Monmouth Ocean Regional REALTORS®



Governance & Policy Manual
June 16, 2023 (Revised 10/16/26)

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Monmouth Ocean Regional REALTORS®

Policy & Procedure Change

Policies and procedures may be changed at any time by a majority vote of the Board of Directors.

This document is subject to change at any time to comply with Board of Director policy changes.

If at any time the policies of the Association are in conflict with the Bylaws of the Association, the Bylaws are to be deemed authoritative and shall supersede the policy.

Monmouth Ocean Regional REALTORS®
Confidentiality Policy

This Confidentiality Policy (Policy) is adopted in order to ensure matters which are to remain known only to certain persons affiliated with the ASSOCIATION are kept that way. ASSOCIATION members and staff are frequently involved in proceedings or actions that involve information that should be kept private. The purpose of this Policy is to define and set forth what information that is and to inform members and staff of procedures to be followed to ensure confidentiality.

This Policy is applicable to all members of the ASSOCIATION who serve in voluntary governance positions. Voluntary governance positions include all members of the Executive/Personnel Committee, Board of Directors, Committees, Sub-Committees, and Task Forces.

Confidential Information includes but is not limited to any information pertaining to The ASSOCIATION's matters of competition, current or anticipated operations, Human Resources, procedures, 3rd party relationships and agreements, work product, and personal identification information. Some examples of Confidential Information are:

- Information related to any previous, current, or anticipated Professional Standards proceedings (including the Ombudsman, Mediation, Ethics, and Arbitration programs)
- Information related to Professional Development programs and the creation of such programs that is specifically identified as confidential;
- Information related to the development and creation of any artwork, marketing material, graphic design, and other printed material to be used by the ASSOCIATION, its staff and members;
- Information concerning the process used to create and publish the ASSOCIATION magazine, newsletters, podcasts and any other communications tool utilized by the ASSOCIATION;
- Information related to vendor contracts and any proprietary information learned by the ASSOCIATION in obtaining and fulfilling its obligations pursuant to vendor contracts;
- Any information related to government affairs and political involvement programming of the ASSOCIATION not otherwise required to be made public (e.g. process used to determine campaign contributions, discussions surrounding decisions for campaign contributions and endorsements, and membership data, etc.);
- Information pertaining to the process used to create and publish the ASSOCIATION Forms Library that is specifically identified as confidential;
- Information related to personnel decisions (e.g. hiring, firing, promotion, reprimand, salary increases, etc.);
- Information related to the identity of any individual such as date of birth, social security number, tax ID number or other private/secure information;
- Financial information including credit card numbers, account numbers and other finance related instruments;

- Information obtained pursuant to closed meetings of ASSOCIATION committees, Board of Directors, or Executive Committee;
- Any other information not generally known that if disseminated could be reasonably expected to adversely affect the ASSOCIATION.

General Non-Disclosure of Confidential Information

At no time shall an ASSOCIATION member disclose Confidential Information unless expressly permitted to do so at the discretion or direction of the CEO of the ASSOCIATION. Further, unless expressly permitted to do so, at no time shall an ASSOCIATION member make copies of Confidential Information except as may be required in the performance of the person's job duties or voluntary governance position duties.

Governance

From time to time, it may be necessary or required for meetings of ASSOCIATION leadership (i.e. certain committees, Executive Committee, Board of Directors) to be held in executive session. The proceedings of these meetings are confidential in nature and shall not be disclosed to individuals who were not present at the meeting.

Any information discussed at a meeting held in executive session or documents that are disseminated are to remain confidential and may not be shared with anyone not in attendance.

Member Information

Members of the ASSOCIATION frequently provide information to the ASSOCIATION related to membership requirements with the National Association of REALTORS® New Jersey REALTORS® as well as information regarding contributions to the REALTORS® Political Action Committee. Any information provided to the ASSOCIATION for these limited purposes shall be deemed confidential and may not be shared with any other member of the ASSOCIATION or with ASSOCIATION staff holding positions to which the information would not be relevant.

Acknowledgment

By agreeing to serve in an ASSOCIATION voluntary governance position, each Applicable Person agrees to abide by the terms in this Policy. Applicable Persons also acknowledge that Confidential Information learned or discovered throughout the course of the person's affiliation with the ASSOCIATION is the sole property of the ASSOCIATION and further agrees to leave any hard copies containing Confidential Information in the possession of the ASSOCIATION upon either the end of the Applicable Person's affiliation with the ASSOCIATION or the end of the person's service in a voluntary governance position.

As a condition of service to hold a position of service on the Board of Directors, Executive/Personnel Committee, any Standing Committee, Special Committee, Sub-Committee or Task Force of Monmouth Ocean Regional REALTORS®, members are required to sign the following statement:

Monmouth Ocean Regional REALTORS®
Confidentiality Policy Acknowledgment

By agreeing to serve in an ASSOCIATION voluntary governance position, I agree to abide by the terms in the Confidentiality Policy of Monmouth Ocean Regional REALTORS®. I also acknowledge that Confidential Information learned or discovered during the course of my affiliation with the ASSOCIATION is the sole property of the ASSOCIATION and further agree to leave any hard copies containing Confidential Information in the possession of the ASSOCIATION upon the end of my service in a voluntary governance position.

I, _____, agree to abide by the terms and conditions stipulated in the Confidentiality Policy. I acknowledge that I have received a copy of the Policy and have read its terms very carefully. I understand that my failure to abide by the terms of the Policy may result in my immediate dismissal from my volunteer governance position with the ASSOCIATION as well as my Good Standing membership status in Monmouth Ocean Regional REALTORS®.

Signature: _____

Printed Name: _____

Date: _____

Monmouth Ocean Regional REALTORS®
Antitrust Policy

ANTITRUST- Monmouth Ocean Regional REALTORS® is a not-for-profit trade organization whose membership is voluntary and whose objectives are:

a) To unite those engaged in the recognized branches of the real estate profession for the purpose of exerting a beneficial influence upon the profession and related interests.
b) To promote and maintain high standards of conduct in the real estate profession as expressed in the Code of Ethics of the National Association OF REALTORS®.
c) To provide a unified medium for real estate owners and those engaged in the real estate profession whereby their interests may be safeguarded and advanced.
d) To further the interests of home and other real property ownership.
e) To unite those engaged in the real estate profession in this community with the New Jersey REALTORS® and the National Association of REALTORS®®, thereby furthering their own objectives throughout the state and nation and obtaining the benefits and privileges of membership therein.
f) To designate for the benefit of the public, those individuals authorized to use the terms REALTOR®, REALTORS®, AND REALTOR-ASSOCIATE® as licensed, prescribed, and controlled by the National Association of REALTORS®.

All attendees of any event, meeting, class, or activity of the ASSOCIATION agree to comply with any/all Anti-Trust laws established by the Federal, State, County governments or other entities who exercise control and legal authority over this entity.

It is each individual's responsibility to ensure that the ASSOCIATION is neither engaging in behavior that is nor could be interpreted as violating Anti-Trust Laws, rather, to ensure that participants have a forum to freely express diverse opinions without in any means attempting to influence the free market.

Monmouth Ocean Regional REALTORS®
Conflict of Interest Policy

Purpose- A director, officer, or member (collectively, a "Member") of the Board of Directors or any Committee ("collectively, a "Committee") of the Monmouth Ocean Regional REALTORS® ("MORR") who is an "Interested Person" shall recuse themselves from discussing or voting on any question or matter in which they have a personal pecuniary interest that might be affected by the disposition of the question or matter.

For purposes of this Policy:

- Any director, officer, or member of any Committee of MORR, who has a direct or indirect financial interest in a matter being considered is considered an "Interested Person".
- A person has a financial interest if the person has, directly or indirectly, through business, investment or family ownership/ investment, an interest in any entity (whether a corporation, partnership, limited liability company or other legal entity) or as an individual, that provides or seeks to provide goods, products or services to MORR or otherwise has or seeks to engage in a transaction or contractual arrangement with MORR (collectively a "Transaction").

Voluntary Recusing

Nothing contained in this Policy shall preclude a Member from voluntarily recusing themselves from the discussion or vote on a transaction and/or issue where the Member believes that they have or may have a conflict of interest. Nothing contained in this policy shall mandate that a member state a reason for recusing themselves.

Duty to Disclose

An Interested Person shall fully disclose their financial interest in any Transaction under consideration to the other members involved in decision making activities.

If a person involved in a decision-making activity believes another member may be an Interested party, said member has a duty to site such belief to the Chair.

Determining Whether a Conflict of Interest Exists.

After disclosure of the financial interest and all material facts, and after any discussion with the Interested Person, they shall leave the meeting and the remaining members shall discuss and vote upon whether a conflict of interest exists.

Procedures for Addressing a Conflict of Interest.

1. An Interested Person may make a presentation at the meeting, but after the presentation, they shall leave the meeting during the discussion of and the vote on the transaction involving the conflict of interest.
2. The Chair shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed Transaction.

3. After exercising due diligence, the Board of Directors or Committee shall determine whether MORR can obtain with reasonable efforts a more advantageous Transaction from a person or entity that would not give rise to a conflict of interest.
4. If a more advantageous Transaction is not reasonably possible under circumstances not producing a conflict of interest, the Board of Directors or Committee shall determine by a majority vote of the disinterested members whether the Transaction is in the best interest of MORR, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the Transaction.

Violations of the Conflicts of Interest Policy.

- If a Committee has reasonable cause to believe a Member has failed to disclose actual or possible conflicts of interest, the Chair shall inform the Member of the basis for such belief and afford the Member an opportunity to explain the alleged failure to disclose.
- If, after hearing the Member's response and after making further investigation as warranted by the circumstances, the Committee determines the Member has failed to disclose an actual or possible conflict of interest, it shall so advise the President of MORR who may bring the matter to the Board of Directors for appropriate disciplinary and/or corrective action.
- The Board of Directors may exercise any/all remedies at its disposal including (but not limited to) suspension/expulsion, Code of Ethics Professional Standards action and/or civil relief from a court of jurisdiction of/from the Member.

Monmouth Ocean Regional REALTORS®
Officers of the ASSOCIATION

The elected Officers of the ASSOCIATION shall be a President, Senior Vice President, 1st Vice President, and a Treasurer/Secretary. They shall be elected for a term of one year which period shall be from January 1 to December 31, not to exceed two consecutive terms for that elected position. Eligibility requirements are pursuant to the MORR Bylaws.

Officers shall not serve as a Chair or Vice Chair of a standing committee. (Revised 01/01/2023)

Duties of Officers. The duties of the Officers shall be such as their titles, by general usage, would indicate and such as may be assigned to them by the Board of Directors:

(a) The President shall be the principal officer of the Monmouth Ocean Regional REALTORS® and shall preside at its meetings, and between the sessions of which the President shall represent the ASSOCIATION and act in its name, subject only to its declared policies. The President shall appoint all committee Chairs & Vice Chairs, including the assignment of Liaison Officers to each Committee of the ASSOCIATION; shall be an ex-officio member of all Committees, except the Nominating Committee; and shall perform all other duties usual to such office. The President shall meet the qualification of at least having served as (1) a Director; (2) Committee Chair; (3) one year as a member of the Multiple Listing Service Committee or Budget and Finance Committee. The President is a member of the New Jersey REALTOR's Board of Directors, and as such, has the power to vote in all Directors' meetings of that Board. The newly elected President shall appoint Directors to the National Association's Board of Directors, based on our Membership count for the upcoming year. (Rev. 9/2025)

(b) The Senior Vice President shall have the same qualifications as the President and shall perform the duties of the President in the event of the President's temporary absence or disability and shall perform such other duties as may be delegated to the Senior Vice President by the Board of Directors or the President. The Senior Vice President shall be one of the members of the New Jersey State ASSOCIATION's Board of Directors and shall attend all State ASSOCIATION functions as a representative of the ASSOCIATION. (Rev. 9/2011)

(c) The First (1st) Vice President may have overall supervision of the work of the various Committees of the ASSOCIATION and act as representative of the President in such matters as may be assigned to the First Vice President by the President.

(d) The Treasurer/Secretary shall be the custodian of all funds and securities of the ASSOCIATION and shall ensure the deposit the funds and securities in depositories carrying Federal Deposit Insurance, subject to the approval of the Board of Directors. The Treasurer/Secretary shall also review and verify the record of all meetings of the Board of Directors, Executive/Personnel Committee and of the Annual Meeting and shall

keep all the said records at the ASSOCIATION office and shall perform such duties customary to that office. The Treasurer/Secretary shall have a standing position on the Bylaws and Budget & Finance Committee.

Monmouth Ocean Regional REALTORS®
Executive/Personnel Committee

Executive/Personnel Committee shall consist of eight (8) members: The President as Chairperson and all Officers of the ASSOCIATION, MLS Chairperson, the Immediate Past President willing and able to serve, and two (2) immediate Past Presidents. The purpose of the Executive/Personnel Committee is to:

a) Provide guidance, assistance, and support to the President.
b) Provide guidance, assistance, and support to the Chief Executive Officer.
c) To work collaboratively in providing leadership to the ASSOCIATION.
d) To periodically evaluate the strategic plan and strategic objectives of the ASSOCIATION.
e) To assist the Chief Executive Officer in staffing related issues.
f) Participate in the hiring and evaluation of the Chief Executive Officer.
g) Other duties as prescribed in the Bylaws and the Policies and Procedures of the ASSOCIATION.

Monmouth Ocean Regional REALTORS®
Board of Directors

The governing body of the ASSOCIATION shall be the Board of Directors consisting of Officers and Members collectively known as Directors. Composition of the Board of Directors is prescribed in the Bylaws of the ASSOCIATION.

As the governing body of the ASSOCIATION, the Board of Directors is responsible for

i) Ensuring the organization's long-term financial stability and integrity.
ii) Establishing the strategic plan of the ASSOCIATION.
iii) Making strategic decisions on behalf of the ASSOCIATION.
iv) Employing a Chief Executive Officer to provide strategic insight and managerial responsibilities for the ASSOCIATION.
v) Other duties as prescribed in the Bylaws and the Policies and Procedures of the ASSOCIATION.

Commitments- Directors commit to:

i) Serve in this voluntary, unpaid, position.
ii) Attend regular board meetings and actively participate in decision-making.
iii) Support the Board's decisions even when an opinion conflicts with the decision.
iv) Support the ASSOCIATION by attending meetings and other functions.
v) Advocate for the ASSOCIATION and promote the organization's professional image.
vi) Contribute by sharing areas of expertise as well as recruiting new Members, advertisers, exhibitors, speakers, etc.
vii) Submit all expense reimbursement requests within 30 days of the expenditure on the approved form and accompanied by original receipts.
viii) Agree with and pledge to abide by the Bylaws and the Policies and Procedures of the ASSOCIATION.

Professionalism- Directors commit to:

i) Uphold the NAR Code of Ethics.
ii) Keep all ASSOCIATION business confidential.
iii) Work in the best interest of the whole organization and all its members.
iv) Notify the President and/or Chief Executive Officer of conflict of interest(s) prior to deliberation and vote.
v) Fulfill the duties of care and loyalty to the organization.
vi) Ensure legal and ethical integrity and assure the ASSOCIATION's accountability to its Members.
vii) Read and become informed about the ASSOCIATION's Strategic Plan, and governing documents.
viii) Read and understand financial statements and otherwise assist the Board in fulfilling its fiduciary responsibility.
ix) Work to develop new leadership and recommend Members for Committee positions.

Terms of Office

i) All terms and vacancies are as prescribed in the Bylaws of the ASSOCIATION.

Leave of Absence

i) Any Officer or Director, serving in an elected or appointed position of the Board of Directors, may submit a written request to the President and Chief Executive Officer for a temporary leave of absence for reasonable cause.
ii) The request shall specify the anticipated duration of the leave. The individual shall not be required to disclose confidential or personal information beyond that reasonably necessary for consideration of the request.
iii) The Board of Directors may, by majority vote, grant a leave of absence for a specified period and may establish reasonable terms or conditions for such leave.
iv) An individual on an approved leave of absence shall retain their elected or appointed position during the approved leave, and the leave shall not constitute or create a vacancy in that position.
v) During an approved leave of absence, the individual shall be excused from attendance and participation requirements applicable to the position. Absences occurring during the approved leave shall not be counted toward any attendance requirement or considered grounds for resignation or removal based upon attendance
vi) Unless otherwise approved by the Board of Directors, a leave of absence shall not extend beyond the expiration of the individual's current elected or appointed term.
vii) An extension of an approved leave may be requested and shall be subject to approval by the Board of Directors. A leave of absence may be granted to a member of the Board of Directors with a vote of the Board of Directors members

Agendas

Agenda must be circulated prior to meeting and must contain at minimum, the following:

i) Date and location.
ii) Start and end time.
iii) New business & old business.

Attendance Guidelines

i) Attendance is as defined in the MORR Bylaws.
ii) An absence is defined as not being present for the majority of a scheduled meeting.

Board Liaisons to Committees

i) Are appointed by the President as needed and at the President’s sole discretion.
ii) Are current Members of the Board of Directors.
iii) Attend Committee meetings.
iv) Convey Board of Directors’ directives to the Committee.
v) The liaison does not lead or vote at Committee meetings.

Monmouth Ocean Regional REALTORS®
Committee Policy

Committees are formal working components of the ASSOCIATION's governance structure. The intent of the ASSOCIATION's Committees is:

- To evaluate specific areas of the ASSOCIATION in context of the Value Proposition, Purpose and Strategic Plan of the ASSOCIATION.
- To assist the President and the CEO in planning operational activities such as events, education, policy changes, etc.
- Where charged, to apply standards of conduct to the members and participants of the ASSOCIATION and/or ASSOCIATION services in conjunction with the Policies, Rules, and Regulations of the ASSOCIATION.
- Make recommendations to the Board of Directors.

Authority

- The Chair or Vice Chair of the Committee may only bring actions to the Board of Directors that have been voted on by the committee and forwarded to the Board of Directors. Committee Chairs or Vice Chairs may not bring actions to the Board of Directors that have not been approved by the Committee.
- The Chief Executive Officer is granted the authority to act on behalf of the Board of Directors in regard to event scheduling and expenditures as specified in the annual budget of the ASSOCIATION.
- Committees do not have authority to enter into contracts, commit the ASSOCIATION or any property owned by the ASSOCIATION to any event or activity, or speak for the ASSOCIATION unless such action has been approved by the Board of Directors.
- Further, Committees do not have authority to direct ASSOCIATION staff to fulfill committee responsibilities. The Chief Executive Officer may appoint staff liaisons to assist committees and provide guidance, strategic understanding, and administrative oversight.
- The Chief Executive Officer or appointed staff shall be present at all committee meetings.

Agendas

Agenda must be circulated prior to meeting and must contain at minimum, the following:

j) Date and location.
jj) Start and end time.
jjj) New business & old business.

Committee Terminology

- Ad Hoc – formed for specific or immediate needs.
- Task Force – appointed for a specific purpose and disbanded upon completion.
- Shared Committees – made up of Members of various organizations. Expands the input and resources for the Committee.

- Standing Committees: The following Committees are identified in the Bylaws as Standing Committees:
    - Adult Communities
    - Affiliates
    - Budget and Finance
    - Bylaws
    - Circle of Excellence Verification
    - Commercial, Industrial, Investment (CII)
    - Cultural Diversity/Equal Opportunity Housing (Equal Opportunity)
    - Education
    - Grievance
    - Legislative/Political Affairs
    - Managers
    - Mediation
    - Member Engagement
    - Multiple Listing Service*
    - Nominating
    - Professional Standards
    - Public Relations
    - RPAC
    - Young Professionals Network (YPN)
- Special Committees – The President may appoint, subject to confirmation by the Board of Directors, such special Committees, as the President may deem necessary.
- Presidential Advisory Group (PAG)/Task Forces- the President may appoint as the President may deem necessary.
- Sub-Committees and Task Forces of a Committee- The Committee Chair may appoint a subcommittee or task force of their committee as they deem necessary.

<u>Selection, Composition, and Term</u>

- Unless otherwise indicated in the Bylaws or the Governance and Policy Manual, all Committee meetings are closed meetings and attendance by anyone outside the committee is by Chair or Vice chair invitation only.
- The President shall appoint from among the REALTOR® members, subject to confirmation by the Board of Directors, committee Chairs and Vice Chairs.
- With exception of the MLS Committee, the Chairs and Vice Chairs will then select the members of their committees. The MLS Committee is appointed by the President subject to Board of Director confirmation, and in accordance with the Bylaws.
- The Chairperson holds ultimate responsibility for the Committee's performance.
- With the exception of the Affiliates Committee, to be a member of any standing committee, a committee member must be a current, active REALTOR® member in good standing with Primary or Secondary membership status with the Monmouth Ocean Regional REALTORS®.

- If an Officer is appointed to serve on a committee, such shall not Chair or Vice Chair the Committee, but may participate in all meetings, communicate with the President, and report Committee actions to the Board of Directors.
- The Chief Executive Officer may appoint a staff liaison participate on committees.
- Committee Chairs, Vice Chairs and members are appointed for a 1-year term.
- Committee Chairs may only serve two (2) consecutive terms as Chair.
- Committee Vice Chairs may only serve two (2) consecutive terms as Vice Chair.
- Committee members may serve unlimited terms as a member of a committee.
- With the exception of the MLS Committee, absence from three (3) regular committee meetings shall be construed as a resignation from the committee, at the discretion of the Committee Chair, unless otherwise modified herein. Absences occurring during a leave of absence approved by the Board of Directors pursuant to the Leave of Absence Policy shall not be counted for purposes of this provision.

<u>Removal of Committee Chairs, Vice Chairs and MLS Committee Members</u>

In the event that a Chair and/or Vice Chair is deemed by the President to be incapable of fulfilling the duties for which appointed, but will not resign voluntarily, the Chair and/or Vice Chair may be removed under the following procedure:

1. During executive session of a regularly scheduled or duly called special meeting of the Board of Directors, the President shall notify the Board of Directors that it is their belief that the Chair and/or Vice Chair is unfit to continue their term and present verbal testimony and/or physical evidence supporting the belief.
2. The Chair or Vice Chair will be afforded the opportunity to speak on behalf of themselves and present verbal testimony and/or physical evidence supporting the belief.
3. After hearing any such testimony, the Chair or Vice Chair shall be excused from executive session and the Board of Directors shall deliberate.
4. At the conclusion of deliberation, the President shall end executive session and reconvene the meeting of the Board of Directors. At such time, the President shall reintroduce the motion, and allow discussion.
5. At the end of discussion, a roll call vote shall be taken, and the results entered into official minutes of the Board of Directors. The Chair or Vice Chair shall be notified by the President of the decision reached which is final and not appealable.

<u>Removal of Committee Members (with the exception of MLS Committee Members)</u>

In the event that a Committee Chair and Committee Vice Chair mutually agree that a committee member is incapable of fulfilling the duties for which appointed, but not willing to resign voluntarily, the committee member may be removed from the committee under the following procedure:

1. The Committee Chair notifies the President of their intent on removing the member.

2. The President convenes a meeting of the following people:
    - The President
    - At least two Directors of the Association
    - The Committee Chair and Committee Vice Chair
    - The member
3. During the meeting, Committee Chair and/or Vice Chair shall present testimony and/or evidence as to the reason for seeking removal.
4. The member will be afforded opportunity to speak on their behalf and present verbal testimony and/or physical evidence supporting the belief.
5. The President shall excuse the Chair, Vice Chair and Member.
6. The President and at least two Directors will deliberate and reach a conclusion.
7. The President shall notify the Committee Chair, Vice Chair and Member of the decision reached, which is final and not appealable.

<u>General Guidelines for Committee Chairs and Vice Chairs</u>

a) Committee Chairs and Vice Chairs are expected to work as a collaborative team for the benefit of the ASSOCIATION.

b) Accept responsibility for the performance of the Committee. The success or failure of a Committee rests squarely on the Chairperson's shoulders. Chairpersons should communicate regularly with both the President and the Chief Executive Officer.

c) Encourage opportunities for interaction between Members within the Committee.

d) Discourage and not participate in external / side conversations outside of the Committee.

e) Practice the "One Voice" approach to governance.

f) Provide an opportunity for Members to get to know one another.

g) Recruit Members that represent diverse geographic, cultural, and philosophical perspectives.

h) In selecting Members, clearly define the Committee's purpose and the Chairperson's expectations of Committee Members.

i) Regular meetings are scheduled on standing dates by ASSOCIATION staff. Schedule other meetings well in advance and only change meeting dates for emergency reasons. Remember, Committees are more than just one person and changes affect everybody involved.

j) Carefully establish with the Staff Liaison an agenda, ensuring there is sufficient time to discuss all items, and email the agenda to Committee Members, the President, and the Staff Liaison in advance.

k) Circulate relevant documents for items to be discussed or decided upon to Members three-to-five days in advance of meetings.

l) Begin and end meetings on time.

m) Ensure that discussion on agenda items is on topic, productive, and professional. Ask questions, explore, and seek feedback and participation from all Members.

n) Try to build consensus. Anyone who voices a problem should also offer a potential solution.

o) Hold a counted vote on significant decisions and record the voting result in the minutes. Actions by the Board of Directors require a written request from the Committee as recorded by vote in the minutes of the committee meeting.

p) Don't be afraid of openminded discussion. Such discussion can generate new ideas and perspectives.

q) Distribute task items as evenly as possible and assign tasks and deadlines for completion.

r) Confidentiality within the Committee and with the work they are doing is expected and of high importance.

s) Keep minutes of each meeting.

t) Follow up with Members on assignments or task items between meetings. Send a quick "to-do list" summary via email the day after the meeting.

u) Evaluate your committee from time to time by asking Members about their experience on the Committee.

v) Create a file or notebook to pass on to the next chair, including a list of activities from the previous year, goals, and a proposed budget for the coming year.

w) Keep attendance. Each Committee Chair will be asked to certify attendance of members at the end of the year.

Monmouth Ocean Regional REALTORS®
Committee Trainings and Prerequisites

Grievance Committee:

i) New Members of the Grievance Committee must be an active licensed real estate agent in the field for 2 years and take the mandatory Professional Standards training on first year of service, prior to reviewing any complaint, and continue to take the training biennially.
ii) Training will be offered annually.
iii) Meets as needed.

Mediation Committee:

i) New members of the Mediation Committee must have served 2 years on the Grievance Committee and at least 1 of which have been within the last 3 years.
ii) Committee members are required to have a Certificate of Mediation Training by Monmouth Ocean Regional REALTORS®, NJ REALTORS®, NAR® or State Judiciary body completed annually and prior to conducting a Mediation.
iii) Mandatory training will be conducted annually.
iv) Meets as needed.

Professional Standards Committee:

i) New members of the Professional Standards Committee must have served 3 years on the Grievance Committee (or 2 years on the Grievance Committee and 1 year on the Mediation Committee) and at least 1 of which must have been within the last 2 years. All members must take the annual Professional Standards Training prior to serving on a Hearing Panel.
ii) Training will be offered annually.
iii) Meets as needed.

Monmouth Ocean Regional REALTORS®
Financial Integrity Policy

It shall be the goal of the ASSOCIATION to provide checks, balances and safeguards of all accounting processes, procedures, banking, savings, reserves, and any other processes involved in the financial operations of the ASSOCIATION. The Budget and Finance Committee shall meet as needed to oversee the financial health of the ASSOCIATION and ensure that all processes are being followed.

Banking

The ASSOCIATION, under the direction of the Chief Executive Officer will maintain a minimum of two bank accounts, one of which shall be an interest-bearing account. Such accounts shall be reconciled and reported under GAAP standards.

Reserves

As a matter of policy, the ASSOCIATION does not operate with the intent of generating profit. Rather, the ASSOCIATION operates on an ongoing basis to provide for both financial stability and ongoing service to members. Therefore:

a) As a matter of financial integrity, the ASSOCIATION should strive to maintain an amount equal to the adopted annual budget in RESERVES. The Chief Executive Officer and the Treasurer/Secretary shall monitor the RESERVES on a regular basis.
b) Liquid Reserve is defined as those assets of the ASSOCIATION that are currently available as cash or can be liquidated and converted into cash within a three (3) month period.
c) Controlled Reserve is defined as those assets of the ASSOCIATION that can be converted into cash between three (3) –thirteen (13) months. Cumulatively, Liquid Reserves and Controlled Reserves shall be known as RESERVES.
d) The ASSOCIATION shall strive to have six (6) month's Liquid Reserves on hand prior to investing in Controlled Reserves.
e) The Chief Executive Officer shall direct and monitor the depository maintenance of the RESERVES.
f) The Chief Executive Officer and Treasurer/Secretary shall prepare at least annually a report of the RESERVE position of the ASSOCIATION for the Board of Directors.
g) Insufficient RESERVES: If Liquid Reserves drop below an amount equal to one half (1/2) the annual adopted budget, the Chief Executive Officer and Treasurer/Secretary shall report such insufficiency to the Executive/Personnel Committee and/or Board of Directors at the next scheduled meeting. Such report shall contain:
    i) Synopsis of actual RESERVE positions.
    ii) Monthly cash flow projection for the annual budgeted cycle.

iii) List of alternative suggestions.
iv) Recommendation for action.

h) Abundant RESERVES: If RESERVES reach an amount greater than one and one half (1 ½) the annual adopted budget which includes Liquid Reserves at an amount equal or greater than six (6) months, the Chief Executive Officer and Treasurer/Secretary shall report such abundance to the Executive/Personnel Committee and/or Board of Directors at the next scheduled meeting. Such report shall contain:
   i) Synopsis of actual RESERVES.
   ii) Monthly cash flow projection for the remainder of the annual budgeted cycle.
   iii) Recommendation on actions to be taken during the next annual budgeting cycle.

Contracts

The Chief Executive Officer (or President, in the absence of a CEO), is granted the authority, with prior Board of Directors' approval, to sign contracts. Contracts of which funding is provided in the adopted budget are deemed to have Board of Director approval.

Check Writing Process

The Chief Executive Officer (or Treasurer/Secretary in absence of a CEO) is authorized to render payments by three (3) means, (a) credit card, (b) bill pay by CFO services and (c) live check. The following for each means of payment apply:

i. Credit Card
   a) A Chief Executive Officer is authorized to obtain a credit card specifically for utilization of ASSOCIATION purchases. If such credit card must be secured by the Chief Executive Officer, the President and Chief Executive Officer shall memorialize the agreement in a written Credit Card Agreement.
   b) The Chief Executive Officer shall use due diligence to secure such credit card.
   c) Transactions on the credit card are to be submitted to the CFO Services and statements are to be reconciled by the CFO services of the ASSOCIATION.

ii. Bill Pay by CFO Services
   a) The Chief Executive Officer may utilize third party bill payment in conjunction with CFO Services. Such payment system shall be in the design as specified with the CFO services.
   b) All bills submitted to the Bill Pay system shall be (a) prepared by the Senior Director of Operations, or (CEO in the absence of a Senior Director of Operations), (b) reviewed by the CEO (or President in the absence of a CEO) and authorized for submission to the CFO Service, (c) fully processed and paid by the CFO service and (d) maintained in accordance with the Document Retention Policy of the ASSOCIATION and made available upon request by the accounting firm conducting the annual review or audit.

iii. Live Checks

a) Efforts should be made to avoid the writing of live checks by the ASSOCIATION. These should, when practical, be limited to reimbursements, deposits, withdrawal of cash from banking institutes or other like items.
b) In the event that live checks are written by the ASSOCIATION, each should contain (a) a payment request form authorized by the Chief Executive Officer (or President in the absence of a CEO), (b) an invoice, receipt or documentation justifying the expenditure and (c) two (2) signatures on the check.

Payroll

Payroll shall be processed by a third-party vendor in conjunction with CFO services.

Reimbursements

i. All expenses to be reimbursed must be submitted within 30 days of the expense or activity associated with the expense.
ii. All requests for reimbursement must include:
    (1) Copy of original receipt or signed affidavit of expense if the receipt is lost or destroyed.
    (2) Completed Payment Request Form
    (3) Signature of Chief Executive Officer or designated staff member authorizing expense
iii. Member travel and or entertainment expenses (i.e., hotel, airfare, parking, cab fare, meals, tips, and mileage) will be reimbursed to the level authorized by the annual adopted budget. It is a member's responsibility to understand the policy and to gain understanding of what expenses are authorized for reimbursement prior to incurring any expense. Staff travel and/or entertainment expenses are directed by the Chief Executive Officer in accordance with the annual adopted budget and the employee manual.
iv. All requests for reimbursement should be submitted on the provided form. In order to be reimbursed, you must attend your committee meeting and provide a full report to the Board of Directors and attest that this has been completed on the form provided.

Membership Dues

i. Dues, application, and late fees are approved by the Board of Directors with the adoption of the annual budget. The membership dues cycle is January 1st - December 31st each year.
ii. Incentives, tiered structures, and/or payment plans may be offered by MORR with the approval and guidance of the Chief Executive Officer.
iii. Dues billing is done once a year under direction of the Chief Executive Officer and may begin on or about October 15th each year.
iv. Membership dues are due by December 1st.
v. Notification of dues will be communicated no less than three (3) times between the start of billing and December 1st each year. **MORR is not responsible for notifications that have not been received due to inaccurate email addresses,**

blocked addresses, or otherwise misdirected communications. It is the Member's responsibility to ensure that annual dues are received by December 1st every year.

vi. Membership Dues Formulation shall be as follows:
   a) All Primary and Secondary REALTORS®, Appraisers and Affiliates dues shall be $175.00 annually.
   b) All members shall receive an Association Performance Discount of $50.00 for annual payments rendered on or before December 1st each year.

vii. Suspension of unpaid Membership accounts will occur on or about January 10th at the direction of the Chief Executive Officer. Suspension will inactivate Local, State and National REALTOR® memberships as well as all MLS and MLS related services, education services, other services, and benefits of membership.

viii. Any unpaid account will be terminated on or about the first Monday of each February.

ix. A reactivation fee will be applied to any terminated account that gets reactivated within one year of termination date.

x. Reactivation of any account after one year of termination date will be processed as a new member according to NAR Policy.

xi. Early cancellation
   a) No refund of membership dues will be made.
   b) Cancellation must be done in writing (via email or print delivered in person or by certified mail) to a MORR Association office.

xii. New member local dues prorations are as follows:
   a) New member in January, February, March - no proration of local dues.
   b) New member in April-October - proration based on month joining.
   c) New member in November & December - remaining years dues waived, collection of next year's dues in full.

MLS FEES

i. MLS fees, application, reactivation, cancellation, and Supra fees are approved by the Board of Directors as part of the annual budget. The MLS cycle is July 1st through June 30th each year.

ii. MLS billing is done once a year under direction of the Chief Executive Officer and may begin on or about May 1st of each year. The MLS bill is due by June 1st of each year.

iii. Notification of MLS billing will be communicated no less than three (3) times between the start of MLS billing and June 1st each year. **MORR is not responsible for notifications that have not been received due to inaccurate email addresses, blocked addresses, or otherwise misdirected communications. It is the Member's responsibility to ensure that annual MLS dues are received by June 1st every year**.

iv. MLS Fee Formulation
   a) All Primary and Secondary Members shall pay $300.00 annually for MLS service.
   b) All non-association members shall pay $450.00 annually for MLS service.

c) All participants and subscribers shall receive an early payment discount of $50.00 for annual payments rendered prior to June 1st each year.
d) A non-payment, reinstatement fee shall be added on August 5th each year.
e) No application fee shall be charged for MLS service.

v. Suspension of unpaid MLS services will occur on or about July 10th of each year at the direction of the Chief Executive Officer. Suspension will inactivate all MLS and MLS related services.

vi. Early cancellation:
a) No refund of membership dues or MLS fees will be made.
b) Cancellation must be done in writing via email or print delivered in person or by certified mail to a MORR Association office.

vii. New MLS subscription proration are as follows:
a) New participant or subscriber in June-remaining year proration waived, collection of next full years fees due in full.
b) New participant or subscriber in July, August, September – no proration of MLS fees.
c) New participant in October-May – proration based on month joining.

Revenue Collection

i. Preferred payment is either check or credit card.
ii. Dues, registration for classes, or payment for other events may be paid via web payment.
iii. All registrations for any event, class, or store purchase shall be paid at time of registration or purchase.
iv. There will be no corporate, company or Broker (DR) charge accounts at the ASSOCIATION.
v. Any payments for event or advertising requiring a payment plan will also incur a service charge of up to $50.00 as determined by the Chief Executive Officer.
vi. All NSF checks will be subject to a $50.00 handling fee (or returned payments).
vii. Members or participants that have any outstanding Account Balance of 60 days or more from the due date may, at the discretion of the Chief Executive Officer, have all ASSOCIATION benefits and/or services suspended until payment is rendered. Members or participants with any outstanding Account balance are required to render payment prior to renewal of annual membership and/or annual MLS subscription.

Audits & Reviews

i. The Board of Directors will determine dates and times of audits and/or reviews and will budget accordingly.
ii. The Chief Executive Officer will facilitate the annual audit and/or review assuring all information is forwarded to the accounting firm as needed.

iii. The Executive/Personnel Committee will review the findings of the annual audit and the Treasurer/Secretary shall present such to the Board of Directors.

Budget

i. The Chief Executive Officer prepares the budget in consultation with the current and incoming Treasurer/Secretary, designated advisors and the Budget and Finance Committee.
ii. The budget is to be completed and approved prior to the October Board of Directors meeting.
iii. The Board of Directors is to approve an annual budget in October of each year.
iv. The budget is a guideline for expenditures and should be used in conjunction with the Strategic plan to guide the ASSOCIATION's activities. The Chief Executive Officer (or Treasurer/Secretary in the absence of a CEO) is responsible for administering the budget.
v. The Board of Directors may make changes to the budget at any time.

Monmouth Ocean Regional REALTORS®
Document Retention Policy

This policy is intended to provide guidance for the retention of documentation at the ASSOCIATION.

The following records, if in existence, are to be retained permanently:

- Articles of Incorporation
- Bylaws
- Capital stock and bond records
- Contracts and agreements (government construction, partnership, employment, labor, etc.)
- Financial Auditors Report
- Annual Financial statements
- General ledger
- General cash receipts, cash disbursement, and purchase journals
- IRS Approval Letter
- Legal correspondence
- Minutes
- Plan and trust agreements
- Sales and Use Tax Returns
- Corporate and Non-Corporate, Federal, State and Local Tax Filings

The following records are to be retained for seven years:

- Bank debt deduction
- Worthless securities

The following records are to be retained for six years:

- Employee payroll records (W-2, W-4, annual earnings records, etc.)
- Insurance accident reports
- Insurance fire reports
- Insurance group disability reports
- Insurance policies
- Insurance safety records
- Mortgage and note agreements
- Patents
- Subsidiary ledgers (accounts receivables, accounts payable, etc.)

The following records are to be retained for four years:

- Bank deposit slips, reconciliations, and statements
- Bills of lading
- Checks - Cancelled
- Contracts - Purchase and sales

- Credit memos
- Depreciation records
- Employee expense records
- Financial statements-interim
- Freight bills
- Internal reports (works orders, sales reports, production reports)
- Inventory list
- Invoices - Sales and cash register receipts, merchandise purchases
- Invoices - Purchases
- Payroll journal
- Payroll tax returns
- Personnel files
- Settled insurance claims
- Timecards

The following records are to be retained for two years:

- Budgets

Tax Records

- There is no limit for returns filed fraudulently or substantially underreport income.
- The length tax returns are required to be kept includes the period during which a return can be amended to claim a credit or refund, or that the IRS can assess more tax.

Monmouth Ocean Regional REALTORS®
Human Resource and Administration Policy

This policy is intended to provide guidelines for Human Resource Management for the ASSOCIATION.

Safe, secure and confidential Human Resource Management is an imperative function of the ASSOCIATION. ANY AND ALL DISCUSSIONS related to the employment of ASSOCIATION Staff must be limited to the proper environment and to those specific staff or members who are directly involved in HUMAN RESOURCE activity.

Employee Manual

The Chief Executive Officer (CEO) shall maintain, periodically review and update as necessary an Employee Manual for the ASSOCIATION that is held as a supporting document to this policy. Certain employees, at the direction of the CEO with guidance from the Executive/Personnel Committee may be hired to work under a specified Employee Agreement

ASSOCIATION Staff

- All ASSOCIATION staff work at the pleasure of the Chief Executive Officer. The CEO may consult with the Executive/Personnel Committee for guidance and decision-making activities related to the needs of the ASSOCIATION.
- The CEO is granted authority by the ASSOCIATION to involve the Executive Personnel Committee in staffing related decisions (including, but not limited to discipline) in the least invasive manner ordered by:
    - President
    - President and Immediate Past President
    - Entire Executive Personnel Committee
- The CEO shall set all levels of compensation including pay and benefits and may review with the Executive/Personnel Committee.
- The CEO shall treat staff with respect, professionalism, and courtesy.
- Staff members should be continually evaluated throughout the year by the CEO. The CEO should be actively engaged with the staff and provide feedback, suggestions for improvements, guidance, education, and ways for staff members to grow.
- Staff members should always be encouraged to provide the best possible service, help to the Membership, and represent the ASSOCIATION to the Membership in a positive manner.
- The CEO shall maintain an employee file on each employee of the ASSOCIATION.

Human Resource Budget

- The Budget & Finance Committee and Treasurer/Secretary, with the CEO, shall set an overall Human Resources Budget based on the needs of the ASSOCIATION in accomplishing its strategic plan, subject to the approval of the Board of Directors, including salaries, bonuses, taxes, insurance, and retirement.

Monmouth Ocean Regional REALTORS®
Chief Staff Executive Policy

Chief Executive Officer Title

In any/all bylaws, policy, agreements, publications, references or other displays, the terms AE, ASSOCIATION Executive, CEO, Chief Executive Officer, CSE, Chief Staff Executive or any combination thereof are acceptable substitutions and shall be known to refer to the position of Chief Executive Officer.

Chief Executive Officer Hiring

- The Board of Directors may employ a Chief Executive Officer (CEO) in accordance with the Bylaws of the ASSOCIATION.
- All duties and powers of the CEO shall be outlined in an Employment Agreement (AGREEMENT).
- The initial hiring of a CEO will be conducted by the Board of Directors.
    - The Board of Directors shall review the current duties and powers of the CEO and make appropriate changes, if any, to the CEO Job Description.
    - The Board of Directors shall benchmark the CEO compensation range in all areas by utilizing tools and/or services available through the National ASSOCIATION of REALTORS® (NAR), New Jersey REALTORS® (NJR), The American Society of ASSOCIATION Executives® (ASAE) and/or a similar, professional organization or consultant. Compensation items to be determined are those negotiable items in the employment agreement such as salary, bonus, retirement, benefits, vacation, PTO, etc. Where possible, the Board of Directors at a minimum shall consider:
        - Total size of the ASSOCIATION and ASSOCIATION MLS as of the most recent July 31.
        - Total budget of the ASSOCIATION and all related entities under the control of the CEO.
        - Total number of staff of the ASSOCIATION and all related entities under the control of the CEO.
        - ASSOCIATION as a Non-profit IRS classification, real estate industry, trade ASSOCIATION located in the Tri-State Area.
    - The Board of Directors shall provide an agreed compensation range to the Executive/Personnel Committee prior to the commencement of the CEO search solicitation of candidates.
- The Executive/Personnel Committee shall conduct the search for a CEO:
    - The Executive/Personnel Committee shall adopt a best practice model from NAR, NJR, ASAE or similar organization.
    - With prior approval from the Board of Directors, the Executive/Personnel Committee may hire a consulting service to assist with a managed search.
    - The President, with approval of the Executive/Personnel Committee may appoint additional Association Members as participants in the search process. Such appointments are limited in scope to work on the search process for a CEO and are not to be deemed full members of the Executive/Personnel Committee.
    - The Executive/Personnel Committee is responsible for:

    - Creating job postings through NAR, NJR, ASAE, and/or other job posting sites as deemed necessary.
    - Implementing the steps of the best practice model.
    - Interviewing candidates.
    - Choosing the best qualified candidate for consideration.
    - Maintaining a list of secondary candidates.
    - Conducting background checks.
    - Communicating to the Board of Directors and with potential candidates through the process.
- The President shall conduct negotiations with the candidate through the hiring service/consultant.
- Upon the conclusion of successful negotiations, the President will notify the Executive/Personnel Committee which in turn will present the candidate to the Board of Directors seeking a 75% vote to hire the CEO.
- If the negotiations are unsuccessful, the Executive Personnel Committee may seek approval from the Board of Directors in order to change one or more compensation terms in order to conclude a successful negotiation.
- A 75% vote of the Board of Directors will grant authority to the President to execute the CEO Employment Agreement. If the Board of Directors does not hire the candidate, the Executive/Personnel Committee will repeat the process by choosing the next best qualified candidate or by reinstituting the search process from the beginning.

<u>Chief Executive Officer Employment Agreement</u>

While not limited to the following items, the AGREEMENT shall include the following:

- Employment Term of no less than one (1) and no more than five (5) years in duration.
- Duties and Responsibilities
- Compensation
- Cost of living adjustment
- Requirement to inactivate any active Real Estate License
- Evaluation
- Expense reimbursement
- Confidentiality
- Indemnification
- Amendment
- Termination
- Mediation

<u>Chief Executive Officer Vacancy</u>

In the event that the position of CEO is vacant by means of termination, resignation, or incapacitation the President has the ability to employ an Interim CEO. The President shall initiate the hiring process of a new CEO in accordance with this policy.

<u>Chief Executive Officer Evaluation Process</u>

Core Standards of the National ASSOCIATION of REALTORS® requires the evaluation of the Chief Staff Executive each year. The following is the ASSOCIATION's guidelines for such evaluation which is deemed to meet the NAR requirement:

- The Chief Executive Officer shall submit a written self-evaluation of their performance for the preceding year to the President by November, or no later than two (2) months prior to contract expiration.
- In November of every year, or two (2) months prior to contract expiration, the Executive/Personnel Committee will evaluate and assess the performance of the CEO.
- The standard of evaluation shall be commensurate with the job description outlined in the AGREEMENT and measured by the standards of having met or not having met the objectives. Additionally, the President may include a narrative as part of the evaluation.
- The Executive/Personnel Committee shall contribute to the evaluation.
- The President shall deliver the evaluation to the CEO by the end of November each year, or two (2) months prior to contract expiration and discuss the results.
- If the CEO disagrees with the review, the CEO may:

    a) Propose the President change or adjust the language.
    b) Provide written rebuttal which will be included as part of the permanent record.
    c) Appeal the review to the Board of Directors which will render a decision.
    d) Any/all combination(s) of such.
- A copy of the annual evaluation shall remain as part of the CEO's personnel file.

<u>CEO Employment Agreement Renewal</u>

The CEO is a hired employee of the ASSOCIATION and therefore afforded rights of protection including confidential matters of employment agreement.

- No later than two (2) months prior to the end of the term of the AGREEMENT, the Immediate Past President, President, and CEO shall:
    - Engage in benchmarking all areas of compensation by utilizing tools and/or services provided by NAR, NJR, ASAE and/or other like sources of data to determine an appropriate industry compensation range.
    - Evaluate in whole the AGREEMENT and mutually generate a list of changes, if any, to be made to the AGREEMENT. This includes all terms to the AGREEMENT, including compensation.
    - If the CEO, Immediate Past President, and President agree to all terms in the AGREEMENT, the President will update and renew the AGREEMENT with the CEO. The President shall inform the Board of Directors that, "The CEO Employment Agreement has been renewed for ___ years." at the next regularly scheduled meeting of the Board of Directors.
- If the CEO, Immediate Past President, and President are not able to come to an agreement on a renewed contract, the President or the CEO may ask the Executive/Personnel Committee to aide in the negotiation in order to reach a negotiated AGREEMENT. If the

CEO and the majority of the Executive/Personnel Committee agree to all terms in the AGREEMENT, the President will renew the AGREEMENT with the CEO. The President shall inform the Board of Directors that, “The CEO Employment Agreement has been renewed for ___ years.” at the next regularly scheduled meeting of the Board of Directors.

- For the purposes of negotiation, the Executive/Personnel Committee is authorized to extend the term of the agreement in writing in 30-day increments until all negotiations are concluded. If a renewed agreement cannot be reached, the termination/renewal provisions of the AGREEMENT become effective.

Monmouth Ocean Regional REALTORS®
Electronic Voting Policy for Live/Hybrid Meeting Policy

As a matter of policy:

- A live meeting is a meeting where all members of the body are present at the designated place and time with no electronic participation.
- A Hybrid meeting is a live meeting in real time held by combination of live attendance and attendance by electronic means (Members must be present, virtually with live video and audio on)
- The scheduled presiding Chair of any Committee or of the Board of Directors shall determine the type of meeting being held and shall publish such in the agenda of the meeting.

Attendance

To participate in, be counted present and/or to vote at any hybrid meeting of the association:

- Members must be registered to participate.
- Members must be present, with live video and audio on.
- Members may not be in public spaces or in a place that allows non-members to see or hear any activities of the meeting.
- Members shall always be seen during the meeting.

Electronic Voting

Eligible members may vote electronically at any meeting of the Association where live, or hybrid attendance is utilized. In such case, the Chief Executive Officer shall clearly define the method of the vote, or as provided in the MORR Bylaws.

The Chief Executive Officer shall designate appropriate electronic voting devices and/or services, unless otherwise provided in the MORR Bylaws.

Email Voting

The Board of Directors and Committees of the ASSOCIATION are authorized to conduct an email vote provided that the President or the Senior Vice President acting as Chair of the Board of Directors or the Committee Chair or Vice Chair acting as Chair of a committee:

- Direct the CEO or Staff Liaison to initiate the vote.
- Clearly state the action item being voted on in the email.
- Clearly provide the direction of YES (in favor of), NO (not in favor of) or ABSTAIN (if registering attendance but abstaining from the vote) in the email.
- Clearly identify the timeframe of the electronic votes which will be no less than 24 hours and no more than 96 hours.
- Record the vote and provide the results to the Treasurer/Secretary for memorialization in the official minutes of the Board of Directors or notify the record keeper of the committee to memorialize in the minutes of the committee.

Monmouth Ocean Regional REALTORS®
Social Media Policy

Social media includes, but is not limited to websites, blogs, social networking sites, discussion groups, and listservs.

Social media is a powerful and effective communication and engagement tool, and the ASSOCIATION encourages ASSOCIATION leaders to utilize social media to help raise awareness of the ASSOCIATION's work and issues of interest to REALTORS® and consumers.
These Social Media Guidelines for ASSOCIATION Leaders ("Guidelines") are intended to enable ASSOCIATION leaders to maintain their ability to express themselves personally on social media, while also ensuring that the reputation and work of the ASSOCIATION is protected. In furtherance of these objectives, ASSOCIATION leaders should follow these Guidelines:

- All ASSOCIATION leaders are encouraged to use social media to promote the ASSOCIATION's mission, policy positions, advocacy efforts, and other ASSOCIATION news.
- It is always acceptable to repost or share any ASSOCIATION published communications and established policy positions.
- Always be professional, respectful, and ethical when engaging in social media and avoid making statements or posting photographs that could reasonably harm the ASSOCIATION.
- In the capacity of an ASSOCIATION leader, avoid making statements contrary to NAR's public positions on federal issues, NJR's public positions on state issues, and the ASSOCIATION's public positions on local issues, including but not limited to contrary statements about appointees, political parties, elected officials, or candidates, and legislative or regulatory matters.
- When reasonably necessary or useful, include the disclaimer that "Views expressed here are personal and do not necessarily represent the official views of Monmouth Ocean Regional REALTORS®."
- Do not disclose any confidential information.
- Do not call for a boycott of a product, service, or company.
- Avoid any connection to the ASSOCIATION when making personal statements of endorsement or opposition to political candidates, elected officials, particular products, services, or companies.
- Avoid and/or remove statements or content that create undue opposition or controversy.
- Avoid making statements or posting photographs that are inappropriate including, but not limited to discriminatory remarks, demeaning or defamatory comments, contain profanity, offensive material, and comments that might constitute harassment.
- Respect third-party intellectual property, and always use NAR's trademarks in accordance with NAR's Membership Marks Manual. REALTOR® means member of the National Association of REALTORS® and must not be used generically as a synonym for the occupation of "real estate agent" or "broker".

ASSOCIATION leaders who do not adhere to these Guidelines or who otherwise act inappropriately when engaging in social media, may be contacted by the ASSOCIATION's CEO or ASSOCIATION President to resolve the situation, which may include withdrawing, correcting, or revising the communication at issue.

Social media presence is a significant factor for the ASSOCIATION's appointment process to positions, committees, sub-committees, task forces, and endorsements to positions at partner organizations such as NJR, NAR, WCR, etc. Social media presence may also be a factor when applying for local and state government positions.

As used in these Guidelines, "ASSOCIATION leaders" includes elected and appointed officers, directors, committee chairs and vice chairs, and other members appointed to positions of leadership.

Monmouth Ocean Regional REALTORS®
Emeritus REALTOR® Policy

Monmouth Ocean Regional REALTORS® places a high level of value on its membership and its members individual dedication to the industry and the ASSOCIATION. The policy of the ASSOCIATION is to recognize the following as Emeritus REALTOR® ® members of the ASSOCIATION:

1. Those members who have been awarded Emeritus REALTOR® Status from the National Association of REALTORS® shall be automatically awarded Emeritus REALTOR® status at Monmouth Ocean Regional REALTORS®.
2. Those members who meet the following criteria shall be awarded Emeritus REALTOR® of Monmouth Ocean Regional REALTORS®
    a. A REALTOR® member of the ASSOCIATION who
        i. has held membership in the National Association of REALTOR® for a cumulative period of forty (40) years -and-
        ii. has held membership in Monmouth Ocean Regional REALTORS® for a cumulative period of ten (10) years -and-
        iii. has served on a committee or as a Director of Monmouth Ocean Regional REALTORS®, New Jersey REALTORS® and the National Association of REALTORS® for at least one (1) year of service -and-
        iv. has requested such status from the ASSOCIATION prior to the dues billing year -and-
        v. has been verified by the Chief Executive Officer of the ASSOCIATION prior to the billing year.

Those members of Monmouth Ocean Regional REALTORS® who are awarded Emeritus REALTOR® status shall be entitled to:

1. Use of the term Emeritus REALTOR®
2. Waiver of local association annual dues.

Monmouth Ocean Regional REALTORS®
Volunteer Appointment Policy

From time to time, Monmouth Ocean Regional REALTORS® has the privilege of recommending appointments to various positions with Partner organizations. Examples of these include positions with the National Association of REALTORS®, New Jersey REALTORS®, Women's Council of REALTORS® and others.
Appointments to these positions shall be made by the President of the Association and reported to the Board of Directors.

In the event that the President deems that such appointee should be removed for any reason, the President, at the President's sole discretion, shall make such removal and replacement and immediately report such to the Board of Directors.

Monmouth Ocean Regional REALTORS®
Charitable Contribution Policy

In conjunction with the Strategic Plan of the Association, Monmouth Ocean Regional REALTORS® makes charitable contributions to charitable organizations organized under chapter 501(c)3 or the Internal Revenue Code and/or other charitable entities formed under New Jersey statute. This policy is intended to provide guidelines for the selection and distribution of those charitable contributions.

1. Annually, the Chief Executive Officer, in preparation of the annual budget, shall include charitable line items and amounts for consideration by the Budget and Finance Committee and the Board of Directors. Those contributions shall be:
    a. Charitable contributions for:
        i. The REALTOR® Relief Foundation of the National Association of REALTORS®.
        ii. The New Jersey REALTORS® Education Foundation.
        iii. The New Jersey REALTORS® Housing Opportunity Foundation.
        iv. Other REALTOR® related partners.
        v. An organization to be chosen solely by the staff of the ASSOCIATION.

    b. Charitable contributions for community related non-profit organizations as directed by the Board of Directors:
        i. Each Director shall be responsible for an equal portion (allocation) of the "Board of Directors Charitable Contributions" established annually in the adopted budget.
        ii. Annually, each Director shall select a non-profit organization that serves Monmouth or Ocean County, New Jersey to designate their allocation.
        iii. Each Director shall be responsible for coordinating with the staff of the ASSOCIATION as well as the non-profit organization for the distribution of the allocation and any additional activities such as photographic or video documentation, event participation, new releases, etc.
        iv. Directors, at their sole discretion, may choose to join other Directors to pool their mutual allocations, thus increasing the amount of contribution to any specific non-profit.
        v. Directors may split their allocations 50/50 between multiple non-profit organizations and may not carry over allocations from year-to-year.

    c. Charitable contributions for community related non-profit organizations as directed by committees of the ASSOCIATION:

        When a committee of the Association intends on raising funds through an Association event for a non-profit organization, the Committee Chair and/or Vice Chair shall:

i. Verify any non-profit organization being considered is a valid 501(c)3 organization or duly formed New Jersey Non-profit organization.
ii. Conduct a meeting of the Committee.
iii. Interview all non-profit organizations being considered for the specified contribution.
iv. Vote at a Committee level to support the non-profit organization.
v. Organize and coordinate the event and oversee the fundraising operation of the charity. Members and/or attendees may also make direct contributions to the non-profit organization apart from ASSOCIATION operations.
vi. Be responsible for coordinating with the staff of the ASSOCIATION as well as the non-profit organization, activities such as photographic or video documentation, event participation, new releases, etc.

2. From time to time, the Board of Directors may make a charitable contribution in honor of or in remembrance of a member. However, at no time shall charitable contributions be made directly to any member (or family member of a member) of the ASSOCIATION. Charitable contributions shall only be made to verified nonprofit organizations.

3. Nothing in this policy prohibits the Board of Directors from acting independent of this policy in making an additional Charitable Contribution, as long as such distribution is the result of an action taken in accordance with the operating rules of the ASSOCIATION.

Monmouth Ocean Regional REALTORS®
General Member Code of Conduct

PURPOSE:
MONMOUTH OCEAN REGIONAL REALTORS® (MORR) is committed to providing a productive, safe, and welcoming environment that is free from discrimination, harassment, and retaliation. Members are expected to act with courtesy and mutual respect toward each other, MORR staff, service providers, speakers, volunteers, and event participants and to comply with the MORR Member Code of Conduct. The MORR Member Code of Conduct is subject to change without advance notice.

DISCRIMINATION:
MORR prohibits discrimination based on another person's protected class characteristic pursuant to the National Association of REALTORS® Code of Ethics and any applicable federal, state, or local laws, whether now or in the future.

HARASSMENT:
Harassment includes inappropriate conduct, comment, display, action, or gesture based on another person's protected class characteristics pursuant to the National Association of REALTORS® Code of Ethics, and or any other applicable federal, state, or local law.

MORR prohibits the harassment of its members, staff, service providers, speakers, and event participants, or any other individual while the member is acting on behalf of or as a representative of MORR, or as a participant or attendee at any MORR event. Prohibited harassment includes all unwelcome behavior based on a protected class characteristic where the purpose or effect of the behavior is to create a hostile, abusive, or intimidating environment, or where the behavior otherwise adversely affects an individual's ability to participate, or any other conduct with the purpose or effect of unreasonably interfering with an individual's activities or work performance in violation of this Member Code of Conduct. Prohibited harassment may take various forms, including, but not limited to, the following examples:

- Verbal conduct, such as epithets, derogatory comments, slurs, negative stereotyping, or denigrating jokes, or unwanted sexual advances, solicitations, or comments.
- The use of abusive, foul, obscene and/or explicit language.
- Visual conduct, such as derogatory or sexually oriented posters, cartoons, drawings, or gestures, or the display or circulation of written or graphic material that denigrates or shows hostility toward an individual, group, based upon a protected class characteristic.
- Physical conduct, such as unwelcome contact or touching, kissing, hugging, assault, impeding, or blocking movement based upon another person's protected class characteristic.

- Harassment via technology or computers, including to transmit, communicate or receive derogatory, inappropriate pornographic, sexually suggestive, or explicit pictures, cartoons, messages, jokes, or material.
- Requests for sexual favors, whether explicit or implicit, such as unwanted sexual advances, which condition a benefit upon the exchange of the sexual favors.
- Threats, violence, threats of violence, demands, or hostile acts based upon another person's protected class characteristics.
- Inappropriate conduct, comment, display, action, or gesture based on another person's protected class characteristics pursuant to the National Association of REALTORS® Code of Ethics, and/or any other applicable federal, state, or local law.

SEXUAL HARASSMENT:

Sexual harassment is one form of prohibited harassment. Sexual harassment includes but is not limited to 1) unwelcome sexual advances and other unwelcome verbal, visual or physical conduct of a sexual nature, or 2) requests for sexual favors or conduct of a sexual nature when (a) submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of membership, a benefit associated with membership, or employment; (b) an individual's submission to or rejection of such conduct is used as a basis for a decision affecting that individual; or (c) the purpose or the effect of such conduct is to substantially interfere with the affected individual's membership or employment or to create an intimidating, hostile or offensive work environment; or 3) sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual's leadership position.

Harassing conduct, including sexually harassing conduct, can be committed by a person of either the same sex or gender, or the opposite sex or gender (or any other protected category) of the person subjected to the harassment. A person may be the victim of harassment even though the offensive conduct has not been directed at the person alleging harassment, regardless of the sex, gender, gender identity, gender expression, sexual orientation, or other class status of the perpetrator. Additionally, sexually harassing conduct need not be intentional or motivated by sexual desire.

The following are examples, but do not represent an inclusive list of conduct that may constitute prohibited sexual harassment:

- Unwelcome sexual flirtations, propositions, advances, or other unwelcome verbal, visual, or physical conduct of a sexual nature.
- Unwanted physical touching or closeness, such as massaging a person's back, neck or shoulders, hugging, kissing, patting, pinching, fondling, or touching/pulling an individual's clothing or hair, or any other touching that is nonconsensual.
- Physical gestures that imply a sexual act or sexual anatomy, touching oneself in a sexual nature.

- Brushing up against another person, standing too close, or lingering.
- Using vulgar words of a sexual nature, describing body parts, or sexual acts.
- Discussions or inquiries about sexual fantasy, preferences, history, or sex life about self or others.
- Displaying sexually suggestive or demeaning objects, pictures or cartoons, or other materials on a personal or company-owned device shared in the workplace.
- Giving personal gifts that imply an intimate relationship or otherwise lavishing someone with gifts.
- Repeated invitations and/or pressuring/coercion for dates or sexual favors; harassing phone calls, emails, texts, social media posts, or other communication.
- Any suggestion that an individual's committee assignment, leadership position, job security, project assignment, or the terms or conditions of employment depends at all on the submission to or rejection of requests for sexual favors or relations.
- Requests for sexual favors or conduct of a sexual nature when: submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of membership, a benefit associated with membership, or employment; an individual's submission to or rejection of such conduct is used as a basis for a decision affecting that individual; or, the purpose or the effect of such conduct is to substantially interfere with the affected individual's membership or employment or to create an intimidating, hostile or offensive work environment.
- All other unwelcome behavior based on a person's protected class characteristics where the purpose or effect of the behavior is to create a hostile, abusive, uncomfortable, or intimidating environment, or where the behavior otherwise adversely affects an individual's ability to participate in or at MORR-related activities.

HOW TO REPORT INCIDENTS OF HARASSMENT OR INAPPROPRIATE BEHAVIOR:

Any MORR member who believes they experienced or witnessed discrimination, harassment, retaliation, or any other inappropriate behavior in violation of this Code should promptly report the incident to a MORR representative, Officer, Director, Committee Chairperson, MORR event coordinator, or Chief Executive Officer.

MORR Officers, Directors and Committee Chairpersons must promptly report to MORR any possible violation of this Code they observe or become aware of, and failure to do so will generally be deemed to be a violation of this Code.

Reporting incidents of harassment or other inappropriate behavior does not prohibit the individual from filing an ethics complaint asserting a violation of the NAR Code of Ethics, as adopted by MORR.

INVESTIGATION AND DISCIPLINE:

Upon receipt of a report of possible discrimination, harassment, retaliation, or any other inappropriate behavior in violation of this Code, MORR will promptly conduct an investigation and may, on a case-by-case basis, consult with independent outside counsel. Members have a duty to cooperate with and participate in an investigation into any reported violation of this Code when asked by MORR, to do so in good faith, and to provide complete and truthful information to MORR. During the investigation, MORR will endeavor to keep the matter confidential to the greatest extent possible and will involve only those deemed necessary to the investigation, and disclosures will only be made on an as-needed basis.

If it is determined that the investigation substantiates that a violation of this Code has occurred, MORR's Executive Personnel Committee and Chief Executive Officer will be briefed on the investigation and, in consultation with outside counsel and in accordance with MORR's Bylaws and Governance and Policies Manual, will determine any disciplinary action. If one or more of the foregoing officers are named in the complaint, MORR's Chief Executive Officer will identify a substitute to be selected from the MORR Board of Directors.

MORR reserves the right to take any necessary and appropriate action against a member who engages in any form of discrimination, harassment, retaliation, or inappropriate behavior in violation of this Code. Such actions may include, but are not limited to, prohibition from attendance at future MORR meetings or events, suspension from MORR-related travel, removal from a leadership or committee appointment, expulsion from membership, or any other action deemed appropriate by MORR.

MORR strictly prohibits all individuals from retaliating against any person who in good faith reports, or participates in the investigation of, possible discrimination, harassment, retaliation, or other inappropriate behavior in violation of this Code.

To the greatest extent allowed by law, MORR is not and will not be held responsible for any member's alleged violation of this Code or otherwise inappropriate or unlawful act.

Monmouth Ocean Regional REALTORS®
Statement of Appropriate Event Conduct

The Monmouth Ocean Regional REALTORS® ("MORR") is committed to providing a positive and rewarding experience for everyone associated with a MORR event or those attending an event on MORR-controlled property, including without limitation all members, guests, speakers, exhibitors, and vendors ("Attendees"). In addition to adherence to the MORR Member Code of Conduct by all MORR members, all Attendees agree to abide by this Statement of Appropriate Event Conduct by virtue of their attendance at a MORR event or by being present for an event on MORR-controlled property.

All Attendees are expected to conduct themselves professionally, to use good judgment and be respectful at all times while present at a MORR event or on MORR-controlled property. This includes an Attendee's conduct while physically present at a MORR event, an Attendee's conduct on any virtual platform associated with a MORR event, or while on MORR-controlled property.

MORR does not tolerate any inappropriate behavior, as determined at the sole discretion of MORR, including disruptive behavior, harassment, or discrimination in any form. Examples of inappropriate behavior include, but are not limited to, harassing or defamatory verbal or written comments, display or use of graphic images or language, destruction of property, threats, intimidation, yelling/shouting, fighting, unwanted physical contact, unwanted sexual conduct (whether physical, verbal, or non-verbal), and any conduct, statements, or images that denigrates or shows hostility toward an individual or group based on a protected class characteristic.

Any Attendee should immediately report any behavior they believe in good faith violates this Statement of Appropriate Event Conduct to a MORR representative, Officer, Director, Committee Chairperson, MORR event coordinator, or Chief Executive Officer.

Attendee who believes they are in immediate danger should report the incident directly to the police via 911.

MORR, in its sole discretion, reserves the right to take any necessary and appropriate action against any Attendee who violates this Statement of Appropriate Event Conduct, including, but not limited to, immediate removal from the event, prohibition from attendance at future MORR events, removal from a committee appointment, expulsion from membership, or any other action deemed appropriate by MORR.

While MORR may, at its sole discretion, conduct an investigation, MORR does not have an affirmative obligation to perform an investigation regarding alleged violations of this Statement of Appropriate Event Conduct and may, at its sole discretion, take immediate action regarding any Attendee's conduct.

Weapons and Concealed Carry

Unless otherwise notified, all MORR-controlled property and/or MORR events are gun-free zones. With the exception of state and federal law enforcement officers, or as otherwise required by law, all Attendees are expressly prohibited from bringing any firearms onto MORR controlled property or to any MORR event. Additionally, Attendees are also strictly prohibited from bringing any weapons, including but not limited to stun guns, tasers, nunchakus, brass knuckles, knives, explosives, or any other object that MORR, at its sole discretion, might consider dangerous or could cause harm to persons or property onto MORR-controlled property or to any MORR event.

For the purposes of this policy, weapons do not include personal protection equipment, including and limited to peppery spray, high-powered lights, loud audio devices/safety whistles. Attendees must store such personal protection equipment out of sight and secure the equipment in Attendee's personal belongings on MORR-controlled property or at any MORR event or have it stored out of sight and secured in a vehicle compartment or personal belongings in Attendee's personal vehicle. Attendees may only use personal protection equipment in self-defense. Attendees are expressly prohibited from using personal protection equipment to commit acts or threats of physical violence, including intimidation, harassment and/or coercion.

Video/Audio/Photo Consent and Usage

MORR may conduct video/audio recording and/or still photography on MORR-controlled property or at MORR events for use in connection with future educational, promotional, and marketing activities of MORR. Your participation in the event constitutes your consent to be photographed and video/audio recorded and to all uses of the images and recordings so created.

Video/Audio/Photo Usage

MORR reserves the right to restrict video/audio recording at MORR meetings and events based on a speaker or performer's contractual agreement with MORR. Attendees agree to adhere to any restrictions relating to the recording of events. Failure to comply with such restrictions may result in an Attendee's removal from the venue, without a right of readmission, reimbursement, or other compensation.