

Region 31 Operation Guidelines

(Revised March 22, 2021)

I. Purpose

- A. The purpose of The Region shall be to provide representation for member Associations of REALTORS® (AORs) in the Region and state level to the California Association of REALTORS® (C.A.R.) and the National Association of REALTORS® (NAR).
- B. The Region shall be a means of disseminating information from C.A.R. and NAR to the local AORs as well as a means for bringing feedback to C.A.R. and NAR from the local AORs.
- C. The Region shall provide a means of organizing the local AORs to support or oppose issues that affect The Region.
- D. This Operational Handbook should be used by the State Directors as a guide in fulfilling their duties and assignments to their elected and appointed positions.
 - 1. Each AOR is responsible for ensuring that their appointed directors have received this manual before the first Regional Meeting of each year.
 - 2. It is recommended that each appointed director sign a receipt for this manual every year.
- E. All business for the region will be carried out according to Robert's Rules of Order.

II. Executive Committee

- A. Regional Chair
- B. Assistant Regional Chair.
- C. Past Regional Chair shall also serve as the Financial Officer.
- D. The President of each AOR within the jurisdiction of the Region.

III. Duties of Officers, Regional Representatives and Directors

- A. Regional Chair (RC)
 - 1. Attend all C.A.R. Directors meetings and regional meetings.
 - 2. Coordinate with ARC as early as possible when an unavoidable absence prevents fulfillment of this requirement.
 - 3. Meet all C.A.R. deadlines and requests promptly.
 - 4. Attend all C.A.R. Regional Chair Meetings.
 - 5. Organize and lead the Region's periodic meetings.
 - 6. Organize and lead the caucus meetings at the C.A.R. Director's meetings.
 - 7. Organize the C.A.R. Presidential Visit.
 - 8. Represent the Region at the State level Executive Committee meetings (*as an observer only*)
 - 9. Sit as a member of the C.A.R. Regional Chair Committee.
 - 10. Administer all regional elections.
 - 11. Host all region-sponsored social events.
 - 12. Ensure that regional C.A.R. Directors are informed and know their duties.
 - 13. Organize and lead new Director/Committee Representative orientation.
 - 14. Verify with local AOR AEs that all serving directors have signed a receipt for this guide.
 - 15. If requested by a local AOR, install the respective local AOR officers in the Region.

16. Maintain a directory, annually, which will include name, phone, and email address for all regional representatives, local AOR presidents and AEs, with committee positions.
 17. Update the Regional Operational Guidelines Manual, as changes are approved by a simple majority by the Regions State Directors.
 18. Have a complete understanding of this Regional Operational Guidelines Manual.
 19. Request votes from the regional directors to take a position on a particular issue.
 20. Assist the incoming Regional Chair with coordination for the next year.
 21. Serve as a member of the Regional Budget Committee
 22. Communicate with C.A.R. Governance any changes to directors and/or regional representatives as needed throughout the year.
- *** Any changes need to be communicated to C.A.R. Governance 2 weeks before State Directors Meetings.

B. Assistant Regional Chair (ARC)

1. Help the RC in any way needed to fulfill the above-mentioned RC duties;
2. Assume the duties of the RC in case of absence or incapacity;
3. Represent the Region at the State level Strategic Planning and Finance committee meetings;
4. Organize all social functions in connection with C.A.R. Director's meetings as needed, eg: Regional Dinner
5. Serve as Alternate Member of C.A.R.'s Nominating Committee.
6. May attend scheduled meetings of the C.A.R. Regional Chair Committee, subject to C.A.R. policy
7. Attend the annual Leadership Conference in preparation for the following year as RC.
8. Attend Regional Chair Committee social events and meetings held at each state business meeting
9. Assist in the orientation of all new C.A.R. Directors within the Region
10. Have a complete understanding of this Regional Operational Guidelines Manual.
11. Serve as a member of the Regional Budget Committee.
12. Maintain the regional website
13. Appoint Regional Representatives to C.A.R. Committees for the following year.

C. Past Regional Chair (PRC)

1. Serve as C.A.R. Director-At-Large;
2. Lend support and advice to RC and be available for assistance if needed;
3. Serve as C.A.R. Nominating Committee member for Region 31.
4. Chair the Regional Budget Committee and manage the Regional Fund as prescribed in this Manual.
5. Coordinate RC and AE gifts.

D. Directors

1. To serve on C.A.R. Committees where needed.
2. To attend all assigned C.A.R. Committees and Caucus Meetings.
3. Directors who are unable to attend a scheduled meeting are responsible for appointing a replacement and notifying the RC at least 2 weeks before the state meetings so that C.A.R. Governance can be notified of the substitution.

4. To attend all C.A.R. Director Sessions and to be present for their entirety. Attendance will be recorded by the RC. The absence of any Director from two (2) consecutive meetings of the Board of Directors whether regular or special, unless for good cause submitted to the Board of Directors in writing, shall authorize the Board of Directors to declare the office of such director (including RC) vacant. This will not apply to Directors for Life or past C.A.R. Presidents. Excused absences must be processed through the RC.
5. To complete and submit written Committee Reports as outlined in this Manual.
6. To attend all Special Meetings called by the RC.
7. Have a complete understanding of this manual.
8. Maintain an active email account to receive C.A.R. communications.

IV. Committees

A. Regional Representatives

1. Regional Representatives shall be appointed by the current year's ARC. ARC should communicate with the AEs from each AOR to determine the state directors for the following year.
2. When possible, Regional Reps for policy committees shall have at least one year of involvement as a state director.
3. If an AOR is still pending results from their respective election by the deadline for Regional Representative Submissions set forth by CAR, the ARC should collaborate with the AE of that AOR to determine which members shall be appointed as Regional Representatives.

B. Attendance

1. Regional Representatives are required to attend all meetings of their assigned committee. The RC shall be notified as soon as possible in the event of an emergency absence, and the Regional Representative shall appoint the committee attendance assignment to another State Director.
2. When possible, notification shall be provided no less than 2 weeks before the meetings so that the RC may notify C.A.R. of the substitution.
3. After two consecutive absences of any Director, C.A.R. has the authority to declare the office vacant. The vacant office shall be filled by an appointment from the RC. Excused absences must be processed through the RC.
4. Members-At-Large are expected to attend all meetings and assist the Regional Representatives in any way requested.

V. Meetings

A. Region Meetings

1. A regional meeting shall be held before each of the State Directors' meetings to review the upcoming meeting contents and action items so the regional representatives may have the opportunity to receive feedback and input from the region for the upcoming state committee meetings. The RC shall work to schedule this meeting as close as possible to the commencement of the State Directors' meetings, understanding that there may be delays from C.A.R. in providing the committee meeting material.
2. A regional meeting shall be held before the Winter State Directors meeting for the orientation of new Directors if deemed necessary by the RC. (The RC may choose to send a written communication to new State Directors or meet with

the local AOR President's to outline an orientation so that local AOR President's may administer orientation to new Directors of their individual AOR's, rather than holding a special meeting.)

3. Any other meetings may be held at a caucus or otherwise, as deemed necessary by the RC, provided all Directors are given notice at least 15 calendar days in advance of such meetings.
4. The RC shall set the time, place, and agenda of all meetings.
5. Directors wishing to have an item placed on the agenda must contact the RC no later than 7 days before any meeting.

B. Caucus Meetings

1. The purpose of caucus meetings is to review and discuss action items. At the discretion of the RC, non-action items may be discussed.
2. Caucus meetings shall be attended by all C.A.R. Directors, RC, ARC, PRC, Regional Representatives, Members-At-Large, and AE's. Exceptions shall be approved by the RC.
3. Regional Representative reports at caucus meetings should be brief and direct.
4. Regional Representative written reports must be submitted to each AOR's AE within 15 calendar days following the C.A.R. session, for posting on the regional website. Any committee minutes and background papers from C.A.R. may be sent with the report.
5. It shall be each AOR's responsibility to ensure that their directors' committee reports are received and posted to the regional website.

VI. Nomination and Election Procedures

***Note: Per CAR, any Regional Chair shall have served 2 full years as a State Director**

A. Nomination and Election of RC

1. The individual currently serving as ARC shall automatically be nominated for the position of RC.
2. Additional nominations for the position of RC may be made. A nomination must come as a written recommendation from the Directors of the local AOR to which the person being nominated belongs as a primary member. Such nominations must be submitted to the current RC no later than 15 calendar days before the Spring State Directors meeting. Those nominated must have had a minimum of 2 years of active service as a State Director. It is strongly recommended (though not required) to be a past AOR president before serving as RC.
3. The election shall be by secret ballot. The candidate receiving a simple majority of those voting at a meeting at which a quorum is present shall be declared the winner. If no candidate receives a majority on the first ballot, a second ballot will be taken. If no candidate is elected on the second ballot, the 2 candidates receiving the highest number of votes shall be placed on a third ballot, and all other candidates will be dropped. In a tie for second and third, a vote shall be taken to break the tie first. The winner of the tiebreaker is to go on the third ballot.
4. The term of the RC shall be for one year, beginning after the close of the NAR Annual Convention of the year in which elected, and ending upon the closing of the NAR Annual Convention the following year.
5. The annual election of the RC shall be held at the caucus meeting during the second State Directors meeting of the year.

B. Nomination and Election of ARC

1. All nomination and election procedures shall be the same for ARC as outlined above for the RC, except that there shall be no automatic nominations for the position of ARC.
 2. The term of the ARC shall be the same as that of the RC.
 3. The election for ARC will be held during caucus at the Spring State Directors meeting.
 4. A member running for ARC cannot announce their candidacy before the Fall meeting that precedes the next scheduled election
- C. Nomination and Election of PRC
1. When the term of the RC has ended, that person shall automatically become the following year's PRC.
 2. The term of the PRC shall be the same as that of the RC.
- D. C.A.R. Candidate Endorsements
1. The Region shall retain the option to endorse (or not) any candidate running for a C.A.R. Officer position in a contested race.

VII. Quorum

- A. A quorum shall consist of one more than 50% of the voting members of the Region. Those voting members are as follows:
1. Current State Directors
 2. Current AOR Presidents
 3. ARC
 4. PRC
- B. The RC shall vote only to break a tie, as per Robert's Rules of Order.

VIII. Contingencies

- A. If for some reason the RC cannot serve, the ARC shall serve. An election for a new ARC shall take place within 60 days. If the ARC filling the RC's remaining term of office does not have a nine-month term, the new RC may have the option to serve another year.
- B. If an ARC cannot serve, an election shall be held under the above-outlined nomination and election procedures within 60 days.
- C. If a PRC cannot serve, the most recent PRC shall be appointed to serve.
1. Per C.A.R. Bylaws, no member may serve 2 consecutive years on the C.A.R. Nominating Committee. If this appointment occurs and the PRC served on the most recent C.A.R. Nominating Committee, the Executive Committee will need to identify a separate Nominating Committee member and the RC will notify C.A.R. Governance of the change.
- D. If, by a majority vote of the electorate, an RC is not fulfilling his/her duty, he/she will be replaced by the ARC and an election for a new ARC will be held within 60 days. A petition signed by one-third (1/3) of the electorate will cause a recall vote to be taken within 30 days. Said recall will be conducted by the AOR President's, and a two-thirds (2/3) majority shall prevail.
- E. Election voting, as well as voting on other issues, can be held at either a live meeting, virtual meeting, or by e-mail, to be determined by the RC.

IX. Anti-Harassment

- A. No Member of the Region may harass an Association or MLS staff member, volunteer, officer or director, or another Member, service provider, speaker or guest of the Region during any function, meeting, or in any other forum or platform governed by NAR policy.
- B. Harassment includes inappropriate conduct, comment, display, action, or gesture based on another person's sex, color, race, religion, national origin, age, disability, sexual orientation, gender identity, and any other protected characteristic. Harassment in any form is strictly prohibited.
- C. Any member who believes they have witnessed or experienced harassment of any kind shall promptly report it to the RC or the RC's AE or the next highest officer who is not the subject of, or directly in any way with the subject of the complaint.
- D. Refer to your Local AORs' Anti-Harassment Policy for further details on identifying and reporting harassment as well as protection for reporting and cooperating.

X. Budget and Finance

A. Regional Budget

- 1. The Region, as a whole, will financially support State Director Meeting attendance for the RC, ARC, and PRC.
- 2. The PRC shall submit a proposed budget to the Budget Committee for review before presentation to The Region.
- 3. The PRC/Budget Committee shall submit a Budget in writing to the Regional voting Directors 15 calendar days before the Fall C.A.R. State Directors meeting.
- 4. Approval of the Budget needs a simple majority plus one. This vote is to be taken at a caucus meeting during the Fall State Directors Meeting for the upcoming year.
- 5. The individual budgeted items will be calculated at a rate agreed upon by the Regional Budget Committee, as outlined above.

B. Items to be considered/included in Budget

- 1. Travel - airfare or mileage, calculated at the current IRS rate.
- 2. Food - A per diem of \$65 per day for the number of days in attendance at meetings, and regional dinner (food only) for RC, ARC, and PRC.
 - a) This amount shall be reviewed each year by the Budget Committee to ensure the amount is adequate to cover necessary expenses
- 3. Hotel – Hotel cost, internet, tax and parking fees for the duration of the meetings will be included.
- 4. Tickets – Four paid tickets for C.A.R. Installation of Officers, two for the RC and two for the ARC.
- 5. Miscellaneous – Bank charges and any other necessary unforeseen expenses.
- 6. Gift – For C.A.R. Presidential Visit, the Region shall purchase a gift.
- 7. Gifts – Year-end gift for RC and AE of RC, coordinated by the PRC.
- 8. Travel Expenses related to RC Training and/or any additional required C.A.R. meeting that requires RC attendance.
 - (1) Note: If C.A.R. pays for any expenses related to this item, the regional budget should only reflect expenses over and above the expenses that C.A.R. pays, if any.

9. Website Domain and maintenance costs

C. AOR Financial Contributions

1. The Region shall be funded by contributions from the local AORs within the Region. The annual contribution amount shall be made ~~to~~ by the AORs on a per-primary-member basis with the amount to be determined by the approved Budget.
2. The contributions are to be paid on an annual basis on or before March 7 of each year and shall be based on each local AOR's primary membership count as of the last day of February of that year.

D. Reserves

1. The amount in the region account shall not exceed the anticipated costs associated with one year of meetings plus one additional meeting.
2. If the reserve amount exceeds this amount, the regional budget should be adjusted accordingly for the next year.

XI. Bank Account

- A. The PRC's AOR shall control the regional funds. Funds will be transferred in total from the current PRC AOR to the incoming PRC's AOR by December 31 of each year. The policy for signatories on the account shall be the same as the PRC's AOR policy; however, two signatures must be required on checks or withdrawals.
- B. The PRC's AE shall be responsible for necessary bookkeeping, with checking account statements and financial reports to be reviewed by the PRC
- C. The PRC's AE shall prepare, and the PRC shall provide a written report to The Region following each C.A.R. State Directors meeting (either at a Regional meeting or by e-mail), and a year-end report no later than the Region's Directors meeting in January.

XII. Modification of Operational Guidelines

- A. The modification of these Operational Guidelines may be made from time to time by a simple majority of voting members at a regularly scheduled meeting at which a quorum is present, providing, however, the proposed modification has been noticed to the Directors at least 15 calendar days in advance of the meeting.