of membership.

Shall serve on a local Association Committee /Work Group or as a Foundation Trustee while serving term as Bay East Board of Director. No Director shall serve concurrently as an Officer of the Bay East Foundation.

No Affiliate Director shall serve concurrently as an Officer or Director of another Association of REALTORS® without the written consent of the Board of Directors, which consent may be granted or withheld in the sole and absolute discretion of the Board of Directors, provided, however, nothing herein shall preclude service as an Officer or Director within C.A.R. or NAR.

Has not been found in violation of the Leadership Agreement within the three years immediately preceding the date of their nomination. (Corporate Policy and Procedures Section 33)

Campaigning for Director and/or Affiliate Director

- 34.03 Candidates shall not begin campaigning or publicize any endorsements until May 1. Candidates placed in nominations by petition may begin to campaign or publicize any endorsements May 1, or if later, once confirmation that petition satisfies all qualifications for the position for which they have been nominated.
- 34.04 Candidates must submit their marketing and campaign material for review and approval by the Leadership Evaluating and Selection Committee (LES) prior to candidate printing / distribution to ensure candidates are in compliance with the REALTOR® Trademark and Bay East Logo and Trademark Policy (See Article VIII, Section 40 for policy).
- (a) Candidates running for Bay East Board of Directors may not include logos on their campaign materials that are not related to the real estate industry.
- 34.05 First class mailing labels to be provided by request at no charge. First set provided at no charge. Subsequent sets to be provided at cost. Labels to be affixed to candidate's campaign material at Bay East.
- 34.06 Bay East will send one email per District containing a link to candidates approved (see above) campaign materials.

<p style="text-align: center;">Article V Section 35 Voting by Members</p>

Section 35 Voting by Members

- 35.01 Balloting by Members. Any section of the Bylaws that requires a vote of the membership, including, but not limited to, the election of Officers and Directors and the adoption or amendment of the Bylaws, shall be submitted to the membership for balloting in a method as determined by the Directors, except as otherwise provided in Bylaws.
- 35.02 Eligibility to Vote. Only those voting Members in good standing as of 5:00 p.m. on the normal business day preceding the date the ballots are distributed or the date of the meeting, shall be eligible to vote.
- 35.03 Non-Endorsement of Officer and Director Candidates. See Article VIII, Section 39 for policy.
- 35.04 The Ballot Format.
- A. In the election of Officers and Directors, the ballot shall contain the names of all candidates in alphabetical order for each office or seat for which they are nominated; and in the event a candidate is unopposed, the fact shall be stated on the ballot. The ballot shall set forth the number of responses to meet a quorum requirement.
 - B. In all cases other than the election of Officers and Directors the ballot shall set forth the proposed action, the number of responses to meet the quorum requirement, the percentage necessary to pass the proposal, the date and time ballot must be received by the Association in order to be counted and provide an opportunity to specify approval or disapproval of the proposal.
- 35.05 Voting Quorum. Unless otherwise specified in the Bylaws, a quorum for voting shall be ten percent (10%) of those REALTOR® Members eligible to vote as of the last business day one week in advance of the distribution of ballots.
- 35.06 Voting Procedures.
- A. Voting shall be by secret ballot. Ballots shall be delivered either electronically, by personal delivery, by first-class or by facsimile, at the address of that member appearing on the books of the corporation or given by the member to the corporation for the purpose of notice.
 - B. Distribution to the voting Members shall be distributed in a manner prescribed by the Directors to each member entitled to vote as of the date of distribution.
 - C. Except as otherwise provided in the Bylaws, balloting shall be closed at 2:00 p.m. on the fourteenth (14th) calendar day after distribution of the ballots or the first normal business day thereafter and shall be counted immediately thereafter during said fourteen (14) day period all ballots delivered to the Association shall be accepted.
 - D. Association staff shall place all of those returned envelopes and a printed copy of all votes cast electronically in a secure ballot locked mailbag provided for such purpose. Only those Ballots submitted with appropriate mailing label or electronic confirmation of “identity” as set forth in the Policy and Procedures Manual will be deemed valid.

- E. The outcome of the balloting shall be published to the membership within ten (10) calendar days of the counting of the ballots.
- F. The following material shall remain on file at the Association for a period of thirty (30) calendar days after the balloting has closed and shall be available for inspection, during normal business hours, by any REALTOR® Member eligible to vote:
 - (1) A check list of those Members eligible to vote with a notation that the voting Member had voted.
 - (2) A completed count of total ballots received, total deemed invalid, total ballots counted, and a total of ballots counted for an Officer or Director for or against the proposed action.
 - (3) All returned envelopes and a printed record of electronic confirmation of identity.
 - (4) All Ballot Procedures not specifically required in the Bylaws shall be authorized by the Board of Directors from time to time and as set forth in the Policies and Procedures Manual.

Article VI Section 36
Code of Conduct and Anti-Harassment Complaint and Reporting

Section 36 Anti-Harassment and Code of Conduct

- 36.01 As a responsible Corporation, it is our intent that Bay East Association of REALTORS® (hereafter “The Association”) be committed to adhering to a code of conduct that supports a workplace that is free of illegal and unethical behavior. The Association defines unethical conduct as any behavior that is illegal or that violates Association assets, accepting gifts or gratuities of substantial value (substantial meaning any amount in excess of \$500) from vendors of the Association or from anyone who could be perceived as having a special interest. unethical Conduct also includes pressuring or causing any employee to perform any of these acts.
- 36.02 It is the responsibility of all Directors, Officers, employees and volunteers to uphold the ethical standards of the Association and to be committed to the highest possible levels of openness and accountability. The Association encourages anyone with questions regards the applicability or interpretation of these standards to raise them with their manager, the Human Resources Department or Chief Executive Officer.
- 36.03 Any person may make a good faith (“good faith” means that the reported has a reasonably held belief that the disclosure is true, has some factual basis to believe it is true and has not made it either for personal gain or for any ulterior motive) complaint, report or disclosure of unethical Conduct. Under no circumstances will any Director or employee be subject to any disciplinary or retaliatory action for reporting a violation or potential violation in good faith. If an employee makes a disclosure in good faith pursuant to this policy and any facts alleged are not confirmed by subsequent investigation, no action will be taken against the person making the complaint. However, filing known false malicious reports will not be tolerated and anyone filing such reports will be subject to appropriate disciplinary action up to and including discharge.
- 35.04 Any person with concerns regarding unethical conduct including, but not limited to, potential violations of the law and or of Association rules, policies or procedures, financial or accounting matters, internal accounting controls, or auditing matters involving someone who is below the level of CEO may report their concerns on a confidential or anonymous basis to the CEO by calling 925 730-4073. In the event the concerns involve a person at the level of CEO or above, including members of the Board of Directors, the concerned party may contact the CFO or in the alternative, may send a confidential letter to the CEO or president of the Association. All good faith complaints shall be investigated and the person making the complaint will receive a follow up contact, either in writing, by phone or in person, if further details are required or needed.
- 35.05 Any member of Bay East may be reprimanded, placed on probation, suspended or expelled for harassment of a Bay East or MLS employee or Bay East Officer or Director after an investigation in accordance with the established procedures of the Association. As used in this section, harassment means any verbal or physical conduct including but not limited to threatening or obscene language, unwelcome sexual advances stalking, actions including but not limited to strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual’s work performance by creating a hostile, intimidating or offensive work environment.

The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the President, President-Elect and one member of the Board of Directors selected by the highest-ranking Officer not named in the complaint, upon consultation with legal counsel for Bay East.

Disciplinary action may include any sanction authorized in the California Code of Ethics and Arbitration Manual. If the complaint names the President or President-Elect, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest-ranking Officer not named in the complaint.

- 36.06 Volunteers and/or employees are required to maintain the confidentiality of information entrusted to them, except when disclosure is authorized or legally mandated.
- 36.07 Prompt and appropriate corrective action will be taken when and as warranted in the judgment of the appropriate authority of the Association.
- 36.08 Appropriate action may include disciplinary action, up to and including but not limited to discharge and prosecution, if deemed necessary, against any person or persons found to have engaged in unethical Conduct as described above.

Anti-Harassment

- 36.09 Directors, Committee / Work Group / Task Force Members and Association staff gather to debate, discuss, vote and share information at its events. Directors and Committee / Work Group / Task Force Members have a fiduciary duty to Bay East and as such should fulfill that duty with the utmost care which includes treating those attending the meetings with courtesy, respect and in a manner appropriate under the law. While it goes without saying, and is welcome, there will be disagreements – sometimes passionate ones – as well as social interaction. These must be kept within civil bounds and respect.

To that end, Bay East is committed to providing an environment, for all those attending Bay East events and meetings, free of discrimination, intimidation, retaliation or harassment. In keeping with this commitment, Bay East does not condone, nor tolerate any form of unlawful harassment, including but not limited to harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical conditions, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, pregnancy or pregnancy related condition or any other characteristic protected by state or federal law.

- 36.10 Improper conduct can include but is not limited to, harassment that is verbal, physical, visual or through other means (i.e., by email, voicemail, or any other electronic devices). Examples of harassment may include, but are not limited to derogatory comments, slurs, jokes, statements, gestures, pictures, drawings, cartoons, assault, impeding or blocking another's movement, unwelcome physical contact, such as hugging, kissing, patting, pinching, or brushing against another's body or otherwise physically interfering with a person's normal activities or attendance based upon the person's sex or other protected characteristic. Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:
 - (1) submission to such conduct is made an explicit or implicit term or condition of advancing in the organization;
 - (2) submission to or rejection of such conduct by an individual is used as the basis for appointments affecting such individual or the association affiliated with it; or 3) such conduct has the purpose or effect of substantially interfering with an individual's performance within the Bay East structure, attending an event or creating an intimidating, hostile or offensive environment including at the meetings. Sexual harassment conduct can be by a person of either the same or opposite sex.
- 36.11 Occasional appropriate compliments or voluntary relationships between Members and staff are not covered by this Agreement but all parties should be clear with one another when conduct is unwelcome. Conduct that is insulting or demeaning to the recipient is not appropriate at Bay East events. All Members, staff and their guests are expected to behave accordingly and take appropriate measures to ensure that such unwelcome or inappropriate conduct does not occur.

- 36.12 All Members are responsible for following this Policy and maintaining a work environment that is free from all types of harassment. Often the best way to stop offensive conduct is to simply tell the person/s of your objection to it. Bay East encourages you to do so.

While persons are encouraged to advise of unwelcome behavior, even if no one has told an alleged harasser that their conduct is offensive, the alleged harasser may still be subject to discipline as set forth in this Policy. To avoid the risk of violating this Policy, Members will want to follow these guidelines:

- Remember that another individual may consider touching to be unwelcome or offensive.
- Racial, religious, ethnic, age-related and sexual jokes and epithets have no place in the work environment at work-related functions or events.
- Compliments to others should be kept general.
- Drinking impairs good judgment. When at work related social functions or events, whether on or off the premises, avoid having one drink too many.
- Do not behave in a way you would not want your spouse, significant other, parent, child or clergy to witness.

Complaint and Reporting

- 36.13 Any Member of Bay East may be reprimanded, placed on probation, suspended, or expelled for harassment of a Bay East or MLS employee or Bay East Officer or Director after an investigation in accordance with physical conduct including but not limited to threatening or obscene language, unwelcome sexual advances stalking, actions including but not limited to strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment.

Any Member who believes they have experienced or witnessed harassment in any way, please promptly report the facts of the incident or incidents to the CEO or CFO by calling 925 730-4060. In the event the concerns involve a person at the level of CEO or above, including members of the Board of Directors, the concerned party may contact the CFO or in the alternative, may send a confidential letter to the CEO/CFO or president of the Association. An accurate record of objectionable behavior or misconduct is encouraged to resolve a formal complaint. Individuals who believe that they have been or are currently being harassed, should attempt to maintain a record of objectionable conduct to effectively prefer and substantiate their allegations. To protect victims and the accused alike, efforts will be made to use the utmost confidentiality, to the extent possible, regarding complaints.

Bay East encourages a prompt reporting of complaints so that rapid response and appropriate action may be taken. This Policy not only aids the complainant, but also helps to maintain an environment free from harassment or inappropriate behavior contemplated by this Policy.

- 36.14 Upon receipt of a report of possible harassment or inappropriate behavior, Bay East will promptly conduct a review in consultation with counsel. Through this consultation, Bay East may determine whether the matter can be resolved by meeting with those involved, or whether the matter should be referred to an investigatory team for further processing.

In instances of referral to an investigatory team, Bay East will promptly conduct an investigation in consultation with counsel. Unless otherwise determined by Bay East in consultation with counsel, the investigatory team will be comprised of the President, President-Elect and one member of the Board of Directors selected by the highest-ranking Officer not named in or directly connected by way of a close personal or business relationship, or otherwise posing a conflict of interest with one named in the complaint.

- 36.15 In pursuing the investigation, Bay East shall take the wishes of the complainant under consideration but shall thoroughly investigate the matter, keeping the complainant informed as to the general status of the investigation, while maintaining the confidentiality of the investigatory process. During the investigation, Bay East will involve only those deemed necessary to the investigation, and disclosures will only be made on an as-needed basis.

If, after its investigation, the investigatory team concludes there is sufficient evidence that a violation of this Policy has occurred, the investigatory team will determine any disciplinary action.

Bay East may, but is not obligated, to refer the investigation or the investigation and recommendation of discipline to another Association or outside investigator for handling.

Bay East reserves the right to take any necessary and appropriate disciplinary action against a member who engages in any form of harassment or inappropriate behavior in violation of this Policy. Disciplinary action may include but not limited to any sanction authorized in the California Code of Ethics and Arbitration Manual, prohibition from attendance at future Association meetings or events, removal from a committee appointment, Officer or Director position, probation, suspension or expulsion from membership or any other action deemed appropriate by Bay East. Bay East further reserves the right to consider any matter referred to it from the California Association of REALTORS® (“C.A.R.”) as a result of a violation of C.A.R.’s Code of Conduct, Civility and Harassment Policy and has the discretion to determine whether further action should be taken against the member at issue by Bay East.

A written summary of the resolution, including whether this Policy was violated and whether the alleged perpetrator was disciplined, will be prepared and shared with the alleged complainant and perpetrator(s), their Designated REALTOR® as deemed necessary and the Board of Directors.

<p style="text-align: center;">Article VII Section 37 Event Policy/Procedures</p>

Section 37 Association Events Policy/Procedures

37.01 Event Hosts, at all times, should ensure the safety and security of our members and their guests while attending any Bay East event or Marketing Meeting/Tour. Alcohol service at any function is to be handled in a responsible manner. While Bay East events provide good opportunity for networking, they may not be used for real estate office recruitment.

Alcohol may not be served at properties on Association and/or MLS Marketing Meetings and/or Broker Tours. (Note: By imposing this restriction, Association and/or MLS makes no representation of nor assumes any duty to active policing of off-site properties but will entertain any and all complaints submitted to it establishing violations of this section).

If event is sponsored by a Bay East Marketing Group, any deviation from rules below may result in removal from the Marketing Group leadership.

The following list contains points that must be addressed when planning any function.

- (a) All Events must be self-supported. All expenses not covered by event must be reimbursed by Host group/committee. Bay East will not be responsible for any expenses not covered by event.
- (b) All Event contracts must be reviewed, approved and executed by Bay East's CEO.
- (c) If Event plans to have a raffle, raffle must comply with Penal Code 320.5 Charitable Raffles. Check with Bay East CFO for rules regarding sponsorships, donations, raffles, etc.
- (d) All Events must adhere to scheduled/published beginning and end times. If alcohol is being served, stop service at least one hour before scheduled end time. Do not make a "last call" announcement because it encourages people to drink quickly and then purchase more alcohol.
- (e) All Events must ensure the safety and security of guests.
 - 1. All Alcoholic beverages must be served by licensed facility servers only, provided by the Facility or hired from a licensed vendor.
 - 2. Keep a server between the alcohol and the guests.
 - 3. No more than two free drink tickets (if any) and make guests pay after that.
 - 4. Do not have a self-service bar, no complimentary wine on the tables, free-standing keg, or a punch bowl where underage drinkers and intoxicated guests could help themselves to alcohol.
 - 5. Make sure there are non-alcoholic alternatives and food.
 - 6. Encourage the use of designated drivers.

Business and Professions Code Section 25602. The statute expressly says that it is the consumption of alcohol that is the proximate cause of injuries and not the serving or providing of the liquor itself. The problem arises not from the person being intoxicated, or even leaving the party and driving intoxicated, but rather from a failure to provide a safe environment for guests during the event. While you are not an insurer of your guests' safety, you have a duty of care to protect against reasonably foreseeable criminal or tortuous conduct of third parties.

Article VII Section 38
Raffle / Auction Procedures

Section 38 Raffle and Auction Procedures

- 38.01 All raffles must be conducted under the Foundation's tax ID number. A raffle is the purchase of a chance to win a prize using a paper ticket with identifying number and detachable stub. Ticket stubs are drawn at random to determine a winner. State law does not specify limits on the value of prizes. Only "eligible" organizations are permitted to conduct charity raffles. The Bay East Foundation is a 501(c)3 eligible organization.
- 38.02 Registration Requirements. Before conducting a raffle, the Foundation must register with the Attorney General's Registry of Charitable Trust and receive a letter confirming registration. The raffle registration period runs from September 1 through August 31. This raffle registration is separate and different from the registration required of nonprofit organizations under Government Code section 12580 et. seq. The Bay East Foundation registers with the Attorney General annually.
- (a) The group conducting the raffle must fill out a Foundation Raffle Request Form and indicate the following:
- Group conducting the raffle
 - Date of raffle
 - Event
 - Reason for raffle
 - Will prizes be donated or purchased? Prizes donated do not count as an expense of the raffle event.
 - Who is the intended beneficiary organization of the raffle proceeds?
- (b) The Bay East Foundation will review the request form and the beneficiary listed on the report.
- (c) The raffle may not take place until approval from the Foundation is received.
- (d) All funds collected must be deposited in the Foundation bank account and the donation to the eligible organization will be distributed by the Foundation.
- (e) The Foundation must file a separate disclosure report with the Registry of Charitable Trusts for the total amount of the raffles held. This report detailing raffle proceeds must be filed no later than August 31.
- 38.03 Information Reported. Following the event, but no later than August 15, the group conducting a raffle must report:
- Date and location of the raffles;
 - Total funds received;
 - Total expenses for conducting the raffle;
 - Charitable or beneficial purpose for which proceeds will be used
 - Name of the eligible organization receiving the proceeds. Reporting forms are available from the Registry of Charitable Trusts.
- 38.04 Restrictions. State law specifies these conditions:
- Ninety percent (90%) of the gross receipts from ticket sales of each raffle must be used for its charitable or beneficial purpose; or be given to another eligible organization for its charitable or beneficial purpose.
 - Proceeds must be used in California.

- None of the 90% of funds restricted for charitable purposes can be paid to those operating the raffle.
- Selling or conducting the raffle on the Internet is prohibited.
- No individual, corporation or other legal entity may have a financial interest in the raffle, except the eligible organization conducting or receiving proceeds from the raffle.

38.05 Bay East Auctioneer (Bay East Staff) required to attend all Marketing Group auctions. "Auction" means a sale transaction conducted by means of oral or written exchanges, which include exchanges made in person or through electronic media, between an auctioneer and the members of his or her audience, which exchanges consist of a series of invitations for offers for the purchase of goods made by the auctioneer and offers to purchase made by members of the audience and which culminate in the acceptance by the auctioneer of the highest or most favorable offer made by a member of the participating audience.

38.06 Auction Requirement:

(a) The following needs to be clearly disclosed on all event advertising materials:

- Name of auctioneer and company where they are employed
- Telephone number
- Bond Number (can be obtained by contacting Bay East CFO)

Example: *Auction to be conducted by Staff of Bay East Association of REALTORS®, Phone 925 730-4066. Bond # MS XXXXXXXX. [Civil Code Section 1812.607 (a)]*

(b) Post a sign (minimum size 18in X 24in) at the main entrance to each auction. The sign must state that the auction is being conducted in compliance with Section 2328 of the Commercial Code, Section 535 of the Penal Code, and the provisions of the California Civil Code. *(NOTE: Bay East will provide this sign and will bring it when they attend the event.)*

(c) Post or distribute to the audience the terms, conditions, restrictions, and procedures whereby goods will be sold at the auction, and announce any changes to those terms, conditions, restrictions, and procedures prior to the beginning of the auction sale.

(d) Create a record of the auction and send to the Bay East Auctioneer (Bay East Association Designee). Records should include the following:

- Description and terms of goods auctioned
- Name and address of the buyer
- Name of donor (address required for consigned items)
- An account of money received and paid out
- Written contracts (if applicable)

(e) Within 30 working days of any auction sale, if requested, refund to buyer the amount that exceeds the cost of the goods purchased. Refund does not apply if the buyer violated the terms of a written agreement

38.07 Silent Auctions

- Note a minimum bid on the sheet
- List conditions, restrictions and procedures by which items are sold.
- Auctioneers (Bay East Association Designee) will keep and maintain complete and correct records and accounts pertaining to the auctioneer's activity for a period of not less than two years

For more information visit <http://codes.lp.findlaw.com/cacode/CIV/5/d3/4/2.95/s1812.607>

More information for auctioneers regarding live auctions (does not apply to silent auctions):

<http://law.onecle.com/california/commercial/2328.html>

<http://law.onecle.com/california/penal/535.html>

Violations of any of the above requirements may range between \$50 and \$2500 per incident

<p style="text-align: center;">Article VIII Section 39 Non-Endorsement Policy</p>

Section 39 Non-Endorsement Policy

39.01 Leadership positions on the Board of Directors, Leadership Evaluation and Selection Committee, and Leadership Development Committee make it necessary to avoid any partiality or appearance of partiality during elections in order to maintain a democratic process free of undue influences.

If you hold a position that prohibits candidate endorsements, the following policies would apply:

- (a) Cannot in any written, verbal or electronic communication, including but not limited to websites, social media pages, press releases, promotional materials, advertisements, articles, videotapes, emails, telephone calls or face-to-face discussions, state or imply in any way that you have endorsed, recommended, approved, or sponsored a candidate.
- (b) Cannot sign Candidate petitions.
- (c) Cannot “Like” “Tweet” or take any other action that may constitute an endorsement.
- (d) Cannot wear or distribute campaign paraphernalia (buttons, flyers, etc.)
- (e) Cannot serve on campaign or advisory committees for any candidate.
- (f) Cannot supply any individual candidate(s) with contact lists, collected business cards, mailing or email address lists unless all candidates are offered the same information and or materials.
- (g) Can attend events but cannot introduce or speak on behalf of any candidate or participate in photo opportunities unless all candidates are participating to avoid any appearance of favoritism.
- (h) Can view information on candidates’ websites but cannot comment.
- (i) Can take all actions that support the election process; encouraging members to participate in general candidate forums and activities, reminding members when to vote and how to vote online.
- (j) Do use common sense. Understanding the purpose of the non-endorsement policy is to eliminate favoritism or the appearance of favoritism- when in doubt that any action not specifically listed “may be considered an endorsement” it probably is, and you should refrain from doing it.

<p style="text-align: center;">Article VIII Section 40 Logo/Trademark Policy</p>
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Section 40 Bay East Logo/Trademark Policy

40.01 Bay East Association of REALTORS® logos, trademarks and photographs of employees, events, and association members may only be used by Bay East employees and Board Officers for Association business, as applicable and relevant to their job and position.

At times, the Association may develop a logo for a special event or program. Those logos as well as the Association logo may only be used without modification of size, color or font.

All other uses are strictly prohibited without prior written consent from the CEO, or the Designee.

Examples of prohibited uses include, but are not limited to, the following:

- (a) Endorsement of an organization, its activities, or of individuals;
- (b) Commercial uses;
- (c) An individual member's use of the logo for purposes other than acknowledging membership or participation in our activities; and
- (d) Combination of the organization logo with another logo.

40.02 This policy does not apply to the logos of Marketing Committees or other groups associated with Bay East.

40.03 Violations of this policy may result in the removal of the individuals from any Bay East Committee/Work Group/Task Force, after appropriate due process has been completed.

<p style="text-align: center;">Article VIII Section 41 Social Media Policy</p>
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Section 41 Social Media Policy

41.01 Use of social media can pose risks to Bay East’s confidential and proprietary information, reputation and brands. Bay East participates in social media channels.

41.02 Social Media Posting Guidelines.

- The Bay East social media outlets are provided for the public and REALTOR® community by-Bay East. We make updates as often as possible to share as much as we can about Bay East and the achievements of our members and staff as well as other relevant community information, education and events.
- Bay East’s social media platforms are online communities for members to discuss the real estate profession. We encourage comments and participation on our platforms and will do our best to address questions in a timely manner.
- However, we reserve the right to delete posts containing any of the following elements:
 - profanity
 - misinformation
 - spam / off-topic
 - marketing of services and products
 - personal attacks of your peers, Bay East staff and leadership
 - promoting violence
 - promoting anti-trust or other illegal activities
 - harassing or discriminatory statements
 - discloser of confidential information
- In addition to deleting the post, we may also choose to ban any user who posts any of the above types of prohibited comments. Adherence to these basic guidelines ensures this forum will remain professional and a useful benefit for our members.

<p style="text-align: center;">Article IX Section 42 - 44 Alameda Chapter</p>

Section 42 Alameda Chapter

42.01 Purpose: In accordance with the Strategic Plan, to promote and support REALTOR® community/advocacy involvement in the City of Alameda; to identify, develop and promote programs that enhance housing choices for all economic levels within the City of Alameda; to create and promote opportunities that involve REALTORS® in housing opportunity initiatives in the City of Alameda; to promote networking, education and business opportunities for Alameda Chapter members; to recommend Bay East financial support and endorsements for candidates for office in the City of Alameda and for real estate related issues in the City of Alameda.

42.02 Composition: The Alameda Chapter is made up of Bay East REALTOR® and Platinum Affiliate members-in-good-standing. Members may join/renew during the Bay East Dues Billing process, or they may sign up on the bayeast.org website at any time.

All members of the Alameda Association of REALTORS® will be automatically given membership in the Alameda Chapter on the effective date of the AAOR/Bay East merger on January 1, 2017. Additionally, all Bay East members with a license hanging with an Alameda real estate office shall be automatically given membership in the Alameda Chapter on the effective date of the AAOR/Bay East merger on January 1, 2017.

The estimated number of Chapter members as of that date is expected to be 220. If after 60 months from the effective date of the merger, the membership of the Alameda Chapter falls below 75 members, the Board of Directors shall review the status of the Chapter and shall either:

- (a) affirm the continued existence of the Chapter for another calendar year, or
- (b) suspend the Chapter until membership exceeds 75 members, or
- (c) terminate the Chapter

42.03 Fees: There is no fee to belong to the Alameda Chapter.

42.04 Finances: There shall be no separate bank account for the Alameda Chapter.

42.05 Structure: The Chapter is not a legal entity. The Chapter is part of a legal entity called the Bay East Association of REALTORS®, and it shall operate and function in accordance with the Bay East Corporate Policies and Procedures, and Bylaws as established by the Bay East Association of REALTORS® Board of Directors, the National Association of REALTORS® and the California Association of REALTORS®. The Alameda Chapter must use the naming convention in Section 42.11 (Communications) of this document in any written documents, social media, advertisements or any other place where the Chapter is titled.

The Chapter shall not act independently on campaign support or governmental policy issues. All issues must be vetted by the appropriate Chapter Committee and then submitted to the Bay East Board of Directors for approval, unless they have already been approved as part of the Chapter's Action Plan.

42.06 Committee Chair and Vice Chair Qualifications:

- Must be a Bay East REALTOR® member in good standing for a minimum of two consecutive years.
- Served on an Alameda committee for a minimum of 2 out of the last 5 years.

- Shall have and maintain an active unrestricted Cal BRE Broker or Salesperson license.
- Must be affiliated with or own a REALTOR® office within the North County District since January 1 of the current year.
- Shall not serve concurrently as an Officer or Director of another local Board/Association of REALTORS®.

42.07 Committee Vice-Chair Appointment: The Vice-Chair shall be appointed through the process defined in Section 30.

42.08 Chapter Chair Responsibilities: Specific duties include:

- Chair Alameda Chapter Leadership Committee meetings, Chapter membership meetings and may attend meetings of the Bay East Board of Directors.
- Call “special” Chapter meetings on local issues as needed.
- Act as spokesperson for the Alameda Chapter subject to Section 42.11.
- Be active and involved in community events as a representative of the Alameda Chapter subject to Section 42.11.
- Attend the following meetings:
 - Monthly Chapter Leadership Committee Meetings
 - AIMM Marketing Meetings
 - Bay East Chair/Vice Chair meetings (3)
 - Strategic Thinking
 - Leadership Summit
 - Attend Antitrust training and any other training as required by Association.

42.09 Chapter Vice Chair Responsibilities: Specific duties include:

- Lead meetings in the absence of the Chair.
- Assist in functions as directed by the President or Board of Directors.
- Be active and involved in community events as a representative of the Chapter and the Association subject to Section 42.11.
- Attend the following meetings:
 - Monthly Chapter Leadership Committee Meetings
 - AIMM Marketing Meetings
 - Bay East Chair/Vice Chair meetings (3)
 - Strategic Thinking
 - Leadership Summit
 - Attend Antitrust training and any other training as required by Association.
- Recommend Vice-Chairs for standing Chapter committees, subject to the approval of the Board of Directors.

42.10 Chapter Committees: The Chapter may elect to offer the following Chapter Committees:

- Leadership
- Affiliate and INFORUM
- Local Government Relations
- Local Community Relations

(a) Membership in these Committees is open to all Chapter members and Committee activities must follow the Bay East Corporate Policies and Procedures Manual.

- (b) Chapter Committee Leadership shall participate in the Bay East Annual Strategic Thinking Meeting and shall recommend an Action Plan for the following year. Once approved by the Board of Directors in December, the Committees shall have the authority to work on their Action Plan, within the budget and resources that have been allocated to them. Any additional funding, resources or policy changes the Chapter and/or Committee require, must be submitted to the Board of Directors for review and action.
- (c) Chairs and Vice Chairs may only serve on one Alameda Committee at a time (as chair or vice-chair).

42.11 Chapter Communications: A copy of all communications, advertising and promotional materials distributed in any format by the Chapter shall be provided to Bay East for review prior to distribution and shall include the Chapter name. All press releases shall be reviewed and distributed to media outlets by the Bay East staff. The communications shall include the Chapter name as follows: Alameda Chapter of the Bay East Association of REALTORS® and/or the following logo:



Only the Bay East President, CEO or their designees may represent Bay East and/or the Alameda Chapter. The President and/or CEO may designate the Chapter Chair to be a designee to represent Bay East/the Alameda Chapter.

- 42.12 Representation at C.A.R. The Board of Directors shall appoint at least one member from the Alameda Chapter, subject to Section 7 of the Corporate Policies and Procedures Manual. The Board of Directors may appoint additional members from the Chapter who meet the Bay East eligibility requirements set forth in Section 7.
- 42.13 Representation at the Board of Directors - The Chapter Chair is invited to attend all meetings of the Board of Directors but may not be present during any executive session. In the future, if additional Chapters are formed and the composition of the Board of Directors changes to include Chapter Chairs, the Alameda Chapter Chair will have the same representation as all other Chapter Chairs.

<p style="text-align: center;">Article IX Section 42 - 44 Alameda Chapter</p>

Section 43 Alameda INFORUM & Marketing Meeting (AIMM) Work Group

- 43.01 Purpose. Provide networking, informational and educational opportunities for REALTORS® and Platinum Affiliates and enhance members' ability to market their properties. Promote the REALTOR® image through community involvement.
- 43.02 Composition. Membership of the Committee consists of the Chair and 1 to 3 Vice Chairs and up to 14 additional Committee Members.. To be a committee member, the individual must be a Platinum Affiliate or REALTOR® member of the Bay East Association of REALTORS®. The Chair and Vice-Chair may be a REALTOR® or Platinum Affiliate member.
- 43.03 Criteria. All Committee members must be a REALTOR® or Platinum Affiliate member.
- 43.04 Meetings. Meetings are held monthly and at the call of the chair. Committee Members may participate in a meeting through use of conference telephone, electronic video screen communication, or electronic transmission by and to the A.O.R. Participation in a meeting through use of conference telephone or electronic video screen communication pursuant to this subdivision constitutes presence in person at that meeting as long as all Committee Members participating in the meeting are able to hear one another. Participation in a meeting through electronic transmission by and to the A.O.R. (other than conference telephone and electronic video screen communication) constitutes presence in person at the meeting if both of the following apply:
1. Each Committee Member participating in the meeting can communicate with all of the other Committee Members concurrently; and
 2. Each Committee Member is provided the means of participating in all matters before the Committee, including, without limitation, the capacity to propose or to interpose an objection to, a specific action to be taken by the A.O.R.

Chair and Vice Chair are required to attend the annual Marketing Committee transition meeting.

- 43.05 Responsibilities.
- (a) To ensure the AIMM is conducted in accordance with Bay East AIMM Rules.
 - (b) To ensure the AIMM complies with pertinent Antitrust and Fair Housing statutes.
 - (c) To promote the Code of Ethics, REALTOR® professionalism and good business etiquette for
 - (d) REALTORS® and Platinum Affiliate members of Bay East.
 - (e) To encourage greater member participation in the AIMM.
 - (f) To determine community events the Committee will support.
 - (g) To develop, implement and promote local events.
 - (h) To increase the involvement and awareness of members.
 - (i) To provide leadership development opportunities for members.
 - (j) To interact with Bay East Committees as events warrant.
 - (k) To promote Bay East and Alameda Chapter events.
 - (l) To determine use of affiliate raised funds.
 - (m) To create promotional opportunities for Platinum Affiliates.
- 43.06 Expectations. Committee members can best serve Bay East and maximize the value of their volunteer efforts by striving to meet the following expectations:
- (a) Comply with the Committee Member Expectations in Section 31 of the Corporate Policies & Procedures.

- (b) Identify and vet qualified speakers for monthly meetings.
- (c) Promote and attend the monthly meeting.

43.07 Attendance: Regular attendance is expected of all Committee members. While serving on a Bay East Committee, if member misses two (2) meetings or 25% (whichever is greater), the member may be removed at the discretion of the chair.

<p style="text-align: center;">Article IX Section 42 - 44 Alameda Chapter</p>

Section 44 Local Government Relations Committee

- 44.01 Purpose: In accordance with the Strategic Plan, to identify, develop and oversee programs that enhance the Association's relationship within the City of Alameda.
- 44.02 Composition: The membership of the Committee will consist of no more than 10 Bay East members, which includes the chair and Vice-Chair. All committee members must be a REALTOR® or Platinum Affiliate member; however, at no time should the total Platinum Affiliate members exceed 2. The Chair and Vice Chair shall be recommended by the President and President-Elect of the Association and along with all Committee Members, shall be approved by the Board of Directors of the Association.
- 44.03 Criteria: REALTOR® or Platinum Affiliate member. However, at no time should total of voting Platinum Affiliate members exceed two (2).
- 44.04 Meetings: Shall meet at the call of the chair. Committee members may participate in a meeting through use of conference telephone, electronic video screen communication, or electronic transmission by and to the association. Participation in a meeting through use of conference telephone or electronic video screen communication pursuant to this subdivision constitutes presence in person at that meeting as long as all Committee Members participating in the meeting are able to hear one another. Participation in a meeting through electronic transmission by and to the A.O.R. (other than conference telephone and electronic video screen communication) constitutes presence in person at the meeting if both of the following apply:
1. Each Committee Member participating in the meeting can communicate with all of the other Committee Members concurrently; and
 2. Each Committee Member is provided the means of participating in all matters before the Committee, including, without limitation, the capacity to propose or to interpose an objection to, a specific action to be taken by the A.O.R.
- 44.05 Responsibilities:
- (a) To promote the REALTOR® image to the public and government decision-makers within the City of Alameda.
 - (b) To review and promote Bay East's Housing Policy.
 - (c) To monitor issues affecting the real estate profession and to keep the general membership informed of such issues.
 - (d) To interact with Local Government Relations Committee as needed to advance the annual shared action plan.
- 44.06 Expectations. Committee members can best serve Bay East and maximize the value of their volunteer efforts by striving to meet the following expectations:
- (a) Comply with the Committee Member Expectations in Section 31 of the Corporate Policies & Procedures.
 - (b) Bring your 'watch' assignment information to the meeting and be as diligent as possible.
 - (c) Demonstrate an interest in promoting the REALTOR® image to the public and government decision-makers.

- (d) Actively monitor issues affecting the real estate profession and to keep the general membership informed of such issues and educate the public regarding real estate issues.
- (e) Work with Bay East staff to develop programs that strengthens Bay East's lobbying efforts on real estate related issues.
- (f) Understand the IMPAC program, uses and restrictions.
- (g) Understand, support, contribute to and educate Bay East members about the REALTOR® Action Fund.
- (h) Encourage Bay East members to become involved in community leadership and support Bay east's political activities.

44.07 Attendance. Regular attendance is expected of all Committee members. While serving on a Bay East Committee, if member misses two (2) meetings or 25% (whichever is greater), the member may be removed at the discretion of the chair.