



OAR POLICY MANUAL

POLICY MANUAL

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Committee Policy #94A -- APPOINTED COMMITTEES

In addition to those committees established in the Code of Regulations, the following committees shall be maintained:

Convention Committee - Assists staff with the planning and programming of the OAR Annual Convention.

The committee is comprised of 15 members to be appointed by the incoming OAR President with input from the incoming Chair and Vice Chair as outlined below:

- Convention Committee Chairman
- Convention Committee Vice Chairman
- Host city Local Board/Association President
- Host city or surrounding Local Board/Association Executive Officer
- Young Professionals Network Chairman, Vice Chairman or YPN Designee
- Professional Development Committee Chairman, Vice Chairman or Professional Development Committee Designee
- President's Sales Club Recipient
- Member specializing in commercial real estate
- Principal Broker or Designated Appointee from a large brokerage (Over 150 Agents)
- 3 At-Large Positions determined by incoming Chairman and Vice Chairman
- A Member from the previous year's Convention Committee to be determined by the incoming Chairman
- 1 Local Board/Association President or designated representative from the District where the Convention will be held to be determined by the incoming OAR President
- Host Board YPN Chair or Designee
- Executive Committee Liaison

Scholarship Committee -- Pursuant to Article V, Section 5.3 of the OAR Code of Regulations, there shall be a Scholarship Committee whose members shall be appointed by the president. The committee shall be comprised of 12 members: 4 members serving 3 year terms, 4 members serving two year terms and 4 members serving one year terms. Of the members appointed for a one year term, one shall be a charitable fund trustee. The chairman and vice chairman shall be appointed from the current members of the committee.

Products & Services Committee - Reviews new product and service proposals, makes recommendations thereon to the Executive Committee and periodically evaluates those programs already offered to the membership by the Association. The committee is comprised of 15 members serving staggered 3 year terms: 12 REALTOR members representing small, medium and large firms and 3 Association Executives Committee members.

Research Advisory Committee - Oversees the implementation of the research objective included in the OAR Strategic Plan. Also to focus on the real estate industry, specific to Ohio, in identifying topics on which research and information is needed to improve the performance of REALTORS®, REALTOR® firms and Local Boards/Associations. The committee is comprised of 14 members serving staggered 3-year terms plus 1 Executive Committee Liaison and includes members from residential firms and members from commercial firms. Also includes 2 Association Executives. The Research Advisory Committee is also responsible for the planning and implementation of the lunch box economics program.

RPAC Trustees Committee - Guides the Association and its members in effective political action in support of candidates who are receptive to the Legislative policies and objectives of OAR. The committee is comprised of 15 members, 13 serving staggered three year terms: 10 District Representatives, 1 representative each from the Columbus, Cincinnati and Cleveland areas, 1 Local Board Chief Executive Officer serving a one-year term and the immediate Past Chairman of the Committee serving a one-year term. Ohio members serving on the NAR RPAC Trustees committee are automatically members of the Ohio RPAC trustees committee for the length of their term on the NAR Committee.

All members appointed to the committee must have contributed to RPAC at a minimum level equal to Ohio club participation for the last three out of five years prior to their appointment and each year during their appointment.

(Created: 1994, Revised: 1997, 1998, 2001, 2003, 2005, 2010; 2011, 2012, 2014)

Committee Policy #89 -- ASSOCIATION EXECUTIVES COMMITTEE

1. An Association Executives Seminar will be conducted each year during the second week of June. Location of the program will be determined by the Association Executive Committee Chairman and Vice Chairman.
2. OAR Staff will be responsible for making the physical arrangements for the seminar, including assistance with site selection, room reservations and registrations and publicity for the program. The Association Executives Committee Chairman and Vice Chairman will be totally responsible for all education and social planning of the program.
3. During their meeting at the Spring Conference, the Association Executives will select their nominee to be considered for appointment as Vice Chairman of the Committee for the following year. That recommendation will be passed on to the incoming OAR President.
 - a. The recommendation for Vice Chairman will be presented as an "information only" item by the current AE Chairman at the OAR Member Director Forum and the OAR Board of Directors meeting at the Spring Legislative Conference.
 - b. It is the intention that the Vice Chairman of the Association Executives Committee will move up to the position of Chairman the following year.
 - c. Candidates for Vice Chairman must have a minimum of two (2) years' experience as an association staff specialist or a CEO or Executive Officer.
 - d. Candidates for vice chairman must be nominated from the floor at the Spring AE Committee meeting.
4. The Association Executives Committee will conduct workshops at the OAR Spring Conference and the Annual OAR Convention. Program selection will be done by the Chairman and Vice chairman.

(Created: 1989; Revised: 1992, 1998, 2005, 2017)

The Committee Request/Recommendation Form will be available electronically in October to ensure that all members of the Ohio Association of REALTORS® are given the opportunity to serve the Association as a committee member. The form is also sent to Local Boards and those people currently serving on OAR committees.

The policy for appointment to Association committees/forums is as follows:

1. Requests to serve on committees/forums by the incoming President shall be honored first.
2. Individual committee/forum requests shall be honored second.
3. Board committee requests shall be considered, however, individual and presidential requests will take priority in the event of conflicts.
4. The opportunity to serve as a corresponding committee member is also an option.

All members serving in positions to which they have been appointed by a past or current President of the Association shall be subject to removal and replacement by the current President with the advice and consent of the Executive Committee if it is determined that the actions or decisions of such appointed members are not consistent with the Code of Regulations or policies of the Association or if removal and replacement of such appointed members is otherwise deemed to be in the best interest of the Association or membership. This shall not be construed to apply to the Board of Directors of the association, positions to which members have been duly elected or positions held on an ex-officio basis.

(Created: 1988; Revised: 1994, 2011)

Committee Policy #79A -- COMMITTEE/FORUM REPORTING STRUCTURE, MINUTES/SYNOPSIS CONTENTS & DISTRIBUTION

PERSONNEL

During committee meetings of the Ohio Association of REALTORS®, a staff person will be assigned to take and transcribe a synopsis and minutes, clearing them with the Chairman and Staff Executive.

CONTENT/REPORTING STRUCTURE

A committee synopsis will be typed and reproduced in time for the next highest level of the organization to act upon them. In the instance where there is a Division Committee within a Core Service, any committees listed as reporting to said Division Committee will have their recommendations indicated on the Division Committee synopses as action items from the Division Committee. Committees which do not have a Division Committee to report to will report directly to the Executive Committee.

All Forums report directly to the Executive Committee and any recommendations from Forums do not become action items until acted upon by the Executive Committee

Minutes are designed to reveal action, not comments, and will be so written. All action items will be noted at the beginning of the minutes under the heading "Action Taken Summary." All motions which are approved will be underlined for ease of reporting. Minutes will include a roll call of those absent as well as those present.

DISTRIBUTION

Every committee member is to be sent a copy of the minutes of the meeting prior to the next scheduled meeting of the committee. In addition all minutes will be posted on OAR's Website.

APPROVAL

Approval of minutes will be sought at the next scheduled meeting of the committee.

COMMITTEE LISTS

Committee Lists/Function Sheets will be posted at OAR's Website prior to the Spring Legislative Conference and Annual Convention.

(Created: 1979; Revised: 1989, 1994, 2005, 2017)

The Association shall maintain an Issues Mobilization Fund. Upon the approval of the Finance Committee, there will be an annual funding of this account from excess reserves in the amount of \$50,000.

The purpose of the Issues Mobilization Fund is to promote the REALTOR position on public policy issues by providing resources to affect the outcome of ballot issues, state and federal legislation, local ordinances, regulations and resolutions.

Requests for funding may be submitted by local boards or OAR. Such requests will be considered by a committee, comprised of the 13 at-large appointees to the Legislative Steering Committee. The chair and vice chair of this committee shall be the chair of the Local Government Forum and the EO appointee to the Legislative Steering Committee.

Any award authorized by the committee shall be reported to the Legislative Steering and Enlarged Legislative Committees but is not subject to their approval. Any award that exceeds \$10,000 must be approved by the Executive Committee. The committee, advisory group, or staff review of applications may produce the following determinations:

1. Approval of the funding request in full, with or without special conditions.
2. Approval of a portion of the funding request, with or without special conditions.
3. Denial of the request.
4. Postponement of any action until the committee receives and reviews additional information.

Staff will notify the applicant of the decision of the advisory group/committee immediately following the meeting.

A. **Procedures for Applications for Ballot Issues not Exceeding \$1,000 -- Staff Review**

Any request from a Local Board that would be used to affect the outcome of ballot initiatives involving school funding, transportation and infrastructure or public safety, shall be reviewed by OAR public policy staff.

B. **Applications for Funding Requests not Exceeding \$2,500 – Advisory Group Review**

Advisory Group Consideration/Approval

These application(s) will be reviewed by an advisory group of the issues mobilization committee. The advisory group consists of the issues mobilization committee chair, vice chair and the legislative steering committee chair.

C. **Applications for Funding Requests Greater than \$2,500**

The application will be reviewed by the full Issues Mobilization Committee.

D. **Applications for Funding Requests of \$5,000 or Greater**

The application will be reviewed by the full Issues Mobilization Committee.

Applications for funding of \$5,000 or greater should also contain an application to the NAR State Local Issues Mobilization Fund for additional support.

(Created: 1994; Revised: 1994; 2012, 2016, 2017)

Constitutional Provision -- None

****Committee Structure**

- There shall be a Legal Action Committee consisting of nine REALTORS® including the Chairman and Vice Chairman. Term of appointment shall be three years and shall be staggered and one position for a Local Board Chief Executive Officer who shall serve a one-year term. All appointments and vacancies shall be filled by the President of OAR subject to the approval of the Board of Directors. The Chairman is appointed by the President from among the committee members for a term of one year. The Vice Chairman shall be Chairman of the Legal Issues Forum. Where possible, the President should appoint a member of this committee to NAR's Risk Reduction Committee to serve as a conduit of information to and from this committee. OAR members serving on the NAR Legal Action Committee shall be automatic members of OAR's Legal Action Committee for the duration of their term on the NAR Legal Action Committee.
- Committee meetings are held in conjunction with the Association's Tri-Annual Meetings, and may also be called on to meet separately by the Chairman or the President of the Association.

****Administration**

- A separate Legal Action Fund was established in 1994 with \$25,000 budgeted per year until a balance of \$100,000 was reached. Thereafter, a maximum balance of \$100,000 shall be maintained by budgeting the amount necessary but not to exceed \$25,000 per year. The Legal Action Committee shall adopt rules and regulations and manage and administer the Legal Action Fund.

****Request for Assistance From Members or Member Boards**

- The purpose of the Legal Action Fund is to provide financial or other assistance to support litigation of significance to the Association, Local Boards and its members. This Fund is administered by the Legal Action Committee which shall evaluate requests for assistance to determine whether the case is appropriate for support. In order to qualify for assistance, it must be established that the case (1) involves issues of significance to a substantial portion of the members, (2) is designed to promote or defend the rights of members, the public or others concerned with the protection of private property rights or (3) names the Ohio Association of REALTORS, a Local Board or one or more members where the issues are of substantial interest to the real estate industry as a whole.
- The main assistance provided by this program is financial support, meaning assistance in paying the legal costs and expenses associated with bringing, defending or appealing an action. It does not include payment of any judgment, fines, damages, settlements or opposing counsel's fees or costs. A party may also request that the association file an amicus curiae brief with the court in support of the member's case.
- The Legal Action Committee may determine counsel to be used in all cases where funds from the Legal Action Program have been granted.
- The Committee has the authority to award up to \$10,000 without Executive Committee approval. The Committee's determination will be reported by the Legal Action Chairman to the Executive Committee. Approval must be obtained by the OAR Executive Committee for any case in which more than \$10,000 is awarded from the Legal Action Fund.
- As a condition of receiving assistance from the Legal Action Fund, a member or member Board must agree to submit regular status reports on their case. Said reports shall be submitted to the staff liaison of the Legal Action Committee and shall be filed two weeks prior to each OAR tri-annual meeting and as developments in the case necessitates.

(Created: 1979; Revised: 1986, 1992, 1993, 1994, 1995, 2002, 2005)

Committee Policy #94C -- LEGISLATIVE STEERING COMMITTEE STRUCTURE & AUTHORITY

The committee shall be composed of 24 members (including the Chairman and Vice Chairman); 13 members shall serve staggered 3 year terms and the following members shall serve one-year terms on the committee:

- Chairman of RPAC Trustees Committee
- Chairman of RPAC Fundraising/Political Affairs Committee
- RPIC Chairman
- Chairman of Local Government Forum (automatically serves as Vice Chair of the Legislative Steering Committee)
- A member specializing in C/I activities
- An appraiser
- Chairman of the Legal Action Committee
- One Local Board Chief Executive Officer
- Immediate Past Chairman of the Legislative Steering Committee
- an auctioneer

The Legislative Steering Committee shall appoint, as needed, working groups to address any appraisal or auction issues. Working group members are not limited to members of the Legislative Steering Committee. The chair of these working groups shall be the appraisal member or auction member of this committee respectively.

Any action item from a committee or forum recommending that OAR initiate or take a position on a legislative, regulatory or public policy matter shall be referred to the Legislative Steering Committee prior to consideration by the Executive Committee.

The interests of the Association and its members dictate that it is important to maintain policies and procedures which facilitate rapid response times to legislative proposals which may be introduced from time-to-time. Therefore, the Legislative Steering Committee is authorized to meet as may be necessary between meetings of the Enlarged Legislative Committee for the purpose of formulating positions on pending legislation. Such positions may be conveyed to the Legislature on behalf of the Association with the concurrence of the Officers of the Association. The Enlarged Legislative Committee shall be informed of such actions at its next regularly scheduled meeting.

(Created: 1994; Revised: 1998, 2003, 2005; 2012)

Committee Policy #87 -- MANDATORY COMMITTEE ATTENDANCE

If an appointed member of one of the following appointed committees misses more than the number of meetings in the parentheses next to the committee in a calendar year, they may be asked to resign their position at the option of the sitting OAR President. This only includes regularly scheduled meetings, not any emergency meetings that may be called.

- | | |
|--------------------------|-------------------------|
| Task Forces (1) | Finance (2) |
| RPAC Trustees (2) | Executive Committee (3) |
| Legislative Steering (3) | Strategic Planning (1) |
| Issues Mobilization (2) | Products & Services (2) |
| Research Advisory (2) | |

(Created: 1987; Revised: 2005)

Committee Policy #17 –OHIO POLITICAL ADVOCACY COMMITTEE

There is hereby created the Political Advocacy Committee which is charged with overseeing the Association’s Political Advocacy Fund and making all campaign engagement decisions. The committee shall consist of 5 members representing each of the Association’s districts with each member serving for a term of 4 years.

In the initial year of operation there shall be one member appointed by the President for a term 1 year. The President-elect shall appoint one member for a term of 2 years and one member for a term of 3 years. The Treasurer shall appoint 2 members for full terms of 4 years. In subsequent years appointments shall be made by the Treasurer-elect.

The Committee is charged with reviewing and authorizing funding for applications for independent expenditures on behalf of candidates for state and local offices. The Political Advocacy Committee shall adopt rules and regulations to manage and administer the Political Advocacy Fund and to ensure the total confidentiality of committee funding deliberations until such time as the independent expenditure is available to the general public.

(Created: 2016)

Committee Policy #78 -- RECORDING OF MOTIONS

In all minutes of the committees and organizations of the Ohio Association of REALTORS®, neither the names of those who make motions, amendments, etc., nor of those who seconded such motions are to be recorded.

(Created: 1978)

Convention Policy #97 -- **ANTI-SOLICITATION POLICY**

The interests of the Association and its members dictate that it is important to maintain policies which allow members to participate in the Association's Conferences and Conventions without being unduly confronted by vendors of products or services. It is, therefore, the policy of the Association to prohibit on-site distribution of materials and/or solicitation of members attending Conferences and Conventions by vendors of products or services. Exhibitors at the annual Trade Show shall not distribute materials or otherwise solicit Convention attendees outside of the specific display areas assigned to such exhibitors. The Association may, at its sole discretion, allow vendors of products or services endorsed by the Board of Directors to display materials at Conferences and Conventions in areas designated by the Association.

(Created: 1997)

Convention Policy #92A -- **CONVENTION CANCELLATION FEE**

A 20 percent cancellation fee will be deducted for OAR Convention registrations cancelled at any time prior to the published early bird deadline. Cancellations must be in writing and faxed or postmarked by the U.S. Postal Service no later than the registration deadline. Registrations cancelled after the deadlines are non-refundable.

(Created: 1992)

Convention Policy #79 -- **EXHIBIT BOOTHS PROVIDED TO AFFILIATE INSTITUTES, SOCIETIES & COUNCILS**

One Convention booth space is provided to affiliated Institutes, Societies and Councils on the basis of required reimbursement to OAR of actual incidental expenses beyond basic space fee. Additional booth space is assessed for all costs.

(Created: 1979; Revised: 1986)

Convention Policy #84 -- **FUTURE ANNUAL CONVENTION SITES**

The Director of Meetings & Conventions shall evaluate the feasibility of future convention sites and submit a recommendation to the CEO. Such evaluation should address hotel room availability, quality of hotel rooms, convention center facilities, attendance projections and proximity of meeting facilities to hotel rooms and social venues. Based upon this evaluation, the CEO, after consultation with the officers, shall approve the future convention site and report that selection to the executive committee.

(Created: 1984, Revised: 2011)

Convention Policy #92B -- **PRODUCTS SOLD BY SPEAKERS/INSTRUCTORS**

The Ohio Association of REALTORS® will deduct \$500 from the instructor fee or retain 10 percent of gross proceeds (whichever is greater) if products are sold by speakers or instructors at any meetings or seminars outside the Exposition area at the Annual Convention.

(Created: 1992)

Education Policy #91A -- CANCELLATION FEE

A 20% cancellation fee will be deducted for registrations canceled at any time prior to the published early bird deadline. Cancellations should be in writing and post marked by the US Postal Service no later than the deadline for that particular course and/or program.

Registrations canceled after the deadline are non-refundable.

(Created: 1991)

Education Policy #89 -- CONTINUING EDUCATION AT SPRING LEGISLATIVE CONFERENCE

Continuing education programs may be provided at the Spring Legislative Conference, and such programs must be coordinated through the OAR Professional Development Division staff.

(Created: 1989; Revised: 1994; 2012, 2017)

Education Policy #91B -- EDUCATION PROGRAMMING COSTS

All education programming of the Association offered for a fee must be at least self-sustaining. In assessing whether a program is self-sustaining, only direct costs shall be considered. Direct Costs include: instructor fees, facility and equipment expenses, promotional costs, course materials and refreshments but does not include staff time.

(Created: 1991; Revised: 2011, 2014)

Education Policy #78 -- GRI EXAMINATIONS

A series of GRI examinations are to be put into effect after each GRI course. The GRI examinations are to be monitored and updated as needed.

(Created: 1978; Revised: 1983, 1988)

Education Policy #71 -- GRI PROGRAM GENERAL REQUIREMENTS

The program was established without limitation of the time period when one could qualify.

The GRI is a registered trademark in Ohio and the designation belongs to the Ohio Association of REALTORS®.

(Created: 1971; Revised: 1977, 1978, 1988)

Education Policy #79 -- INDUSTRY UPDATE SEMINARS

Industry Update Seminars certified for three (3) hours of continuing education credit will be offered annually.

Advance registrations must total 50 or more to avoid cancellation of each program.

(Created: 1979; Revised; 1989, 1992, 2011)

The Association shall maintain a reserve fund known as the Building Remodeling Reserve Fund to provide for specific remodeling and maintenance of the Association's headquarters as approved by the Board of Directors. Funding shall be provided annually via the transfer of an amount not to exceed \$200,000 until the fund reaches a cap of \$250,000. The fund shall be invested in accordance with Association policies.

(Created: 1996/1997; Revised 1999, 2011)

Financial Policy #79A -- INVESTMENT POLICY

With the reserves of the Ohio Association being identified as all Reserve funds, the following Statement of Policy was adopted concerning the investment of those funds:

1. Short-term Investments - Fixed Income

Short-term investments are defined as those investments of one year or less maturity. After determining the operating cash as needed on a monthly basis during the year, the balance of available cash is to be invested periodically to maximize return consistent with safety of the principal. The investments are to be made at such maturities so that the funds are available as needed throughout the year.

Acceptable investment vehicles for short-term fixed income investments are:

- a. U.S. Treasury bills and notes
- b. Certificates of deposit & savings accounts in federally-insured financial institutions (utilizing Ohio banking institutions provided the yield is equal to or greater than those offered by out-of-state financial institutions).
- c. Money market funds
- d. Repurchase agreements collateralized with U.S. Government securities
- e. Bankers acceptances
- f. Corporate bonds with a quality rating of not less than "A"
- g. Money market preferreds with a quality rating of not less than "A"

All such short-term fixed income investments may be made by staff or an outside investment manager with the advance authorization of the Finance Committee. The amount of investment in any one financial institution shall not exceed the insured amount at date of investment, with the exception of liquid "operating" accounts, which may exceed this limit by no more than 10 percent for up to 15 days at a time.

2. Long-term Investments - Fixed income

Long-term investments are defined as those with a maturity in excess of one year but not more than five years. They include all cash funds in excess of those required to operate the Association and meet the reserve requirements as established by the Directors of the Association.

Such funds may be invested in all of those investments allowed for in short-term funds and:

- a. FNMA and GNMA securities
- b. Federal Home Loan Bank Board Securities
- c. Corporate notes and bonds "A" rated or better

All such long-term fixed income investments may be made by staff or an outside investment manager with the advance authorization of the Finance Committee.

3. Equity Investments

Subject to the limitations prescribed by this policy, a portion of the Association's reserve funds may be utilized to purchase equity investments. All such investments may be made by an outside investment manager with the advance authorization of the Finance Committee.

a. Maximum Exposure

A target of 30 percent of the Association's operating reserves may be invested in equities. However, there will be a five percent contingency buffer allowed at the discretion of the investment advisory and with notification to the Finance Committee. Such percentage shall be based upon the operating reserves of the Association at the time of investment and shall not be construed to include subsequent gains on investments, nor shall subsequent losses be construed as a reduction in the percentage of total reserves invested. A reduction in the operating reserves of the Association subsequent to the time of investment shall not require a corresponding reduction in investments, provided, however, that beginning June 30, 2000, quarterly adjustments shall be made to ensure investments do not exceed 40% of total cash reserves.

b. Asset Allocation

The aggregate fund asset allocation guidelines for equity investments (at market value) shall be as follows:

	Minimum Exposure	Maximum Exposure
U.S. Large Capitalization	0 percent	65 percent
U.S. Small Capitalization	0 percent	40 percent
International Equities	0 percent	30 percent
Alternative/tactical investments*	0 percent	30 percent

*alternative/tactical investments include real estate investment trusts (reits), commodity/natural resources funds and long/short hedge funds. All alternative/tactical investments are to be registered securities in accordance with the investment company act of 1940.

c. Prohibited Investments

The following investments shall be prohibited:

- Futures contracts
- Private placements
- Options

d. Prohibited Transactions

The following transactions shall be prohibited:

- Direct short sales in any individual equity, exchange traded fund or fixed income security
- Margin transactions

e. Investment Exchanges

To ensure marketability and liquidity, the outside investment manager shall execute equity transactions only through Mutual Fund Managers, the New York Stock Exchange, the American Stock Exchange, NASDAQ over-the-counter market and recognized international exchanges.

f. Investment Diversification

In order to achieve a prudent level of portfolio diversification, the securities of any one company shall not exceed 5 percent of the total equity portfolio and no more than 20 percent shall be invested in any one industry.

4. Outside Investment Manager

To achieve the objectives set forth in this policy the Finance Committee may engage an outside investment manager to oversee all or a portion of the Association’s reserve funds investments. Such outside investment manager shall be required to submit, in writing, acknowledgment of fiduciary responsibility to the Association and verification of credentials acceptable to the committee. The committee shall make its selection based upon prudent due diligence procedures. Consideration shall be given to past performance, personnel to be assigned to the Association, strategies proposed, research capabilities, organizational and business matters and other qualitative factors affecting the ability to achieve desired results.

5. Investment Manager Performance Reviews

Performance reports shall be submitted at least quarterly by the outside investment manager and reviewed by the Finance Committee. The investment performance of total portfolios, including asset class components, shall be measured against commonly accepted performance benchmarks. The committee shall also monitor adherence with this policy.

The outside investment manager may be terminated for any of the following reasons:

- a. Unacceptable justification of poor investment results;
- b. Failure to conform with this policy, including reporting requirements;
- c. Significant changes in the manager’s organization;
- d. Any other reason deemed justified by the Finance Committee.

(Created: 1979; Revised: 1985, 1987, 1988, 1989, 1990, 1991, 1993, 1997, 1998, 2000, 2008, 2010, 2011, 2014, 2017)

Financial Policy #97B -- MIS/COMMUNICATIONS SYSTEMS RESERVE FUND

The Association shall maintain a reserve fund known as the MIS/Communications systems Reserve Fund to provide for the periodic replacement of technological systems and/or the purchase of new systems as approved by the Board of Directors. Initial funding shall be provided via the transfer of \$150,000 from the Association's Building Reserve Fund. Annually thereafter, the fund shall be replenished and maintained by adding to it the amount annually budgeted for depreciation of MIS and communications systems with a maximum of \$50,000 to be kept in the fund after the initial funding. The fund shall be invested in accordance with Association policies.

(Created: 1996/1997; Revised: 1999)

Financial Policy #78A -- RESERVE ALLOCATION POLICY

The Ohio Association of REALTORS® shall maintain a permanent cash operating reserve in an amount equal to 50% of annual budgeting expenses, and further that funds be immediately transferred into the Operating Reserve Fund from the Excess Fund so that the 50% earmark will be reached. Thereafter, the amount earmarked annually for inclusion in the operating reserve shall be determined by the Finance Committee and identified in the annual budget.

At the end of each fiscal year, after adding to reserves in such amounts as necessary to reach 50% of the annual budget, excess reserves, if any, are to be placed in a special fund entitled, "Excess Fund."

The "Excess Fund" is to be used only in the event that budgeted expenses exceed budgeted income during any one year. In such an event, the "Excess Fund" would first be used to make up the difference between budgeted income and expenses before any consideration is given to a dues increase.

In the event that the "Excess Fund" reaches a total equivalent to 25 percent of OAR's Annual Budgeted Operating Expenses, this policy will be reassessed by the Finance Committee with recommendation made to the Directors.

(Created: 1978; Revised: 1981, 1984, 1985, 1988, 1989, 1990, 1991, 2000, 2002, 2010, 2011)

Financial Policy #99A -- IRS 990 REVIEW POLICY

Prior to filing with the Internal Revenue Service, the Ohio Association of REALTORS, Inc. Will provide a draft of IRS Form 990 to its Executive Committee for their review and approval

(Created: 2011)

Financial Policy #99B -- FINANCIAL DISCLOSURE POLICY

The Association will provide a copy without charge, other than reasonable reproduction and actual postage costs, of all or any part of its governing documents, IRS 1023 & 990 applications or returns or any other financial statement required to be made available for public inspection to any individual who makes a request for such copy in person or in writing. Such documents will also be available for in-person public inspection without charge at the association headquarters located at 200 E. Town Street, Columbus, OH 43215.

(Created: 2011)

1. **Annual Performance Evaluation.** The CEO's performance evaluation shall be conducted annually by the Executive Committee at the committee's regular meeting during the month of August. The procedures shall include the following:
- A. One (1) common evaluation form shall be developed for use by the officers, the Executive Committee and the CEO.
 - B. At least three (3) weeks in advance of the August meeting, every member of the Executive Committee shall receive a copy of the evaluation form with instructions to complete it by a specific date and return it directly to the President. A pre-addressed, stamped envelope shall be provided for this purpose. The President shall also complete the form.
 - C. Upon receipt of the completed evaluation forms, the President shall review them and prepare a Summary Report which reflects the overall consensus of the committee without revealing the identity of the members of the committee.
 - D. The CEO shall be asked to complete an evaluation form, which shall be submitted to the President in advance of the August meeting. The CEO shall also be asked to prepare a list of accomplishments covering the twelve (12) month period since the date of the last evaluation. The list shall be sent to the entire Executive Committee in advance of the August meeting.
 - E. Prior to the August Executive Committee meeting, the officers shall meet to review the Summary Report prepared by the President, the form prepared by the CEO and the list of accomplishments submitted by the CEO. They shall then develop a consensus as to their group evaluation of the CEO's performance and prepare a final evaluation form reflecting such consensus. At that time the officers shall also review the CEO's Employment Agreement and reach consensus on any recommendations pertaining to the agreement they may wish to present for consideration by the Executive Committee at the August meeting.
 - F. At the August Executive Committee meeting, the committee shall go into executive session for the purpose of reviewing the results of the evaluation. Only voting members of the committee shall be permitted to participate in the executive session, except that at its discretion, the committee may allow the Parliamentarian to be present. The following items shall be distributed to the committee at the meeting:
 1. The Summary Report prepared by the President;
 2. The evaluation form prepared by the CEO; and
 3. The final evaluation form prepared jointly by the officers.

The President shall verbally review each item presented and invite comments from the committee members as may be appropriate. The President shall also present the recommendations of the officers related to the CEO's Employment Agreement, if any.
 - G. Within thirty (30) days of the August Executive Committee meeting, the officers shall meet with the CEO for the purpose of presenting the results of the evaluation process. All three officers shall participate in the meeting. The President will present and review the following items:
 1. The Summary Report prepared by the President;
 2. The final evaluation form prepared jointly by the officers; and
 3. Amendments to the CEO's Employment Agreement, if any.

The CEO shall sign the forms presented to him or her as acknowledgement of receipt. Copies shall be placed in the CEO's personnel file.
2. **Related Policies.** The following policies shall be followed in conjunction with employment and evaluation of a CEO.
- A. The officers as a group shall have access to the CEO's personnel file.
 - B. The President shall have sole authority to consult with outside counsel regarding the terms of the CEO's employment or the policies and procedures related to the CEO's evaluation.
 - C. A system should be maintained providing for consistent feedback and follow-up between the CEO and the officers throughout the year. Performance deficiencies should be addressed immediately and not allowed to go unresolved between regular annual evaluations. Any such deficiencies should be communicated to the CEO by the officers as a group.
 - D. The CEO's job description should be reviewed from time to time by the officers to ensure that it is consistent with their expectations of the CEO and reflective of the organization's objectives as set forth in the Strategic Plan.

Financial Policy #97C -- **EMPLOYEE PENSION PLAN CONTRIBUTIONS**

In addition to providing matching contributions based upon each participant’s deferred compensation as provided in the Association’s Employee Pension Plan, it shall be the policy of the Association to annually make a non-elective contribution to each eligible participating employee’s pension account in an amount equal to two percent (2%) of such employee’s total current compensation. Only those participants who have completed a year of service during the plan year and are actively employed on the last day of the plan year will be eligible to receive the non-elective contribution for the year.

(Created: 1996)

Financial Policy #79B -- **PENSION REVIEW**

To assure that the Association's employee pension plan is consistently updated and in compliance with all laws, it is the policy of the Association that every year the Finance Committee should review the pension plan and report on that review at the Spring Executive Committee Meeting.

(Created: 1979)

President

1. Travel-Inside Ohio
All expenses including meals, hotels, mileage, etc., are paid for the President and spouse/guest in attending to OAR business. This includes travel to Local Boards business and social affairs, to state committee and Administrative Meetings and to Association headquarters. Entertainment of local and state officers is also reimbursed by OAR.
2. Travel-Outside Ohio
Travel, food and hotel bills (deluxe double) are paid by OAR for the President and spouse/guest to attend the Midyear/Legislative and Convention meetings of NAR. Air travel is to be coach-class unless otherwise authorized by the CEO in an unusual circumstance.
4. Credit Cards
The President receives an Association credit card for his/her use during the term in office.

President-elect

1. Travel-Inside Ohio
All expenses including food, hotels and mileage are paid for the President-elect and spouse/guest in attending to OAR business. This includes travel to Local Boards' business and social affairs, to state committee and Administrative Meetings and to Association headquarters.
2. Travel-Outside Ohio
Travel, food and hotel bills (deluxe double) are paid by OAR for the President-elect and spouse/guest to attend the Midyear/Legislative and Convention meetings of NAR. Air travel is to be coach-class unless otherwise authorized by the CEO in an unusual circumstance.
3. Other
The President-elect receives an Association credit card for his/her use during the term in office.

Treasurer

1. Travel-Inside Ohio
Expenses for food, lodging and mileage provided for the Treasurer and spouse/guest in traveling to Boards on behalf of OAR and in attending OAR Finance and Executive Committee meetings.
2. Travel-Outside Ohio
Travel, food and hotel bills (deluxe double) are paid by OAR for the Treasurer and spouse/guest to attend the Midyear/Legislative and Convention meetings of NAR. Air travel is to be coach-class unless otherwise authorized by the CEO in an unusual circumstance.
3. Other
The Treasurer receives an Association credit card for his/her use during the term in office.

Treasurer-elect Reimbursement

1. That when an OAR Treasurer-elect attends the NAR Convention directly following his or her election to office and is not otherwise eligible for reimbursement of related expenses, that he or she be entitled to receive the same level of reimbursement provided to Ohio's NAR Directors.

District Vice Presidents

1. Mileage and meal expenses only will be reimbursed to all District Vice Presidents in attending business related meetings and activities of Boards in their Districts on behalf of the Ohio Association of REALTORS®. No reimbursement of expenses will be provided for participation in non-business board activities such as golf outings held by the DVP's primary or secondary board.

General

No other member is eligible to receive reimbursement for expenses unless specifically authorized, in advance, by the Finance and Executive Committees and/or Board of Directors.

(Created: 1978; Revised: 1982, 195, 1991, 1992, 1995, 1996, 1998, 2005, 2008, 2011)

Financial Policy #06 -- OAR TREASURER-ELECT NAR CONVENTION REIMBURSEMENT

That when an OAR Treasurer-elect attends the NAR Convention directly following his or her election to office and is not otherwise eligible for reimbursement of related expenses, that he or she be entitled to receive the same level of reimbursement provided to Ohio's NAR Directors.

(Created: 2006)

Financial Policy #98A -- **PRESIDENT'S DISCRETIONARY FUND**

It is in the interests of the Association and its members to provide a personal expense stipend in the amount of \$5000 to the current-year President, which may be used for any purpose as determined solely by him/her. At the conclusion of the President's term, any unused portion of the stipend shall be paid directly to him/her and shall not carry forward to the ensuing year.

(Created: 1997; Revised: 2000)

Financial Policy #98B -- **PRESIDENT'S REIMBURSEMENT POLICIES**

The Association shall provide reimbursement of expenses limited to travel, food, lodging and registration fees in connection with attending the regularly scheduled NAR Meetings for the OAR immediate past president. The Association will also provide reimbursement for past presidents two and three years removed from office. However, such reimbursements will be limited to \$2500 per regularly scheduled NAR meeting.

(Created: 1998; Revised 2002)

Legal & Administrative Policy #93A -- **ASSOCIATION DEADLINES**

It is the policy of the Association that all deadlines established by the Association for remittances and filing of forms and applications (exclusive of registrations for meetings, conventions and education programs) be deemed to have been met if the items required to be received are postmarked or hand-delivered to the OAR office no later than the date of the deadline.

(Created: 1993)

Legal & Administrative Policy #05A -- **ASSOCIATION EXECUTIVES SCHOLARSHIP FUND**

An Association Executives Scholarship Fund in the amount of \$1,500 will be awarded annually to an Ohio AE to help offset the costs of attending the NAR Association Executives Institute. The scholarship is open to all paid association executives in Ohio. Candidates must apply by August 15 each year and selection of the scholarship will be one by a newly created AE Scholarship Subcommittee composed of AE's and a representative of the OAR Executive Committee, all appointed by the current OAR President. The scholarship will be awarded on the basis of professional development, leadership and financial need. The scholarship will be awarded at the Annual Convention.

(Created: 2005)

Legal & Administrative Policy #81 -- **AUTHORITY TO USE LEGAL COUNSEL**

To assure control of, and accountability for, use of outside legal counsel and the resultant expense thereof, the Chief Executive Officer is the only paid officer or employee who may approve such use. All requests for legal opinions, legislative drafts, contract preparations, etc., must be approved by him.

Work done by legal counsel in connection with recommendations of the Legal Action Committee and approved by the Executive Committee and/or Directors also must funnel through the Chief Executive Officer to ensure financial control.

In the event of the prolonged (more than one week) absence or incapacity of the Chief Executive Officer, the President may direct work be done by outside legal counsel.

(Created: 1981)

Legal & Administrative Policy #04 -- **CONCEALED WEAPONS PROHIBITED AT OAR MEETINGS**

It shall be the policy of the Ohio Association of REALTORS (the "Association") that participants and guests are prohibited from carrying firearms, deadly weapons or dangerous ordnance at all meetings, conferences, conventions, seminars, courses and other sessions conducted by or sponsored by the Association.

(Created: 2004)

CONFIDENTIALITY

Members of OAR's decision making bodies may be given or have access to certain confidential information of OAR or third parties. Confidential information is all information that OAR considers confidential or proprietary information from OAR sources, regardless of whether such information is marked as such by OAR. Confidential information shall include, but is not limited to, information regarding the organization, operations, programs, activities, policies, procedures, practices, financial condition, assets, legal matters or employment issues of OAR, its members, local board or third parties. Members who receive such confidential information shall use it solely for and in connection with the purpose for which it was provided and shall not disclose it to others without the prior authorization of the OAR CEO.

CONFLICT OF INTEREST

A member of any of OAR's decision making bodies will be considered to have a conflict of interest whenever that member:

1. Is a principal, partner or corporate officer of a business providing products or services to OAR or in a business being considered as a provider of products or services (Business); or
2. Holds a seat on the Board of Directors of the Business unless the person's only relationship to the Business is service on such Board of Directors as OAR's representative; or
3. Holds an ownership interest* of more than 1 percent of the Business.

Members with a conflict of interest must immediately disclose their interest at the outset of any discussion by a decision making body pertaining to the Business or any of its products or services. Such members may not participate in the discussion relating to that Business other than to respond to questions asked of them by other members of the body. Furthermore, no member with a conflict of interest may vote on any matter in which the member has a conflict of interest, including votes to block or alter the actions of the body in order to benefit the Business in which they have an interest.

Members of the Executive Committee, RPAC Trustees, Legal Action, Political Advocacy and Nominating Committees shall sign a Confidentiality and Conflict of Interest Acknowledgement & Disclosure Form at or before the first committee meeting of each year.

*Ownership interest is defined as the cumulative holdings of the member, the member's spouse, children, siblings and to any trust, corporation or partnership in which any of the foregoing individuals is an officer or director, or owns, in the aggregate, at least 50% of the (a) beneficial interest (if a trust), (b) stock (if a corporation) or (c) partnership interests (if a partnership).

(Created: 2002; Revised 2011, 2017)

 Legal & Administrative Policy #05B -- **CRISIS MANAGEMENT POLICIES**

The Strategy included in the Strategic Plan addressing this matter assumes the Association has no process in place to replace key staff members in the event they leave the Association or are no longer capable of performing their duties. In fact, the authority and responsibility for hiring, training, evaluating and retaining competent staff lies with the CEO. Thus, in the view of the task force, it is only necessary for the Association to have a plan in place to address the loss of the CEO. In the event of the actual or potential loss of the CEO, the President shall serve as Chairman of a Search Committee comprised of the three current officers, the immediate past President and one additional member of the current Executive Committee selected by the President. It shall be the responsibility of the Search Committee to develop and implement an interim plan as may be necessary and appropriate, conduct a search for a qualified replacement for the CEO and recommend the terms under which the replacement should be hired.

(Created: 2005)

As a means to give recognition to long-standing members who have demonstrated an uncommon commitment to the goals and purposes of the Association at all levels, a Distinguished Service Award program shall be implemented and maintained in accordance with the following criteria:

1. The nominee must have attained the age of 60.
2. The nominee must have a minimum aggregate total of 25 years as a licensed Ohio real estate agent/broker.
3. The nominee has contributed 25 years of voluntary service, including leadership positions in local, state and national associations and/or the Institutes, Societies and Councils. Further, nominees must be active in all levels of the Association at the time of submitting an application
4. Service as a paid staff member at any level of the REALTOR® organization will not be counted toward the required 25 years of voluntary service
5. The nominee has not served as an OAR President and is not an EO or staff member of an Association.
6. In the event a DSA recipient is elected President of OAR, that individual shall relinquish and return the DSA.
7. Nominations can be made by a Local Board or any active member of the OAR. In no event may a person submit their own nomination. Also, OAR chapters, societies, councils and sections may make recommendations. All nominations must be submitted on a form prepared by the Selection Committee.
8. When vacancies or new member committee appointments are needed, the DSA Committee will make recommendations to the current OAR President on the appointment of committee members to 3-year staggered terms. The Committee shall be comprised of no less than five, or more than seven, DSA award recipients.
9. DSA recipients will receive their award at the Board of Directors meeting at the Annual Convention. Incoming recipients shall be invited to attend the Inaugural Banquet at the Annual Convention as guests of the Association. They will be introduced along with other distinguished guests.
10. Each DSA recipient will receive a badge and other appropriate items and shall receive a lifetime membership as an OAR Director. DSA's dues shall be waived and OAR recommends that the Local Board also waive the dues. OAR shall host an annual dinner at the State convention for the DSA's and their spouse or guest.
11. A DSA award may not be given posthumously.
12. This is a very prestigious award. Nominees should have qualifications equal to that of an OAR President. Consideration would be given to their service to the Local, State and National Boards, their real estate business activities and service to their members.
13. The committee may select 0-1 candidates to receive the award each year.

(Created: 1993; Revised: 1995, 1996, 1997, 2005, 2015, 2017)

If you do not want to receive sales calls from the Ohio Association of REALTORS, you can ask us to place your telephone number on the Ohio Association of REALTORS' "Do Not Call" list. In compliance with federal and state laws, your request will be documented immediately. Please allow up to 30 days for your telephone number to be removed from any sales programs that are currently underway.

- Your request can be in writing or by phone and must include, at a minimum, your telephone number.
- If you have multiple telephone numbers, tell us all the numbers that you want to be included.
- You will remain on our "Do Not Call" list for five years, unless you ask to be removed.
- If your telephone number ever changes, you must give us your new information for your "do not call" status to remain in effect.

Many "do not call" regulations permit companies to contact their own customers even though your number(s) are on these other "do not call" lists. Therefore, if you are an Ohio Association of REALTORS' customer, you may be contacted by the Ohio Association of REALTORS even though you are on these other "do not call" lists. If you do not want to be contacted by the Ohio Association of REALTORS even though you are a customer, simply follow the steps above to be placed on the Ohio Association of REALTORS' "Do Not Call" list and your request will be honored.

Being on the Ohio Association of REALTORS' "Do Not Call" list means that you will not receive sales calls by anybody representing the Ohio Association of REALTORS. We may still contact you, however, for non-solicitation purposes.

(Created: 2006)

Legal & Administrative Policy #91 -- **GOVERNMENTAL ETHICS**

The Ohio Revised Code requires that four of the five members of the Ohio Real Estate Commission be licensed real estate brokers who have been engaged in business as brokers in Ohio for ten or more consecutive years immediately prior to the appointment. In addition, at least one of the members of the Real Estate Appraiser Board must be a licensed real estate broker. As commissioners and board members, these brokers are public officials for purposes of the Ohio Ethics Law and related statutes. These statutes have a direct impact on them in the performance of their official duties and an indirect impact on the Ohio Association of REALTORS® to the extent that they are also members of the Association.

Under the Ohio Ethics Law and related statutes as interpreted by advisory opinions, no licensed real estate broker who is appointed to the Ohio Real Estate Commission or Ohio Real Estate Appraiser Board can be prohibited from continuing to maintain his or her membership in the Ohio Association of REALTORS®. However, the Association wishes to avoid potential violations of law or even the appearance of impropriety by itself or its members. Therefore, the following policy has been adopted for the protection of the Association, its members and the general public, which has a right to expect fair and impartial deliberations by the Ohio Real Estate Commission and the Ohio Real Estate Appraiser Board:

1. The Ohio Association of REALTORS® shall not offer or give compensation, conference registration fees, consulting fees, honoraria, travel, meals and lodging expenses, or any other thing of value to any member of the Ohio Real Estate Commission or Ohio Real Estate Appraiser Board.
2. It shall be the policy of the Association to encourage and support the appointment of REALTOR® members of the Association to serve as members of the Ohio Real Estate Commission. In order to avoid the appearance of a conflict of interest, however, members of the Ohio Real Estate Commission shall not be eligible to serve on the public policy committees of the association, including the Legislative Steering Committee, the Enlarged Legislative Committee, the RPAC Directors, the Legal Action Committee and the Executive Committee. This policy shall become effective January 1, 1997.

(Created: 1990/1991; Revised: 1997)

Mailing data consists of member name and preferred mailing address. No email addresses are provided. Access to Association membership mailing data will be made available in accordance with the guidelines stated below:

Conditions Covering Data Rental

1. In consideration for the Ohio Association of REALTORS® ("OAR's") agreement to rent its labels to the **DATA** renter for one mailing only, the renter hereby agrees that he will not disclose, transfer, duplicate, reproduce, or retain any portion of the label information in any form or manner whatsoever, nor permit any third party, agent, employee or contractor and their respective agents and employees to do so.
2. The one-time use of the data information shall be limited exclusively to the agreed specific merchandise or service described in the complete mailing sample submitted to OAR in conjunction with the Agreement. This sample must be approved by OAR prior to use of said data. No part of the data information will be used more than once without OAR's written consent and the payment of an additional fee.
3. Data renter agrees to indemnify and hold harmless OAR from any and all claims, damages, losses or expenses, however incurred, occasioned by the use of said data by data renter or any of those referred to above.
4. It is understood and agreed that the data rented will be monitored to prevent improper and unauthorized use, by a combination of one or more methods of computer control and/or planted, and/or varied, names and addresses, or combinations of these and others, to all of which data renter consents and agrees.

Data is available by licensure status or by association and/or board membership.

5. Only MIS department is permitted to provide data.

(Created: 1979; Revised: 1993, 2011)

Legal & Administrative Policy #88 -- MAILING LIST-PAST PRESIDENTS

When a Past President of the Ohio Association of REALTORS® discontinues membership in the Association, they will remain on the mailing list enabling them to continue receiving Association publications. In the event they are deceased, their spouse can be added to the mailing list at their request so they may continue receiving Association publications.

(Created: 1988)

Legal & Administrative Policy #87A -- NO SMOKING POLICIES

Classes/Meetings/Programs

No smoking will be permitted in meeting rooms during those meetings and education programs which are handled and/or coordinated by the Ohio Association of REALTORS.

OAR Building Premises

- Also, in accordance with the City of Columbus Smokefree Indoor Air Act of 2004 (the "smoking regulations"), smoking is strictly prohibited in all enclosed offices of the Ohio Association of REALTORS building. Smoking is also prohibited in all areas immediately adjacent to any enclosed area to ensure that tobacco smoke does not enter the enclosed area. Smoking is permitted in outdoor areas if the outdoor area is physically separated from the enclosed area.
- "No Smoking" signs or the international "No Smoking" symbol consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it, will be posted at every entrance. On the signage will be the telephone number for reporting violations.
- No person or employer will discharge, refuse to hire or in any manner retaliate against an employee, applicant for employment, or customer because that employee, applicant or customer exercises any rights afforded under the smoking regulations or reports a violation of the smoking regulations.
- No personnel action may be taken against an employee in retaliation for that employee's attempt to exercise his or her rights under the smoking regulations.
- The monitoring and enforcement of smoking regulations are the responsibility of every employee. It will be the responsibility of every employee to bring this smoking policy to the attention of persons observed violating the provisions. Employees violating the policy should be reported to the office administrator for appropriate action. Human Resource personnel shall discuss the smoking regulations with new employees as part of the formal orientation process.

(Created: 1987; Revised: 2005)

- I. **Association Policy.** Sexual harassment is illegal and is contrary to the policy of the Ohio Association of REALTORS (the "Association"). Each and every member and employee of the Association is responsible for assuring that they do not engage in sexual harassment or any other conduct that could be viewed as sexual harassment of another member or employee of the Association.
- II. **Definition.** Sexual harassment includes, but may not necessarily be limited to, the following:
- A. Unwelcome sexual advances;
 - B. Unwelcome requests for sexual acts or favors;
 - C. Verbal or physical conduct of a harassing nature;
 - D. Other conduct that has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile or offensive work environment.
- III. **Complaint Procedures.**
- A. **General.** Complaints alleging sexual harassment do not have to be submitted in writing. However, Complainants should be prepared to provide details of the alleged harassment, including dates, times, places and possible witnesses. The Association will accept responsibility for investigating complaints filed by members alleging sexual harassment by another member only when the alleged harassment occurred in direct relationship to an activity, meeting or event conducted under the direct auspices of the Association.
 - B. **Complaints Made by Employees.** Any employee who believes he/she has been sexually harassed by any other employee, including supervisors and co-workers, or by any member of the Association, may initiate a complaint by reporting the incident(s) to one of the following individuals who will then be obligated to take steps to initiate investigatory procedures as prescribed herein:
 1. His/her immediate supervisor;
 2. Any Staff Vice President;
 3. The Chief Executive Officer;
 4. The Association's legal counsel;
 5. The President of the Association.
 - C. **Complaints made by Members.** Any member of the Association who believes he/she has been sexually harassed by an employee of the Association or by another member of the Association, including an elected officer, may initiate a complaint by reporting the incident(s) to one of the following individuals who will then be obligated to take steps to initiate investigatory procedures as prescribed herein:
 1. The Chief Executive Officer;
 2. The President of the Association;
 3. The Association's legal counsel;
 4. The highest ranking officer not named as the accused party in the complaint.
- IV. **Complaint Investigation**
- A. **Confidentiality.** All complaints will be investigated promptly and with strictest confidentiality. The identity of the employee or member making the complaint as well as the identity of the individual accused of sexual harassment will be kept strictly confidential. Information regarding the complaint and the nature of the charges will not be made known to anyone who is not directly involved as a party, a witness, a member of the investigatory team, the Association's legal counsel, the Chief Executive Officer or the highest ranking elected officer not named as the accused party in the complaint. Witnesses interviewed will be provided only such information as is necessary to elicit their observations and other relevant information germane to the investigation.
 - B. **Complaints Directed Against Employees.** If the complaint is directed against an employee of the Association, whether filed by another employee or a member of the Association, the Investigatory Team will be comprised of the President, legal counsel for the Association, the Chief Executive Officer, unless he or she is also the accused party in the complaint, in which case the President shall appoint a staff vice president to serve in place of the Chief Executive Officer, and a member of the Executive Committee appointed by the President.
 - C. **Complaints Directed Against Members.** If the complaint is directed against a member of the Association, whether filed by an employee or another member of the Association, the Investigatory Team will be comprised of the Chief Executive Officer, the Association's legal counsel and two (2) members of the Executive Committee appointed either by the President or the highest ranking elected officer who is not named as the accused in the complaint.

- D. **Investigation Procedures.** The Investigatory Team shall promptly conduct a thorough investigation of the complaint, which shall include interviews with the Complainant, the accused party and any witnesses identified by either the Complainant or the accused party. All interviewees shall be afforded a full opportunity to present their version of the incident(s), conversation(s) or conduct which led to the complaint. Parties shall have the right to representation by legal counsel at their discretion, with costs of such representation to be borne by the parties being so represented.
- E. **Findings and Recommendations.** Upon completion of its investigation, the Investigatory Team shall prepare a written report of its findings and recommendations.
1. **Complaints Directed Against Employees.** If the complaint is directed against an employee of the Association, the report of the investigatory team shall be delivered to the Chief Executive Officer, unless he or she is also the accused party in the complaint, and authority for the final resolution of all charges and the determination of appropriate sanctions shall rest with the Chief Executive Officer with the advice of the Association's legal counsel. If the Chief Executive Officer is also the accused party in the complaint, the report of the investigatory team shall be delivered to the President and authority for the final resolution of all charges and the determination of appropriate sanctions shall rest with the President with the advice of the Association's legal counsel.
 2. **Complaints Directed Against Members.** If the complaint is directed against a member of the Association, the report of the Investigatory Team shall be delivered to the President, unless he or she is also the accused party in the complaint, and authority for the final resolution of all charges and the determination of appropriate sanctions shall rest with the President with the advice of the Association's legal counsel. If the President is also the accused party in the complaint, the report of the Investigatory Team shall be delivered to the highest ranking elected officer not named as the accused party in the complaint and authority for the final resolution of all charges and the determination of appropriate sanctions shall rest with such elected officer with the advice of the Association's legal counsel.
- V. **Disciplinary Action**
- A. **General.** Sexual harassment is a serious offense and any employee or member of the Association found to have engaged in such conduct is subject to disciplinary action, including mandatory counseling, termination of employment, removal from elected office, and suspension or termination of membership. The removal of a member from an elected association office, the suspension or termination of a member's association membership, or the termination of employment of the Chief Executive Officer shall require the recommendation of the President or the highest ranking elected officer not named as an accused party in the complaint, together with the voted approval of not less than two-thirds of the Executive Committee.
 - B. **Retaliation.** It is contrary to the policy of the Association for a supervisor, member, or officer to retaliate against an employee or member who initiates a sexual harassment complaint. Complaints of retaliation will be investigated by the same process as outlined above with the employee or member so accused being subject to the same disciplinary sanctions as listed in Section A above.
 - C. **Complaints without Basis.** In the event that the Investigatory Team finds that a complaint of sexual harassment is totally and completely without basis, appropriate disciplinary measures may be taken against the employee or member who brought the complaint. This provision is in no way intended to discourage the filing of complaints alleging sexual harassment, but serves to acknowledge that an unfounded charge of sexual harassment can cause serious damage to the accused person's personal reputation and professional career.
 - D. **Follow-Up.** In instances where sexual harassment is found to have occurred, a member of the Investigatory Team will be designated to remain in communication with the Complainant to monitor whether the harassment has been discontinued and to determine if any retaliation has occurred.

(Created: 1986; Revised: 1996)

All requests for OAR staff appearances, including those made by the Chief Executive Officer, must be in writing addressed to the Chief Executive Officer at least 30 days before the event.

Requests must include information as to date, place, group in attendance, subject matter and approximate length of presentation requested.

Social gatherings are not normally attended by OAR staff unless there is some business purpose as well. Invitations of that nature should be directed to the elected leadership of the Ohio Association of REALTORS® instead of Association staff.

Staff is not normally able to appear and speak before individual real estate companies. Any requests for such appearances must first be approved by the Chief Executive Officer and then by the President.

(Created: 1990)

This Whistleblower Policy of the Ohio Association of REALTORS: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Organization; (2) specifies that the Organization will protect the person from retaliation and (3) identifies where such information can be reported.

1. **Encouragement of Reporting** – OAR encourages complaints, reports or inquiries about illegal practices or serious violations of the Association’s policies, including illegal or improper conduct by the Association itself, by its leadership or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations or other similar illegal or improper practices or policies. Other subjects on which the Association has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Association’s human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
2. **Protection from Retaliation** – The Association prohibits retaliation by or on behalf of the Association against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Association reserves the right to discipline persons who make bad faith, knowingly false or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
3. **Where to Report** – Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Association’s Chief Executive Officer or President of the Association; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to Association legal counsel, Baker & Hostetler, 65 East State Street, Columbus, OH 43215. The Association will conduct a prompt, discreet and objective review or investigation. Staff or volunteers must recognize that the Association may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

(Created: 2009)

1. Working Groups
Committee and Forum Chairmen may, at their discretion, appoint Working Groups of their committees or Forums for the purpose of carrying out projects which have been assigned to their committees or forums or to study issues coming under the purview of their committees or forums which require more time than is normally afforded at the Association's regular meetings. Members of such working groups shall be comprised of members of the committee or forum unless the nature of the project or issue requires the expertise of other members not on the committee or forum. The appointment of Working Groups and their purposes shall be reported to the Executive Committee. Working Groups shall report to the Chairman of the Committee or Forum who appointed them and expire upon completion of that chairman's term.
2. Task Forces
Subject to approval by the Executive Committee, the President may appoint task forces to study issues which do not fall within the purview of a specific committee or subcommittee or which, in the opinion of the President, require the expertise, knowledge or experience of more than one committee or subcommittee or the general membership. The appointment of such task forces may also be recommended by Division Committee Chairmen or any member of the Executive Committee and, if approved by the Executive Committee, shall be so appointed by the President. The creation of task forces and their purposes shall be reported to the Board of Directors. Task Forces shall report to the Executive Committee and shall expire upon completion of their assignment.
3. Presidential Advisory Groups
The president, at his discretion, may appoint a presidential advisory group (PAG) to study issues that do not fall within the purview of a specific committee or which requires the expertise, knowledge or experience of one or more members of the association. The creation of a PAG and its purpose shall be reported to the executive committee. The PAG shall report to the president and shall expire upon completion of their assignment.

(Created: 1985; Revised: 1986, 1993, 1994, 2011; 2012)

Legal & Administrative Policy #17B -- **Ombudsman Guidelines**

The Ombudsman Program and Guidelines for the Ohio Association of REALTORS® provides enhanced communications and initial problem solving to callers concerning REALTORS® members and real estate related transactions.

The Director of Local Board Support Services shall serve as the Ombudsman for the Ohio Association of REALTORS®.

The Ombudsman may answer, or seek the answer to, calls concerning transactional, technical, procedural or practical issues with respect to REALTOR® members or real estate transactions.

If an inquiry is made, the Ombudsman may answer questions about ethical matters, however may not make a determination of a violation of the Code of Ethics. Arbitration Issues are generally limited to explaining procuring cause or MLS rules regarding compensation.

The Ombudsman may contact the REALTOR® member or the office manager or Broker and alert them to the question or problem in attempting to resolve the issue or dispute.

The Ombudsman is not a mediator and only acts to promote connection between the parties and shall avoid comment or assistance that could be construed as agreement or confirmation of one party's position over another.

Information on ethics enforcement procedures and arbitration requests will be briefly explained but the Ombudsman will then refer the party to the local association who has jurisdiction over the REALTOR® member involved in the dispute.

Membership Policy #89 -- DUES DELINQUENCY PENALTY POLICY

State Association dues are due and payable February 21. Any Local Board that has not paid at least 95% of its dues by April 1 will be required to pay a penalty of 10% of the total delinquent amount on April 1 or \$250, whichever is greater. The penalty will be calculated based upon 100% dues payment shown as due on April 1 by the Ohio Association of REALTORS®.

(Created: 1989; Revised: 2008)

Membership Policy #86 -- DUES PAYMENT POLICY

Code of Regulations Language

Dues are due and payable to the Association February 21. Boards will be notified that if 95 percent of dues are not paid by April 1, such boards will have no vote at the next scheduled meeting of the Board of Directors, shall forfeit entitlement to administrative fees as established from time to time by the Board of Directors and shall remit payment of a penalty fee. Such boards shall be required to submit written correspondence to the Finance Committee stating reasons for not remitting payment of dues as required herein. The Finance Committee shall recommend appropriate action to the Board of Directors after reviewing correspondence submitted by the board.

Payment of Administrative Fee

In recognition of the administrative burden borne by Boards in connection with billing and collecting dues at the time of annual membership renewals, the State Association shall pay an administration fee to the Boards that remit 95% of OAR dues owed before April 1. The fee will amount to three and a half (3.5%) of OAR dues for the first 1,000 paid members of the Board and two percent (2%) of OAR dues for the balance over 1,000 paid members of the Board. The membership count used to determine the Administrative Fees will be reduced by the number of members electing to pay their dues on-line for which OAR is required to pay credit card fees. The fee shall be based on the total number of paid members in the Board at the time the Association receives 95% of dues owed, and shall be paid to the Boards in accordance with the following schedule and procedures:

February 21	Dues Deadline
March 15	Local Boards/Associations are notified of current dues status and receive list of delinquent members
April 1	Penalty for those Local Boards/Associations not 95% paid and no Director vote at Spring Conference Local Boards/Associations not 95% paid will forfeit entitlement to administrative fee.
April 7	Telegram sent to Local Boards/Associations not 95% paid warning of no Director vote at Spring Conference.
April 15	Administrative fee checks mailed to Local Boards/Associations that met 95% dues obligation by April 1

(Created: 1986; Revised: 1/1988, 9/1988, 1991, 2008, 2014)

Membership Policy #04 -- INSTITUTE AFFILIATE MEMBERSHIP RIGHTS & PRIVILEGES

1. Pursuant to authority granted to the Board of Directors under Article I, Section 1.1(f) of the Code of Regulations, Institute Affiliate members shall not be eligible to serve as officers, directors or committee members, or otherwise hold appointed or elected office in the Association except as provided in paragraph (2).
2. Institute Affiliate Members may serve as a member or Chair of the Commercial/Industrial Committee.
3. When attending Association courses, programs and events for which registration fees are charged; Institute Affiliate members may attend and participate in such courses, programs and events at the same fees charged to other classes of membership.

(Created: 2004; Revised: 2011)

Membership Policy #05 -- NAR REALTOR EMERITUS DUES WAIVER

OAR shall continue to waive dues for members who qualify for the NAR REALTOR Emeritus program under the original criteria of 50 years but that dues not be waived for those members who qualify under the revised criteria of 40 years adopted at the 2004 NAR Convention.

(Created: 2005)

Membership Policy #08 -- **NEW MEMBER DUES**

New member dues for members that join after January 1 may be prorated monthly and are due on the last day of the month following the month the member joined the Local Board.

(Created: 2008)

Membership Policy #90 -- **NEW MEMBER PROCESSING FEE**

Effective January 1, 1991, a State Association new member processing fee of \$25 is to be charged to each new member joining a Local Board. Since a Local Board collects and transmits State and National dues, the new member processing fee will be collected by the Local Board and transmitted to the State Association at the same time dues are remitted. The new member processing fee may not be pro-rated.

(Created: 1990; Revised: 2008)

Membership Policy #78 -- **MEMBER REQUIREMENTS FOR NON-RESIDENT MEMBERS OF OHIO BOARDS WHOSE OFFICES ARE ALL LOCATED IN ANOTHER STATE**

With Ohio bordering on Michigan, Pennsylvania, West Virginia, Kentucky and Indiana there exists situations where REALTORS® whose offices are in states other than Ohio desire to hold non-resident membership in Ohio Boards. A good example of this phenomenon is found in Northwestern Ohio where the Toledo Board has one or more members who hold non-resident membership status who are members of Local Boards in Michigan, and thus members of the Michigan Association of REALTORS®.

It is declared policy of the Ohio Association of REALTORS® that if a REALTOR® does not have an office in the State of Ohio, thus qualifying for non-resident membership in an Ohio Board, and if that individual can show that he/she is a member in good standing for the State Association of the state in which his/her office(s) are found, the individual will not be required to pay member dues, or dues for his/her sales associates to the Ohio Association of REALTORS®.

For informational purposes, Boards must provide the names, addresses and phone number of such non-resident, non-Ohio members for the record keeping purposes only of the Ohio Association of REALTORS®.

The Ohio Association of REALTORS® will provide no services to non-resident members of Local Boards who do not pay dues to the Ohio Association of REALTORS® under this policy.

(Created: 1979)

Membership Policy #79 -- **SUSPENSION OF MEMBERSHIP AND DECLARATORY JUDGMENTS**

When a Local Board suspends a member for non-payment of dues, it is the policy of this Association to recommend that the Board not first seek Declaratory Judgment. In the event a lawsuit should follow such suspension, the Association will help defend the Board's position, making our staff and counsel available to all Boards in the enforcement of the dues paying requirement of their constitution, if such is in compliance with NAR policies.

(Created: 1979)

NAR Policy #78 -- NAR DIRECTOR CANDIDATES

All OAR members who ask to be nominated to serve as NAR Directors are to be provided with a job description. Also, they must agree to actively pursue and serve on a NAR Committee each year they serve as NAR Director.

(Created: 1978)

NAR Policy #93A -- NAR DIRECTOR POSITIONS

An NAR Director position will be reserved each year for the incoming OAR Treasurer with a three-year term commencing January 1 of the year they are Treasurer. In the event the Treasurer already has a position as NAR Director, the Treasurer shall resign from such position and the NAR Director candidate selected as the first alternate will serve the balance of the Treasurer's unexpired term.

The incoming OAR Presidents shall, effective January 1 of the year they become President, resign from their term on the NAR Board of Directors and the immediate past President shall be appointed to serve the balance of the President's unexpired term.

Upon adoption of this policy, the officers of the Association shall be deemed authorized to implement necessary steps to assure an orderly transition to the procedures hereby established.

In the event that an Ohio NAR Director is unable or unwilling to complete his or her term on the NAR Board of Directors, the current President of the Association shall appoint a qualified member to serve the balance of the unexpired term, subject to approval of the Executive Committee. The Board of Directors shall be informed of such action at its next meeting.

Candidates for NAR Director vacancies must meet the criteria below in order to be considered and interviewed by the Nominating Committee for the position:

Minimum criteria for NAR Director candidates:

- ◆ Past or current service to Local and State Associations
- ◆ Previous attendance at NAR meetings
- ◆ Ability and willingness to attend all NAR meetings and to actively pursue and serve on a NAR committee each year that they serve as a NAR director

(Created: 1993, Revised: 1993, 1998, 2001, 2012)

NAR Policy #93B -- NAR DIRECTOR REIMBURSEMENT

OAR members who serve on the Board of Directors of the National Association of REALTORS® (NAR) will be reimbursed for their expenses in connection with attending the two regularly scheduled NAR Directors meetings in an amount not to exceed \$1750 per Director for each meeting attended. Chairs and Vice Chairs of NAR committees and forums who are not also NAR Directors will also receive reimbursement of expenses for attending each of the regular NAR meetings at an amount not to exceed \$1,750 per meeting.

This policy shall be subject to the following conditions and limitations:

1. Directors must attend the Board of Directors Meeting scheduled at each NAR Meeting, attendance will be taken;
2. Directors must attend the NAR Region 6 Caucus at each meeting attendance will be taken;
3. Directors must request reimbursement on a form provided by the Association;
4. Reimbursement requests must be accompanied by receipts identifying actual expenses incurred;
5. The amount reimbursed shall be limited to actual expenses incurred or \$1750, whichever is less;
6. The amount reimbursed shall be limited to those expenses for which reimbursement has not or will not be provided to the Director by other sources;
7. The Local Boards/Associations in which the Directors hold resident membership shall be advised of the amount of reimbursement given to respective Directors.
8. Attendance records will be taken at meetings Directors are expected to attend;
9. In order to allow staff to verify attendance at the meetings for which reimbursement is being requested, all requests must be submitted after the meetings have concluded.
10. All requests for reimbursement must be received within 60-days after the conclusion of the meeting.

(Created: 1993; Revised: 1994, 1995, 2000, 2006, 2007, 2011, 2014)

- I: Statement of Policy on the Endorsement of Candidates from Other States for Office:
 The President, President-elect, Treasurer and all NAR Directors from Ohio, by majority vote, shall have sole authority to endorse candidates for NAR officer positions when such candidates are from states other than Ohio. The OAR Board of Directors shall be informed of such endorsements at its next regular meeting. To ensure that such endorsements are made on a timely basis and in a manner that will provide maximum benefit to the Association, meetings of the OAR officers and NAR Directors from Ohio shall be held at all regular NAR meetings and at OAR meetings as deemed appropriate by the President. In addition to considering other appropriate NAR issues, such meetings shall include candidate interviews and consideration of the qualifications of all candidates seeking Ohio's endorsement. The presiding officer at all such meetings shall be the President.”

- II. Candidates from Ohio
 The Executive Committee and all NAR Directors from Ohio, by majority vote, shall select and recommend to the OAR Board of Directors endorsement of candidates from Ohio who are desirous of seeking office in the National Association of REALTORS, other than the office of Regional Vice President (RVP). Such recommendations for endorsement shall be subject to final approval by the OAR Board of Directors.

- III. Policy on NAR Candidate Endorsement
 When a candidate for NAR office has been selected for endorsement by majority vote as set forth in paragraphs I and II above, another vote shall be conducted in an attempt to achieve unanimous support of the prevailing candidate.

Note: Provision for nomination and election of RVP candidates from Ohio is included in the OAR Code of Regulations.

(Created: 2005)

Effective January 1, 1994, it shall be the policy of the Association that members who serve in the position of Regional Vice President of the National Association of REALTORS (NAR) be reimbursed for their expenses in connection with attending the three regularly scheduled NAR meetings in an amount not to exceed \$1750 per meeting. This policy shall be subject to the same conditions and limitations applicable to reimbursement of NAR Directors.

(Created: 1993; Revised: 2006, 2014)

CANDIDATE APPLICATIONS

- A. Applications for candidates for OAR and NAR office may be submitted by any board in which the candidate holds membership or may be submitted directly by a candidate.
- B. Applications for OAR District Vice President and Treasurer positions must be submitted no sooner than August 1 of the year preceding the year in which the candidate is running for office, but no later than 10 days prior to the start of the OAR Annual Convention.
- C. Applications for NAR Director and NAR Region 6 Vice President must be received no sooner than February 1 of the year the candidate is running for office, but no later than 10 days prior to the start of the Spring Legislative Conference.

ELECTION INFORMATION

- A. Local Boards shall be provided with Campaign Policy (#85) and the election procedures policy (#94) at the time applications for the offices of District Vice President and Treasurer are solicited. Candidates shall also be provided with these policies upon declaration of their candidacy.
- B. Upon request, nominated candidates will be emailed the name, brokerage, mailing address, local board and district of all OAR Directors, unless another delivery method is requested. This data will be provided at no charge and is for a one-time use only. If a candidate wishes to utilize the information more than one time, an additional request must be submitted to OAR and the information will be provided at cost. Individual Director email addresses will not be provided to candidates.
- C. Information on the elections and nominated candidates, including the applications and biographical information submitted to the Nominating Committee, will be provided as follows:
 - 1. Posted on the OAR website 30 days before the election
 - 2. Included in one edition of OAR eConnections
 - 3. Emailed directly to the OAR Directors no sooner than 10 days prior to the election.

A link to a nominated candidate's website may be included in the above communications upon request, provided the website is limited solely to information regarding their qualifications for office.

CAMPAIGNING

- A. In the interest of absolute neutrality, OAR staff shall not be permitted to endorse or support any candidate for elective office and may not wear campaign apparel or buttons, display campaign materials at any staff work station, including meeting registration desks, or distribute campaign materials for any candidate for elective office.
- B. No person serving as the Chair, Vice Chair or Executive Committee Liaison shall wear campaign materials (i.e., t-shirts, hats, pins) in a meeting of that committee/forum.
- C. During the OAR meetings, each nominated candidate will be provided with a table near the OAR registration desk for purposes of displaying campaign materials. These tables are available to candidates on a "first-come" basis.
- D. The following campaign activities are permitted during OAR's Spring Legislative Conference and Annual Convention
 - 1. Placing campaign materials on a table as described in paragraph (c) above.
 - 2. Distributing materials prior to the start of the following events only:
 - A. Opening General Session
 - B. Member & Director Forum
 - C. OAR Trade Show
 - 3. Distributing campaign materials in common areas/halls and at the doors to committee and business meetings, as long as the members' entry to such meetings is not impeded.
 - 4. Displaying campaign posters in common areas/halls

(Created: 1985; Revised: 1987, 1992, 1995, 1999, 2011, 2014, 2017)

CANDIDATE SPEECHES

- A. In contested elections during Directors' meetings, each candidate is allowed no more than five (5) minutes to address the Directors. No other person may speak on behalf of a candidate unless the candidate is unable to speak due to extenuating circumstances as determined by the OAR President. No audio visual presentations are permitted at the directors' meeting.

VOTING

1. Voting shall be by ballot unless the race is uncontested, in which case it shall be held by a voice vote. For DVP races, only directors from the District for which a candidate(s) is running for DVP shall vote.
2. The total number of ballots cast for each candidate will be made available to any member upon request.
3. Ballots will be destroyed five business days after the election is held unless a candidate in such election has submitted a written request for a recount. All candidates in the subject election shall immediately be notified of the requested recount.
4. The recount shall take place as soon as possible and shall be conducted jointly by the following:
 - The Chairman of the Nominating Committee
 - One District Vice President from each of the districts from which there was a candidate in the election that is the subject of the recount. Said DVP shall be appointed by the OAR President. In the event that there is more than one candidate from the same District, both DVPs from that District shall participate in the recount.
5. If any of the above individuals is unable to participate in the recount due to a conflict of interest (i.e. was a candidate in the subject election), the OAR President shall appoint an alternate DVP or Nominating Committee member to participate in the recount.

(Created: 1986; Revised: 1995, 2014)

Nominating, Election & Campaign #86B -- STATE OFFICER MINIMUM QUALIFICATIONS

Candidates for the Association offices of President, President-elect, Treasurer and District Vice President shall be required to meet the minimum qualifications outlined below. Candidates for the offices of Treasurer and District Vice President, must meet these minimum qualifications prior to review of the candidate’s application by the Nominating Committee.

Treasurer

1. Has served a full term as President of his/her Local Board of REALTORS® or as an officer of the National Association of REALTORS® or any of its institutes.
2. Has served as a Director or Alternate Director to the Ohio Association of REALTORS® for at least two years (not necessarily in succession.)
3. Has served as an active committee member of at least one committee within the Ohio Association of REALTORS® structure within the last three years.
4. Has been licensed by the State and a member of the REALTOR® Association in Ohio for a minimum of 8 years.
5. Has attended at least two State Conventions of the Ohio Association of REALTORS® within the last three years.

President-elect

The President-elect must have served as Treasurer of the Ohio Association of REALTORS®.

President

The President must have served as President-elect and Treasurer of OAR.

District Vice President

1. Has served as an officer, or Director of his/her Local Board of REALTORS®.
2. Has served as a Director to the Ohio Association of REALTORS® for at least two years (not necessarily in succession) or one year as a Director and one year as an Alternate Director.
3. Has served as an active committee member of at least one committee within the Ohio Association of REALTORS® structure within the last three years.
4. Has been licensed by the state and a member of the REALTOR® Association in Ohio for a minimum of five years.
5. Has attended at least two State Conventions of the Ohio Association of REALTORS® within the last three years.

(Created: 1985; Revised: 1986, 1987, 1989, 2014)

Nominating, Election & Campaign Policy #94 -- NOMINATION PROCEDURES

Candidate review

- A. The Nominating Committee shall review all applications submitted by candidates for the following positions: OAR Treasurer, OAR District Vice President, NAR Regional Vice President and At-Large Positions on the NAR Board of Directors. The purpose of this review is to verify that a candidate meets the minimum qualifications for the position sought.
- B. The Nominating Committee shall interview all candidates who meet the minimum qualifications, but has the authority to waive the interview of a candidate in an uncontested election.

Candidate nomination

- A. Following this verification and interview process, the Nominating Committee shall select and submit a slate of candidates to the Board of Directors at its next regularly scheduled meeting. This slate shall be comprised of those candidates who the Nominating Committee determines are the most qualified for the elective office sought, based upon the candidates’ application, interview, resume and any other information submitted by the applicant. The Committee may, in its discretion, nominate one or more candidate(s). In no event shall the Nominating Committee predetermine the number of candidates that will be nominated for a position prior to the interview process.
- B. When considering candidates for the position of District Vice President, the Committee, in addition to the candidate’s application, resume, interview, etc., shall also consider the candidate’s residence so as to achieve balanced geographic representation by the Vice Presidents within the District.

(Created: 1994; Revised: 1996, 1998, 1999, 2005, 2012, 2014, 2017)

OHIO REALTOR Policy #88 -- OHIO REALTOR ADVERTISING BY NON-AFFILIATES

The OHIO REALTOR does not allow non-National Association of REALTORS affiliated organizations to advertise their designation programs. While this policy allows those same organizations to continue to advertise their educational programs in the OHIO REALTOR, they will not be permitted to reference their designation programs.

(Created: 1988)

OHIO REALTOR Policy #90 -- OHIO REALTOR ADVERTISING PERCENTAGE LIMITATION

No OHIO REALTOR newspaper issue will exceed 47% advertising per issue regardless of the number of pages.

(Created: 1990; Revised: 1992)

OHIO REALTOR Policy #85 -- OHIO REALTOR ADVERTISING POLICY

In conformance with the established publications standard of the OHIO REALTOR newspaper, its editors reserve the right to reject any advertising not in keeping with the Association's business practices and policies. Advertisers and advertising agencies assume liability for all content (including text, representation and illustration) of advertisements printed, and also assume responsibility for any claims made against the publisher rising from those ads.

In addition, OHIO REALTOR editors reserve the right to reject advertising that is deemed inappropriate to the nature of the publication. Such advertising can include, but is not limited to, "personal" ads or ads promoting a non-business related product or service (for example, personal novelty), ads that portray REALTORS and/or the practice of real estate in an unfavorable light, and ads that are otherwise deemed distasteful in the sole discretion of the editors."

(Created: 1985; Revised: 1991, 2007)

OHIO REALTOR Policy #92A -- OHIO REALTOR COMPLEMENTARY ADVERTISING

No complementary (free) advertising space (including insertion of separate supplemental materials) will be given to vendors of OAR-sponsored products and services or in exchange for goods or services utilized for Association programs without the express written consent of the Chief Executive Officer of the Ohio Association of REALTORS.

Should such approval be given, specifics of the advertising must be agreed upon by the Chief Executive Officer, upon advice and counsel of the OHIO REALTOR staff, and a representative of the sponsoring company. The agreement should include start date, end date, size of ad/frequency of insertions and/or dollar value of advertising space to be given. (Dollar value of advertising will be figured at the 1X rate minus 15% if camera ready art is provided.)

OAR reserves the right to delay inserting a complementary ad if paid ads for a particular issue reach the maximum percentage level allowed by policy. OAR will then extend the ad run or enlarge the ad size to fulfill the complementary advertising agreement.

The advertising will not include OAR's advertising disclaimer.

(Created: 1992)

OHIO REALTOR Policy #92B -- OHIO REALTOR DELINQUENT ADVERTISING ACCOUNTS

OHIO REALTOR advertising invoices are payable within 30 days from date of invoice.

If an invoice is not paid within 45 days from its date, the advertiser may be assessed a 2% service charge.

Invoices not paid within 60 days from date of invoice will result in no further advertising from the advertiser being accepted by OAR for the OHIO REALTOR. Once the delinquent balance is paid in full, advertising can resume with the first ad accepted on a pre-pay basis only.

Any deviation from stated policy must have prior approval of Director of Publications and Media Relations (OHIO REALTOR Editor) and Chief Executive Officer.

(Created: 1992; Revised: 2011)

The Ohio Association of REALTORS® from time-to-time, may select products and/or services offered by outside companies or organizations and allow the outside company or organization to offer the products and/or services to Association membership or its member Boards/Associations. Such selections/offerings typically will be reviewed by OAR's Products and Services Committee for investigation and thence must be presented to the Executive Committee and approved by the Board of Directors. If a product or service is deemed to have merit by the committee, needs to be addressed in a timely manner and the Board of Directors is not meeting, the Executive Committee shall have the authority to approve the offering of the product or service to the membership without consent by the Director Body.

The following are criteria and procedures which should be used when considering any such product or service for approval:

1. Criteria to be used in selecting vendors/companies offering product or service programs in priority order are:
 - a. Quality and reliability of the product or service
 - b. Background soundness and reliability of company or organization offering the product or service
 - c. Availability of the product or service to the OAR membership or Member Associations across the state
 - d. Discount or special consideration arranged for members
 - e. Marketing methods used by the company offering the product or service
 - f. Royalty compensation to the Ohio Association of REALTORS®
2. No undisclosed compensation shall inure to any Committee member evaluating/approving such products or services. Any material relationship between a committee member and vendor/company must be disclosed to the Committee. A material relationship would include any personal, family or business relationship.

(Created: 1990; Revised 2003)

PURPOSE:

To honor and recognize those REALTORS® who have made a significant financial commitment to the REALTORS® Political Action Committee. Additionally, to attach to the event the proper prestige in order to enhance the desirability of contributing to RPAC at the Ohio or Diamond Club levels or at a NAR major donor level, thereby increasing member participation in the program.

STRUCTURE:

1. At all times the event will feature as a guest or speaker a prominent political figure.
2. The event may be a cocktail reception or a breakfast depending on the availability of the speaker.
3. The event will be an invitation only function, with OAR members who contribute at the Ohio or diamond club levels or are a NAR major donor as the invitees.
4. Photographs should be taken of REALTORS® with the speaker.
5. Appropriate promotion in advance of the event will be undertaken along with significant on-site promotion.

(Created: 1989; Revised 2011)

Strategic Planning Policy #82A -- **STRATEGIC PLANNING COMMITTEE APPROVAL OF PROGRAMS**

Any program proposed to be approved, whether an expansion of an existing program or a new program, must go through the following steps for approval:

1. The program must be fully described, in writing, with estimates made as to direct costs, staff costs and overhead costs involved the first year and the two years following.
2. The proposal must identify which general objective and which strategy it is attempting to fulfill.
3. A method of funding must be proposed. A program can be self-financed; an increase in dues can take place; or a proposal can be made to reduce funding in another specific area and reallocate it here.

The above is routed first to the Finance Committee, then to the Executive Committee and finally to the Directors. No program request will be acted on by the Directors unless all the requirements are fulfilled, and it has been presented to the Finance and Executive Committees.

(Created: 1982)

Strategic Planning Policy #91 -- **PROGRAM/SERVICE POLICY**

The Association should direct its programs and services primarily to the Local Board whenever practicable.

(Created: 1991)

Strategic Planning Policy #82B -- **STRATEGIC PLANNING COMMITTEE YEARLY STATUS REPORT**

To assure that the Strategic Plan is a living document, bearing a five-year projection, the following is the planning process of the Ohio Association of REALTORS®:

Each year, the Strategic Planning Committee shall meet at least once in the first half of the year, including the President, President-elect and Treasurer, to discuss the current status of achieving the objectives of the Strategic Plan.

Staff shall provide a report indicating the status of current programs and which parts of the plan they affect.

To assure that present and future leadership of the Association is involved in the Strategic Planning Process, an effort should be made to appoint members of the Executive Committee to the Strategic Planning Committee.

Based on current research, the committee reviews the General Objectives to assure they are still consistent with the current environment, modifying them only if some major event has occurred justifying a change.

A complete review and revision of the Strategic Plan will be conducted only every fifth or sixth year. Annually, the committee will review the strategies and the programming and resources addressing those strategies and recommend adjustments in these areas for the coming year.

Every other year an in-house survey of OAR involved members (i.e. committee members, Directors, Executive Officers, etc.) is to be conducted.

Every fifth or sixth year, in connection with and in preparation for a complete review of the entire Strategic Plan, a survey of the entire membership, on a random-sample basis, is to be accomplished using professional assistance.

New programs to be implemented must be presented to the Directors in accordance with Strategic Planning Policy #1-82, "Approval of Programs."

(Created: 1982; Revised: 1987, 1989, 1990)