

# **Policies and Procedures of Rocky Mountain Region 11**

(As Amended May 5, 2022)

## **PREFACE**

The Rocky Mountain Region of the NATIONAL ASSOCIATION OF REALTORS® (NAR) is authorized in accordance with the NAR Constitution and Bylaws, Article XIV, Section 1, which reads: "The Board of Directors may create Regions in the United States and may conduct Regional Meetings and Conferences in such Regions."

The affairs and activities of the Rocky Mountain Region shall be conducted in accordance with the NAR Constitution and Bylaws and in accordance with other NAR policies and procedures governing regional activities.

## **ARTICLE I - NAME AND OBJECTIVE**

**Section 1.** The name of the organization shall be Rocky Mountain Region 11, hereinafter referred to as the Region.

**Section 2.** The objectives of the Region shall be to unite the Rocky Mountain States of Arizona, Colorado, Nevada, New Mexico, Utah, and Wyoming, to work together, address our Region's challenges and advance common goals and interests, to be a Leader and an effective political force within NAR and in areas of interest and concern to the members and the Region.

## **ARTICLE II - VOTING**

**Section 1.** Voting members shall consist of all in attendance who are active REALTOR® members at the Region Caucus meeting, except that only National Directors shall be allowed to vote for National positions requiring a Region recommendation. The recommendations will be timely as required by NAR.

**Section 2.** All REALTOR® members in attendance shall vote for any amendments hereto as set forth in Article X herein.

**Section 3.** All NAR members within the Region are encouraged to attend and participate in discussions.

**Section 4.** No proxies shall be allowed.

## **ARTICLE III - OFFICERS**

**Section 1.** The officers of the Region shall be the Regional Vice President and an Association Executive from the same State who shall serve as a Secretary-Treasurer. Additional duties of the Regional Vice President are included in the NAR RVP Manual which is provided to each RVP annually.

**Section 2.** The duties and functions of the Regional Vice President shall be defined in the NAR Constitution and Bylaws and in the NAR Operations and Procedures manual and include the following responsibilities:

- A.** Preside at all Region Caucus meetings in accordance with the Rocky Mountain Region 11 Policies and Procedures and the NAR Constitution and Bylaws.
- B.** Attend NAR scheduled meetings of the Executive Committee, Board of Directors, Regional Vice Presidents Committee, etc. as requested by NAR or the Region.
- C.** Attend the NAR Leadership Conference prior to being installed as the Regional Vice President.
- D.** Function as a liaison between NAR, the Executive Committee and the Region.
- E.** Promote NAR's goals and objectives to the States within the Region.
- F.** Assist State associations in reaching their goals and in conveying their positions, concerns and goals to NAR. Assist Leadership and members with the vision and goals, content and importance of the rules, guidelines, procedures and policies of NAR.
- G.** Immediately, upon taking office, and throughout the year, contact and communicate with the Regional Vice President-Elect, each State Association President and Association Executive for the purpose of introduction and dialog to discuss what is happening in their State, areas of concern and goals for their State and the Region and to stimulate team working relationships throughout the year.
- H.** Indicate their availability for State association meetings, conventions, and training sessions for State officers, etc. to improve understanding, cooperation, and communication between the States, the Region and NAR.
- I.** Encourage States to invite NAR Officers and Leadership, Regional Leadership to include the Regional Vice President-Elect, Institute officers, Candidates for a NAR officer position (prior to a State endorsement), and others to their respective State association meetings and conventions as early as possible.
- J.** Provide periodic reports to each State association and the Regional Vice President-Elect on meetings and activities of the Regional Vice President and NAR.
- K.** Schedule the Region Caucus meetings at NAR meetings, arrange for an adequate meeting room and setup, and ensure notification is included in the NAR conference program and to the States in advance of the meetings.
- L.** Function as a spokesperson for NAR in the Region and as a coordinator with communication between NAR, assist in getting the NAR message out and in solving problems at the various levels within the National family.

- M.** Maintain accurate records and correspondence records and provide copies to the Region Secretary-Treasurer and Regional Vice President-Elect.
- N.** Ensure minutes are recorded and distributed to each State after Region Caucus meetings.
- O.** Become thoroughly familiar with the Regional Vice President's Handbook, the NAR Constitution and Bylaws, and other pertinent material provided by NAR.
- P.** Prior to a Region endorsement of a NAR Officer Candidate (which requires all 6 Region 11 states to individually endorse), invite candidates and people seeking National office to appear at the Region Caucus meeting to acquaint the members with their qualifications.
- Q.** Invite National officers and candidates to other appropriate meetings of the Region.
- R.** Encourage State presidents and the members of the Region NAR Strategy Committee to recommend qualified members for National committee appointments and Chair and Vice-Chair positions when appropriate.
- S.** Invite NAR committee members to report at Region Caucus meetings when a committee has taken action pertinent to the Region.
- T.** Hold a Region leadership meeting during the NAR Midyear and NAR Annual meetings to include all State Presidents, Presidents-Elects, and Association Executives.
- U.** Prepare meeting agendas and other handouts as needed.
- V.** Determine the location, venue and timing for the annual Rocky Mountain Region Conference taking in to consideration other events or meetings already on the schedule by the individual States and NAR. During their term, the Regional Vice President and the Association Executive and their staff are responsible for the complete planning, organization and execution of the Rocky Mountain Leadership Conference. This is to include the full program, speakers, panelists, invited guests, hotel venue, negotiating contracts, meals, receptions, events, etc. The goal for the Conference should be to have a valuable program to the invited attendees, primarily State and Local Leadership and Staff, that will assist them in their jobs as leaders and professional staff in working with their Associations, the Region and NAR. The location should be relatively easy to get to by commercial air travel from around the Region and potential for more predictable weather should be considered given the early spring time of year. In addition, if a regional conference is to be held it shall be completed prior to the NAR Legislative Meetings and Trade Expo (typically held in May).

**Section 3.** In the event of a vacancy in the office of Regional Vice President, the position will be filled in accordance with Article VII, Section 3B of the NAR Constitution and Bylaws.

**Section 4.** The duties and responsibilities of the Secretary include the following:

- A.** Record Region Caucus meeting minutes and distribute them to the State Presidents and Association Executives at least 30 days prior to the next Caucus meeting.
- B.** Assist the Regional Vice President in administrative functions planning and organization throughout the year.
- C.** Have on hand for Region Caucus meetings the NAR Constitution and Bylaws, the Rocky Mountain Region 11 Policies and Procedures, Robert's Rules of Order, newly revised edition, and minutes of the previous meeting.
- D.** Assist the Regional Vice President in setting up Region meeting places and arrangements.
- E.** Distribute the agenda to the State Presidents and Association Executives at least 24 hours prior to Region Caucus meetings.
- F.** Upon the request of the Regional Vice President, take minutes at other Region meetings.
- G.** Maintain a permanent record of minutes and provide successor with the record in a timely manner.

#### **ARTICLE IV - FINANCIAL OPERATIONS**

**Section 1.** The purpose of Region funds is to promote the goals and objectives of the Region.

**Section 2.** Financial Custodian – Effective 2019, the member state selected by the Region shall be the Financial Custodian of all Region XI bank/investment accounts. All expenditures from said accounts must be approved by the current Region XI RVP and Region XI RVP-elect prior to checks being drawn. The accounts shall be held in a bank accessible in all six states in the region. The current Region XI RVP shall be a signatory on each checking account. Region XI voting members as defined in Article 2, Section 1, at the Region XI caucus held during the NAR Annual convention will vote on whether to extend the Financial Custodian position with current Financial Custodian or assign the task to another of the six state associations in the region.

**Section 3.** The budget for the Rocky Mountain Region XI Leadership Conference shall be presented and approved at the Region Caucus meeting held in conjunction with the NAR Annual Meeting. The budget and all expenses for the Conference, including any activities held in conjunction with the Conference by Institutes, Societies, and Councils, shall be coordinated through the Financial Custodian. The Regional Vice President and Regional Vice President-elect will have final approval authority over all expenditures and/or fees charged.

**Section 4 – RVP Travel.** NAR will reimburse Regional Vice President expenses as outlined in the current NAR Regional Vice President's Travel Policy. If not covered by NAR, the Region will reimburse the Regional Vice President for the cost of coach airfare (including

airfare for spouse), standard accommodations, and a \$100 per diem for food and ground transportation as provided and as approved within the budget for the following meetings:

- A. NAR Legislative Meetings
- B. NAR Annual
- C. NAR Leadership Summit
- D. State leadership conferences in the Region
- E. State conventions in the Region

**Section 5** – Miscellaneous RVP Expenses. The Region will reimburse the Regional Vice President for telephone costs and reasonable entertainment expenses for meetings with State leadership as needed and as approved within the budget.

**Section 6** – Financial Report.

1. No later than April 15th a full written financial report showing all income and expenses for the previous year shall be delivered to all State Association Executives and State Presidents.
2. No later than the May NAR Legislative Meetings, this report shall be presented to the Region.
3. No later than May 1<sup>st</sup>, the incoming RVP state sponsor shall order a financial audit or review by a certified public accountant of the previous year's financial records. Cost of said audit/review to be paid by Region XI. Final audit/review report to be dispersed to Region XI members at NAR Annual.

**Section 7** – Dues and Assessments. To accomplish the objectives of the Region, each member State association shall contribute dues of \$1.00 per member per year for members of NAR's records as of November 30th of the previous year. The \$1.00 per member contribution shall be allocated as follows: \$0.80 to Operations and \$0.20 to the Campaign Contribution Fund Reserve Account, in accordance with Section 10 C. All funds must be submitted by January 31st to the Financial Custodian.

**Section 8-** Regional Accounts. There shall be three standing accounts:

1. Operations
2. Operating Reserves
3. Campaign Contributions Fund Reserve Account

All accounts will be maintained in a federally insured financial institution by the Financial Custodian.

**Section 9-** Check Writing Authority. Rocky Mountain Region XI check writing authority for any and all financial accounts shall be vested in the Financial Custodian, the current Regional Vice President, and the current Regional Vice President-elect and in accordance with that state's governing documents.

**Section 10.** Campaign Contribution Fund Reserve Account Guidelines.

- A. Activity on the account shall be reported at Region caucuses.

B. Requests for funds from this account by the Strategy Committee pursuant to Article V Section 2 B (8) shall be forwarded to the current RVP for approval.

C. Use of funds may be considered for:

a. Region member campaigns for the offices of NAR First Vice President, and Treasurer. Except for the inaugural program for the NAR President, no funds shall be allocated for post-campaign events. No funding shall be approved or awarded until the Region has formally endorsed candidates by a vote of the Region NAR Directors, as provided in Article II, Section 1, and in compliance with NAR's officer election guidelines. Maximum contributions from the Region for First Vice President will be \$300,000 for a contested race and \$150,000 for a non-contested race. Maximum contributions for NAR Treasurer will be \$150,000 for a contested race and \$100,000 for a non-contested race. Contributions for the inaugural program for the NAR President shall be no more than \$100,00.00 (not included in maximum contribution stated above).

b. Region XI Endorsed nominees for NAR First Vice President and/or Treasurer must submit requests to the Region XI Strategy Committee for funds. Requests must state the amount of funds requested with a description of the use of said funds. Requests shall be submitted directly to the Region XI Strategy Committee Chair and Vice Chair with a copy to the Financial Custodian state Association Executive.

c. Up to \$7,500 per year may be allocated from the Campaign Contribution Fund to the NAR Strategy Committee to pursue meetings with NAR leadership throughout the year in an effort to build support for and awareness of potential committee Chair and Vice Chair candidates from Region XI. The Allocation shall be presented and approved at the Region caucus meeting held in conjunction with the NAR Annual Meeting in conjunction with the Budget for the Rocky Mountain Leadership Conference Pursuant to Article IV Section 2. Expenditures of the allocated funds shall be limited to travel, room and related expenses for NAR Leadership visitation to the Regional meetings and/or a reception at the NAR Legislative meetings for the sole purpose of introducing Region XI members seeking NAR Committee Chair and Vice Chair appointments in key leadership positions within NAR to the appropriate NAR Leadership member making those appointments.

d. Once the fund exceeds \$400,000, the surplus shall be applied to the operating reserves. Once the fund drops below \$300,000, the operating reserves will bring the campaign funds back to the cap of \$400,000.

D. The Region shall not have the authority to obligate any member State association to contribute financially to candidates running for NAR offices except through their contribution to the Region XI Campaign Contribution Fund. It is recommended that the Region endorse candidates for NAR office.

## **ARTICLE V – REGIONAL COMMITTEES**

**Section 1- Region 11 Committees.** Expenses for meetings of the Regional committees shall be included in the budget from the Operations account. The standing committees shall be:

- A.** Region 11 Strategy Committee
- B.** Region 11 Nominating Committee

### **Section 2- REGION 11 NAR STRATEGY COMMITTEE**

The primary purpose of the Region structure is to enhance the six-member States' influence within NAR with respect to issues facing the real estate industry and the well-being of the Association. This purpose is best achieved by working together to support candidates for leadership positions and by having members of the Region serve in key leadership positions within NAR.

**A. Composition:** The Committee shall comprise 15 members: A Chair appointed by the current Regional Vice President, a Vice Chair appointed by the current Regional Vice President-Elect, two committee members appointed by each State, the Immediate Past Strategy Committee Chair; and the current Regional Vice President and RVP Elect, serving as ex-officio members. Committee members should be serving or have served as NAR Directors. Committee members appointed by the states shall serve three-year staggered terms. All appointments shall be made and forwarded to the current RVP by November 1<sup>st</sup>. Terms shall begin December 1 and end November 30. Original appointment terms shall be determined by lot – one third one-year terms; one third two-year terms, one third three-year terms with no state having more than one appointed person in any given term. Each State Association shall develop and maintain its own policies and procedures for selecting its representatives (or replacements in case of a vacancy) to the Committee. If a State is unable to appoint a capable and qualified member for the Committee, the position will be filled with an at-large member appointed by the Regional Vice President. Committee members must commit to attend at least the two NAR meetings (Legislative and Annual) within the year.

#### **B. Committee Responsibilities:**

- 1.** Recruit and retain potential candidates within the Region for NAR leadership and officer positions.
- 2.** Assist with the NAR committee recommendation process, including appointments for chair and vice chair positions.
- 3.** Provide direction to the States within the Region relating to National candidates and issues.
- 4.** Interview and recommend potential candidates from other regions who are pursuing officer positions at the national level.

5. Report directly to the NAR Directors within the Region, including the current Regional Vice President and Regional Vice President-Elect.
6. Maintain a spreadsheet showing past, present, and future NAR committee chairs, vice chairs, and committee members from the Region.
7. Pursue meetings with NAR leadership throughout the year to build support for and awareness of potential candidates from the Region.
8. Administer the Campaign Contribution Fund as per the policies and procedures within this manual.

#### **Committee Operations:**

1. The Committee will operate under Robert's Rules of Order. Decisions shall be reached by a simple majority vote of those present and voting.
2. The Committee will meet a minimum of two times a year, specifically at the NAR Legislative and NAR Annual meetings, upon notice to each Committee member, State President, and State Association Executive of the meeting date and location.
3. The Committee will co-exist with the Region Nominating Committee; however, the duties of each committee are different and clearly delineated within this manual.
4. The Committee will not take positions on NAR issues, but will be considered a valuable resource for providing guidance to the Region on NAR-related issues.

### **Section 3 - NOMINATING COMMITTEE**

- A. Committee Description:** There shall be a Rocky Mountain Region Nominating Committee, hereinafter referred to as the Region Nominating Committee, chaired by the Immediate Past Regional Vice President, hereinafter referred to as the Nominating Committee Chair, and composed of two people from each of the six states in the Region who have served or are currently serving as either Rocky Mountain Regional Vice President or State President.
- B. Committee Responsibility:** If the Immediate Past Regional Vice President is unable to serve as Chair for any reason, the position will be filled by the then most recent past Regional Vice President able and willing to serve as Chair. The Region Nominating Committee's primary purpose is to interview eligible candidates for Regional Vice President and recommend a candidate to the Region's NAR Directors.

NOTE: Each state association shall develop and maintain its own policies and procedures for selecting its representatives (or replacements in case of a vacancy) to the Region Nominating Committee. The names of such representatives shall be reported annually to the Regional Vice President and Nominating Committee Chair by the respective State Association Executive no later than March 31<sup>st</sup>.



## **ARTICLE VI - MEETINGS**

**Section 1.** The Region shall meet at regularly scheduled Region Caucus meetings at the NAR Legislative and Annual meetings and occasionally at the Rocky Mountain Leadership Conference.

**Section 2.** Robert's Rules of Order, latest edition, shall be organized as the authority governing the meetings of the Region except where otherwise provided in these policies and procedures.

**Section 3.** The Regional Vice President shall preside at Region Caucus meetings. In the absence of the Regional Vice President, the most recent former Regional Vice President in attendance shall preside.

**Section 4.** Agendas shall be provided at the Region Caucus meetings.

**Section 5.** All NAR members within the Region are encouraged to attend meetings and participate in discussion.

**Section 6.** A quorum shall be those voting members present.

**Section 7.** NAR will provide a requested agenda containing the business issues that require member feedback and perspectives to make informed decisions at the Board of Directors meeting. This agenda will be the main focus of the caucus. The RVP and AEs may add additional topics as needed or as time allows.

**Section 8.** A special meeting may be called upon the written request of four State Association Presidents.

**Section 9.** The Regional Vice President shall define those members eligible to vote and encourage all to participate in the discussion.

**Section 10. Electronic meeting.** That NAR Directors are authorized to meet and vote by electronic means. Unless otherwise restricted, meetings may be held telephonically or by video or other electronic conferencing as long as all persons participating in the meeting can:

- 1.** Communicate concurrently in real time,
- 2.** Debate issues and propose or object to action items, and
- 3.** Verify the presence of each member.

## **ARTICLE VII - PROCEDURES FOR SELECTING AND RECOMMENDING A ROCKY MOUNTAIN REGIONAL VICE PRESIDENT**

**Section 1. Rocky Mountain Region Nominating Committee.** There shall be a Rocky Mountain Region Nominating Committee, hereinafter referred to as the Region Nominating Committee, chaired by the Immediate Past Regional Vice President, hereinafter referred to as the Nominating Committee Chair, and composed of two people from each of the six states in the Region who have served or are currently serving as either Rocky Mountain Regional Vice President or State President. If the Immediate Past Regional Vice President is unable to serve as Chair for any reason, the position will be filled by the then most recent past Regional Vice President able and willing to serve as Chair. NOTE: Each state association shall develop and maintain its own policies and procedures for selecting its representatives (or replacements in case of a vacancy) to the Region Nominating Committee. The names of such representatives shall be reported annually to the Regional Vice President and Nominating Committee Chair by the respective State Association Executive no later than March 31<sup>st</sup>. The role of the Region Nominating Committee is to recommend an RVP candidate to the NAR directors within the Region.

**Section 2. Recommendation of the Regional Vice President.** The Region Nominating Committee's recommendation of a candidate for Regional Vice President shall be announced at the NAR Annual Meeting at the Region caucus by the Chair of the Nominating Committee.

### **Section 3. Regional Vice President Qualifications.**

- A.** The nominee must have served in at least one of the following positions: state association president; national president of an NAR Institute, Society or Council; current NAR director; NAR director for at least two of the last six years; NAR-appointed vice president; committee liaison; committee or advisory board chair (not including forum leadership).
- B.** The nominee should have REALTOR<sup>®</sup>, civic, or governmental experience as would indicate leadership ability.
- C.** The nominee agrees to meet the Regional Vice President performance expectations outlined in the NAR Campaign and Elections Rules Manual.
- D.** The nominee shall submit the NAR Application for Elected Office to the National Association of REALTORS<sup>®</sup> Credentials and Campaign Rules Committee (CCRC) within the NAR-established timeframe.
- E.** The nominee must have the endorsement of their State association and documentation of the endorsement.

### **Section 4. Region Nominating Committee Recommendation Process for the Office of Regional Vice President.**

- A.** The Region Nominating Committee will review NAR's list of eligible

candidates for Regional Vice President and invite all eligible Region 11 RVP candidates to interview with the Nominating Committee.

- B.** The goal of the Region Nominating Committee shall be to recommend the best-qualified RVP candidate to the NAR directors within the Region. The Region Nominating Committee shall give consideration to an equitable distribution between the six states when recommending the RVP candidate.
- C.** The Region Nominating Committee shall meet prior to the Region Caucus meeting held at the NAR Annual Meeting at a time, date, and place determined by the Nominating Committee Chair for the purpose of recommending a Regional Vice President candidate.
- D.** Decisions shall be reached by a simple majority of those present and voting. All members of the committee, including the Chair, shall vote. If a candidate receives a majority of the votes, they will receive the Region's recommendation. All votes will be done using a secret written ballot and will be counted by the committee staff liaison. The Region Nominating Committee shall report its recommendation at the Region Caucus meeting at the NAR Annual Meeting and by email to all NAR directors within the Region.
- E.** Prior to the NAR Legislative Meetings, NAR will facilitate an electronic vote of all NAR directors in the Region to elect the Region's Regional Vice President.

## **ARTICLE VIII - OBLIGATION OF EACH STATE TO THE REGION**

**Section 1.** Each state shall furnish the Regional Vice President with the name, address, telephone numbers, email addresses and committee assignment, if applicable, of their state association executive officer, State Leadership, National Directors, NAR chairs, and NAR vice chairs.

**Section 2.** Assist the Regional Vice President in setting goals for the Region.

**Section 3.** Submit a President's Report for each Region Caucus meeting.

**Section 4.** Invite the Regional Vice President to their state association meetings, conventions and other appropriate events.

**Section 5.** Ensure that the Regional Vice President is on the mailing and email distribution list for their state publication and electronic communications.

## **ARTICLE IX - SUBCOMMITTEES AND SPECIAL COMMITTEES**

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

## **ARTICLE X - AMENDMENTS**

These policies may be amended at any Region Caucus meeting by voting REALTOR®

members as described in Voting, Article II, Section 2., an affirmative two-thirds vote of those present and voting, provided that written notice of the substance of any proposed amendment shall first have been delivered to each State President, State Association Executive and Region Vice President at least 30 days in advance of the meeting. It is the responsibility of the State Association Executive to provide their NAR Directors of the proposed changes. The proposed changes shall be made accessible through the Region 11 website.