POLICY MANUAL

revised: 8/23

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Board of Directors Policy #20-B CANCELLATION OF DIRECTORS MEETING/ AUTHORITY TO CONDUCT ELECTRONIC MEETING OR ELECTION

In the event of an act of God, emergency, government action or any other unforeseen event outside the control of Ohio REALTORS®, the Executive Committee shall have the authority to cancel or postpone a meeting of the Board of Directors. In that event, the Executive Committee may authorize that such Directors meeting, and/or any election scheduled to be conducted during that Directors meeting, be conducted through use of authorized communications equipment as defined in section 2.8 of the Code of Regulations.

Each director is responsible for his or her electronic connection. No action shall be invalidated on the grounds that the loss, or poor quality, of an attendee's individual connection prevented him or her from participating in the meeting.

To facilitate timely communications to the Directors that will be participating in an electronically held meeting or election, notice of the name and contact information of any alternate director shall be submitted in writing to the designated Ohio REALTORS® staff person no later than 24 hours prior to the initiation of the electronic meeting or election. Failure to do so within this time frame will result in that person's exclusion from the meeting or election.

Created: 2020

Board Of Directors Policy #20-C NOTICE OF ALTERNATE DIRECTORS

Except as provided in Board of Directors Policy #20b — Notice of the name of any alternate director who will be attending and voting at a meeting of the Board of Directors shall be communicated to the designated Ohio REALTORS® staff person(s) no later than 45 minutes prior to the scheduled start time of that meeting. Failure to do so within this time frame will result in that person's exclusion from participating in the meeting as a director.

Created: 2020

Committee Policy #94 COMMITTEE, BOARD, COUNCIL, GROUP, NETWORKS & FORUM APPOINTMENTS

The composition of the following committees, groups and boards shall include the chair and vice chair positions in total member counts:

- Convention Advisory Group
- Diversity, Equity & Inclusion Committee
- Forms Committee
- Global Business Alliances Committee
- Leadership Academy Advisory Board
- Legal Action Committee
- Legislative Steering Committee
- NAR Strategy Committee
- REALTOR® Party Committee (YPN & Broker Appointments Only for Appointment Committee Policy #94-R)
- RPAC Trustees Committee
- Scholarship Selection Group
- State Political Coordinators Advisory Group
- Strategic Planning Committee
- Sustainability Advisory Group

The current year's president-elect will make the member appointments to the committees, boards, and groups listed above to coincide with their year as Ohio REALTORS®' president as outlined within each individual policy.

The current year's president-elect will make the member appointments to the professional standards enforcement committee, grievance panelists, professional standards hearing panelists, ombudsman and mediators.

An Executive Committee liaison will be appointed for committees, boards, councils, groups, networks and forums, with the exception of the DSA committee. The Executive Committee liaison is not included in the member count for any committee and does not have the right to vote. Executive committee liaisons are assigned by staff with final approval by the president-elect to coincide with their year as president.

The appointment of the vice chair for all committees, boards, councils, groups, networks and forums will be made by the current year's treasurer to coincide with their year as Ohio REALTORS®' president-elect unless identified elsewhere in individual committee policies.

All vice chairs will automatically move up to the position of chair of their respective appointment, however, in the instance of a vacancy or resignation of a vice chair, the replacement will be made by the Ohio REALTORS®' officer who made the original appointment unless they are no longer an officer. In that instance, the replacement will be made by the current year's president.

Applications for appointments to committees/groups/boards shall be made available prior to the annual convention:

The application to serve in non-appointed roles will be made available electronically following the Ohio REALTORS®' annual convention. Applicants can request to serve as a member or they have the opportunity to serve as a corresponding committee member. Corresponding members will receive all materials committee members receive but are not required to attend meetings and do not have the right to vote.

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: 2021; revised 12/21, 2023)

Committee Policy #94-A OHIO REALTORS® COMMITTEE STRUCTURE

The OHIO REALTORS® committee structure is comprised of the following committees, forums, advisory groups, networks, Boards and selection groups:

- Association Executives Committee
- Building Advisory Group
- Candidate Credentialing Committee
- Commercial/Industrial Committee
- Communications Committee
- Convention Advisory Group
- DSA Selection Group
- Diversity, Equity & Inclusion Committee
- Enlarged Legislative Committee
- Forms Committee
- Global Business Alliances Committee
- Leadership Academy Advisory Board
- Legal Action Committee
- Legislative Steering Committee
- Local Government Forum
- MLS Forum
- NAR Strategy Committee
- Past Presidents Advisory Committee
- Professional Development Committee
- Professional Standards Enforcement Committee
- Property Management & Investment Forum
- Real Property Valuation Forum
- REALTOR® Party Committee
- RPAC Fundraising Forum
- RPAC Trustees Committee
- Scholarship Selection Group
- State Political Coordinators Advisory Group
- Strategic Planning Committee
- Sustainability Advisory Group
- Young Professionals Network

(Created: 2020; revised 12/2021, 2022, 2023)

Committee Policy #94-C COMMITTEE/FORUM/BOARD/GROUP/NETWORK REPORTING STRUCTURE, MINUTES/SYNOPSIS CONTENTS & DISTRIBUTION

Committee Minutes and Synopsis

During committee meetings of the Ohio REALTORS®, a staff person will be assigned to prepare a synopsis and minutes, to be approved by the Chairman and Staff Executive.

Minutes are designed to reveal final committee action, not discussion, and will be so written. Committee minutes shall not include the names of those who make motions or second such motions. 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 list those absent as well as those present.

DISTRIBUTION

Every committee member will be provided with 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 Ohio REALTORS®' 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 Ohio REALTORS®' Website prior to Winter Conference and Annual Convention.

(Created: 1979; Revised: 1989, 1994, 2005, 2017, 2020, 2021)

Committee Policy 94-D MANDATORY COMMITTEE ATTENDANCE

Appointed members of any committee, board, group or task force must attend at least 80 percent of scheduled meetings unless an excused absence is granted. If an appointee does not attend 80 percent of the scheduled meetings, they may be replaced at the discretion of the Ohio REALTORS®' president with input from the Chief Executive Officer and Chair.

(Created: 1987; Revised: 2005, 2018, 2021)

Committee Policy #94-E ASSOCIATION EXECUTIVES COMMITTEE

The committee is comprised of the following members:

- Local REALTOR® Association CEOS
- Local REALTOR® Association Executives

Committee Leadership Appointments

Typically during their meeting at the annual convention, the Association Executives Committee will select their nominee to be considered for appointment as Vice Chairman for the following year. Candidates for Vice Chairman must be nominated by a member of the Committee. The committee recommendation will be communicated to the incoming Ohio REALTORS® President.

A. Candidates for Vice Chairman must be a current REALTOR® Association Executive and have a minimum of two (2) years' experience as a REALTOR® Association Executive.
B. The Chair and Vice Chair shall not be from the same REALTOR® Association.
C. In the event a vacancy occurs in one or both Chair or Vice Chair positions, the AE Committee will conduct an election to fill the vacancy for the remainder of that term.

VOTING

Voting members of the committee will be the REALTOR® Association CEO or their designee of Ohio REALTOR® Associations, the committee chair and vice chair.

Ohio REALTORS® will be notified of an Association staff designee prior to any vote. The Association CEO or their designee must be present to vote.

ASSOCIATION EXECUTIVES SEMINAR

An Association Executives Seminar will be conducted annually. The date the program will be determined by the Association Executive Committee Chairman and Vice Chairman. The seminar location shall be determined by the Ohio REALTORS®' CEO in consultation with the AEC chair and vice chair.

ASSOCIATION EXECUTIVES COMMITTEE WORKSHOPS

The Association Executives Committee will conduct workshops at the Ohio REALTORS® Winter Conference and the Annual Ohio REALTORS® Convention. Program selection will be done by the Chairman and Vice chairman.

(Created: 1989; Revised: 1992, 1998, 2005, 2017, 2020, 2021, 2022, 2023)

Committee Policy #94-F BUILDING ADVISORY GROUP

Purpose annually assesses the overall condition and review maintenance records of the Ohio REALTORS®' headquarters building, located at 200 E. Town Street, Columbus, OH 43215. The advisory group shall make recommendations to the Finance Committee for expenditures from the building fund for any necessary renovations and/or repairs.

The advisory group is comprised of 5 members serving as outlined below:

- 4 members serving in staggered 4-year terms,
- The current year's treasurer as a 1-year appointment.

(Created: 2021)

Committee Policy #94-G CONVENTION ADVISORY GROUP

The purpose of the Convention Advisory Group is to assist staff with the planning and programming of the Ohio REALTORS® Annual Convention. All appointments made by the incoming President with the exception of the Vice Chair appointments which will be made by the President-elect.

The committee is comprised of 15 members serving 1-year terms as outlined below:

- Host city Local Board/Association President
- Host city or surrounding Local Board/Association Executive Officer
- Young Professionals Network Chairman
- 1 representative from the Ohio REALTORS® Finance Committee
- 1 representative from Ohio REALTOR® Party Committee
- 5 District Vice Presidents in the first year of their term
- 1 Small Board representative
- 1 Medium Board representative
- Immediate Past Convention Advisory Group Chair

Committee Leadership Appointments (included in the count of 15)

- Chair
- Vice Chair

(revised: 2021, 2022)

Committee Policy #94-H DISTINGUISHED SERVICE AWARD

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. This is a very prestigious award. Nominees should have qualifications equal to that of an Ohio REALTORS® 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.
2. The nominee must have attained the age of 60.
3. The nominee must have a minimum aggregate total of 25 years as a licensed Ohio real estate agent/broker.
4. 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
5. 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
6. The nominee has not served as an Ohio REALTORS® President and is not an EO or staff member of an Association.
7. In the event a DSA recipient is elected President of Ohio REALTORS®, that individual shall relinquish and return the DSA.
8. Nominations can be made by a Local Board or any active member of the Ohio REALTORS®. In no event may a person submit their own nomination. Also, Ohio REALTORS® chapters, societies, councils and sections may make recommendations. All nominations must be submitted on a form prepared by the Selection Committee.
9. The Committee shall be comprised of seven DSA award recipients serving staggered three-year terms including the chair and vice chair.
10. DSA recipients will receive their award at the Annual Convention. Incoming recipients will receive a complimentary ticket to the Inaugural Banquet at the Winter Conference as guests of the Association. They will be introduced along with other distinguished guests.
11. Each DSA recipient will receive a badge and other appropriate items. DSA's dues shall be waived and Ohio REALTORS® recommends that the Local Board also waive the dues. Ohio REALTORS® shall host an annual dinner at the State convention for the DSA's and their spouse or guest.
12. A DSA award may not be given posthumously.
13. The committee may select 0-1 candidates to receive the award each year.

(Created: 1993; Revised: 1995, 1996, 1997, 2005, 2015, 2017, 2021, 2022)

Committee Policy #94-I FORMS COMMITTEE

The purpose of the Forms Committee is to create and oversee an Ohio REALTORS® residential purchase contract and any necessary addenda. This committee is comprised of 10 members who shall each serve two-year staggered terms as outlined below:

- Two representatives from each of the Districts, one of whom shall be a REALTOR® member and the other shall be either a local Board AE, a large brokerage representative, or legal counsel from that district who either represents the local Board or brokerages on purchase contract issues. At least two of the committee members shall be attorneys.

Committee Leadership Appointments *(from among the 10 District Representatives)*

- 1 Chair
- 1 Vice Chair

To achieve staggered two-year terms, the initial term of one of the two district appointees shall be for 3 years. In addition, Ohio REALTORS®' legal staff shall also serve as committee liaison(s).

The Ohio REALTORS® residential purchase contract developed by the Forms Committee shall be approved by the Executive Committee, which shall have the sole and final authority to adopt the purchase contract. Prior to submitting the proposed contract to the Executive Committee for approval, the forms committee shall distribute the draft to the local Boards for input. Each Board shall determine its own process for providing feedback, but any response shall be submitted in one consolidated document from the local Board. The forms committee is not required to solicit local Board input on subsequent revisions to the Ohio REALTORS® purchase contract following its adoption but may do so in its discretion or upon the direction of the Executive Committee.

The Forms Committee shall review the Ohio REALTORS® purchase contract on at least an annual basis and make any revisions or create additional addenda and forms it deems necessary. Any revisions to the Ohio REALTORS® contract or addenda or the creation of new forms shall be approved by the Executive Committee.

(Revised: 2021)

Committee Policy #94-J GLOBAL ADVISORY COMMITTEE

The purpose of the Global Advisory Committee is to position Ohio REALTORS® as a leader in Ohio's global real estate marketplace and its members as expert facilitators in global economic development.

The Global Advisory Committee is comprised of 15 members as outlined below.

- 4 one-year at-large appointees
- 4 two-year appointees (two of which will serve a three-year appointment in the initial year to achieve staggered terms)
- 1 one-year YPN appointee
- 1 one-year AE appointee
- 1 one-year CI appointee
- 1 two-year CI appointee
- 1 two-year appointment for any foreign real estate entity or organization with which a Memorandum of Understanding has been entered into who has an Ohio REALTOR® member. The President at the time of the MOU's execution shall appoint that member.

COMMITTEE LEADERSHIP APPOINTMENTS

- 1 Chair
- 1 Vice Chair

(Revised: 2021)

Committee Policy #94-K LEADERSHIP ACADEMY COMMITTEE

The Leadership Academy Committee is comprised of 15 members as outlined below:

- 1 Government Affairs Director (1-year term)
- 1 Leadership Academy alumni from the preceding class elected by his/her class (1-year term)
- 1 Diversity, Equity & Inclusion Appointee (2-year term)
    - The DE&I appointee must have current or past experience as a member of the Ohio REALTORS® DE&I Committee within the last five years.
- 1 Immediate Past Chair of the ORLA Committee (1-year term)
- 1 Local Association Chief Executive Officer (2-year term)
- 1 member of the current Ohio REALTORS® Leadership Team (President, President-elect, or Treasurer), who shall also act as a liaison to the Executive Committee (1-year term)
- 7 At-large positions, with a minimum of three of these positions being ORLA Alumni. (3-year staggered terms)

COMMITTEE LEADERSHIP APPOINTMENTS

The Chair and Vice Chair, who shall have served on the Committee for at least one year prior to their appointment.

- 1 Chair (1-year term)
- 1 Vice Chair (1-year term)

The Committee shall provide recommendations for the position of Vice Chair to Leadership by July 15.

Committee members serving a three-year term may not be reappointed in the year immediately following their term.

Any committee member who serves on the committee less than 3 consecutive years, or is appointed to fill a committee vacancy, is eligible for reappointment.

All committee members, with the exception of the Committee Chair, Vice Chair, and the Ohio REALTORS® Officer shall be required to plan, implement, and attend at least one Leadership Academy Session. If any committee member does not fulfill their assigned duties, the Chair/Vice Chair shall notify the President of these issues. The President then may decide to take action which could result in the committee member being asked to resign.

(Revised: 2021, 2023)

Committee Policy #94-K-1 LEADERSHIP ACADEMY – AMANDA HITCHCOCK LEADER OF TOMORROW FUND

The Amanda Hitchcock Leader of Tomorrow Fund (the Fund) is hereby established. The Fund is established recognize one deserving graduate from the current Ohio REALTORS® Leadership Academy Class, with a donation in the amount of $500 being made in the graduate's name to their local Habitat for Humanity Chapter. If there is no local chapter, the donation will be sent to the state chapter. Candidates will be selected by the Ohio REALTORS® Leadership Academy (ORLA) Advisory Board. Once the recipient is selected, the contribution will be made directly from Ohio REALTORS® to their local Habitat for Humanity Chapter. If there is no local chapter, the contribution will be made to the state Habitat for Humanity Chapter.

Funding

In the initial five (5) years, starting in 2022, the Fund will be funded by Ohio REALTORS®. After this time, the Fund will be self-sustaining with the ORLA Board being charged with developing funding methods.

Selection Guidelines

- The candidate will exemplify what it means to be a leader in their local community outside of the real estate industry.
- The candidate will have shown exceptional community service and the willingness to go above and beyond.
- The award will be based on a candidate's history and commitment to leadership and commitment to their community
- The Ohio REALTORS® Leadership Academy Advisory Bboard may consider but are not limited to the following criteria in selecting a recipient.
    - Length of involvement in the community organization
    - Position(s) held within organization
    - Role in creation or sustaining organization's effort
    - Time and or resource committed

The winner will be announced at the ORLA Graduation ceremony.

(Created: 2022)

Committee Policy 94-L LEGAL ACTION COMMITTEE/FUND

The Legal Action Committee is charged with assisting staff in identifying topics and speakers for the Legal Issues Forum to be held at the biannual meetings.

Committee meetings are held in conjunction with the Association's bi-annual meetings and may also be called on to meet separately by the Chairman.

1. **Committee Structure**

   The Legal Action Committee is comprised of 10 members as outlined below:
   - Nine REALTORS® (including the chairman and vice chairman) serving staggered three-year terms
   - 1 local board chief executive officer serving a one-year term.

   When making appointments, consideration shall be given to appointing Ohio REALTOR® members who serves on the NAR Risk Reduction Committee and the NAR Legal Action Committee

2. **Legal Action Fund Administration**
   - A maximum balance of $100,000 shall be maintained in the Legal Action Fund by annually budgeting the amount necessary to achieve this balance, but not to exceed $25,000 per year.

3. **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 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 curia 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.
- Work done by legal counsel in connection with Legal Action Committee awards shall be overseen by the Vice President of Legal Services for the Association to ensure financial control.
- The Committee has the authority to award up to $10,000 per case without Executive Committee approval. The Committee's determination will be reported by the Legal Action Chairman to the Executive Committee only. Approval must be obtained by the Ohio REALTORS® Executive Committee for any case in which more than $10,000 is awarded from the Legal Action Fund. The Executive Committee action on such awards shall not be reported to the Board of Directors.
- 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 of the Association's Bi-Annual Meetings and as developments in the case necessitates.

(Created: 1979; Revised: 1986, 1992, 1993, 1994, 1995, 2002, 2005, 2018, 2020, 2021)

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

The committee shall be composed of 24 members as outlined below:

Three Year Staggered Terms

- 15 members

Committee Leadership Appointments

- Chair
- Vice Chair

One Year Terms -- 7 members

- Chairman of RPAC Trustees Committee
- Chairman of the Legal Action Committee
- Immediate Past Chairman of the Legislative Steering Committee
- 1 member specializing in C/I activities
- 1 appraiser
- 1 auctioneer
- 1 Local Board Chief Executive Officer

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 Ohio REALTORS® 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. Recommended positions shall be referred to the Executive Committee for concurrence.

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 **f**or 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, 2021)

Committee Policy #94 M-1 ISSUES MOBILIZATION COMMITTEE/FUND

The Association shall maintain an Issues Mobilization Fund. Funding for the Issues Mobilization Fund is derived from a dedicated assessment paid annually by membership.

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 Ohio REALTORS® to the Vice President of External Affairs, Director of Local Government Affairs and the Director of Government Affairs. Such requests will be considered by a subcommittee.

The subcommittee is comprised of the 15 at-large appointees to the Legislative Steering Committee.

The chair and vice chair of this subcommittee shall be the chair of the Local Government Forum and the EO appointee to the Legislative Steering Committee.

Any award authorized by the subcommittee shall be reported to the Legislative Steering Committee 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 subcommittee receives and reviews additional information.

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

A. **Procedures for Applications for Ballot Issues not Exceeding $1,500 - 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 Ohio REALTORS® public policy staff.

B. **Applications for Funding Requests Between $1,500-$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 Subcommittee 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 Subcommittee.

D. **Applications for Funding Requests of $5,000 or Greater**
The application will be reviewed by the full Issues Mobilization Subcommittee.

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

Local Board Community Outreach Program
The Ohio REALTORS® Local Community Outreach Grant is to position local associations/boards to become leaders and collaborators, partnering with a housing nonprofit, government agency, local employer, etc. to focus on updating zoning policies, comprehensive plans, and general planning for the local communities that they serve.

Local Associations must be awarded an NAR grant that is focused on the following activities, community planning and input sessions, development of comprehensive plans and zoning policies,

Local Associations may apply once per calendar year.

$15,000 from the Issues Mobilization Fund will be budgeted annually for grant awards. Requests will be reviewed by the Director of Local Government Affairs and CEO and will be issued on a first-come first-serve basis.

Funding Amounts:

NAR Grant Amount Awarded:	OR Eligibility Amount:
Up to $3,000	Up to $1,500
Up to $7,500	Up to $3,750
Up to $15,000	Up to $7,500

(Created: 1994; Revised: 1994; 2012, 2016, 2017, 2018, 2021, 2023)

Committee Policy 94-M-2 LOCAL GOVERNMENT FORUM

The appointment of the Local Government Forum vice chair will be made by the incoming treasurer to coincide with their year as Ohio REALTORS®' treasurer. The chair of the local government forum will serve as vice chair of the Legislative Steering and Enlarged Legislative Committees and move up to chair.

(created: 2021)

Committee Policy #94-N NAR STRATEGY COMMITTEE

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The NAR Strategy Committee is comprised of the following members:

- Seven (7) at-large members serving two-year terms
- Current and past NAR elected officers with voting rights (Treasurer, First Vice President, President-elect, President)
- The NAR Region #6 Vice President when from Ohio is automatically a voting member of the NAR Strategy Committee with voting rights for a 1-year term

Committee Leadership Appointments

- Chair
- Vice chair

(Revised: 2021)

Committee Policy #94-O OHIO POLITICAL ADVOCACY COMMITTEE

The Political Advocacy Committee which is charged with overseeing the Association's Political Advocacy Fund and making all campaign engagement decisions. 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.

The committee is comprised of 5 members representing each of the association's districts with each member serving staggered 4-year terms.

The Ohio political advocacy committee appointments are made by the current year's treasurer. Appointees shall not be members of the RPAC Trustees or Ohio REALTOR® Party Committees.

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: 1994; Revised: 1994; 2012, 2016, 2017, 2018, 2021)

Committee Policy #94-P PAST PRESIDENTS ADVISORY COMMITTEE

The Past Presidents Advisory Committee consists of all Ohio REALTORS®' past presidents. The purpose of the committee is to assist the current Ohio REALTORS®' officers when requested.

The chair and vice chair of the p Past Presidents Advisory Committee are selected by the past presidents.

Registration and function fees for past presidents who attend Ohio REALTORS® business meetings shall be waived. A business meeting is defined as those association meetings during which the Board of Directors is convened.

(Created: 2019; Revised 2021)

Committee Policy #94-Q - REALTOR® PARTY COMMITTEE

The committee's purpose is to provide an opportunity for appointees to discuss the goals of their appointments, strategize about how to achieve them and to share best practices. The committee is also responsible for establishing

annual programmatic goals for the Ohio REALTOR® Party. In general, these goals should align with those of NAR. Ultimately, committee members work together to accomplish both the goals of their NAR appointment and those programmatic goals set forth by the committee for the Ohio REALTOR® Party.

The Ohio REALTOR® Party Committee is comprised of:

- Ohio REALTORS® who are appointed to NAR REALTOR® Party Committees,
- The NAR Region #6 Vice President when from Ohio,
- 1 YPN Representative (serving a one-year term),
- 1 Broker Representative (serving a one-year term);
- Chair of the RPAC Trustees Committee
- Vice Chair of the RPAC Trustees Committee
- Chair of the RPAC Fundraising Forum -- The Chair of the RPAC Fundraising Forum will move up to Ohio REALTOR® party Vice Chair the year after they have completed their chairmanship of the RPAC Fundraising Forum.

(Revised: 2021)

Committee Policy #94 Q-1 RPAC FUNDRAISING FORUM

The purpose of the RPAC fundraising forum is to allow members to share new ideas to assist them in planning their local RPAC fundraising events.

Additionally, the forum creates the opportunity for local boards and RPAC committees to network with surrounding boards and committees, learn from one another, focus on RPAC education, and grow grassroots engagement. It encourages active participation in board RPAC campaigns and allows Ohio REALTOR® party leadership the chance to give guidance and assistance.

The RPAC fundraising forum will meet at the Ohio REALTORS® Winter Conference, Annual Convention and Expo and in April and July.

The following members are automatically members of the forum:

- Ohio REALTOR® Party Committee Chair
- Ohio REALTOR® Party Committee Vice Chair
- Ohio REALTOR® RPAC Fundraising Forum Chair
- Local Board Executive Officers
- Local Board Government Affairs Directors (GADS)
- District Vice Presidents (DVPs)
- Local Board RPAC Chairs & Vice Chairs

In addition to the automatic members listed above, the forum is open for all REALTOR® members who wish to attend and participate.

(Created: 2021)

Committee Policy #94-R RPAC TRUSTEES COMMITTEE

The 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 Ohio REALTORS®.

The committee is comprised of 17 members as outlined below:

Three-year staggered terms

- 10 district representatives
- 1 representative from Columbus
- 1 representative from Cincinnati
- 1 representative from Cleveland

Committee leadership appointments

- Chair
- Vice chair

One-year terms

- 1 local board chief executive officer
- The immediate past chairman of the committee

In addition, Ohio members serving on the NAR RPAC Trustees Federal Disbursement Committee are automatically ex-officio, non-voting members of the Ohio RPAC Trustees Committee for the length of their term on the NAR committee.

(Revised: 2021

Committee Policy #94-S SCHOLARSHIP SELECTION GROUP

Pursuant to Article IV, Section 4.3 of the Ohio REALTORS® Code of Regulations, there shall be a Scholarship Selection Group whose members shall be appointed by the president.

The group is comprised of 12 members~~:~~ serving 3-year terms. The chairman and vice chairman shall be appointed from the current members of the committee.

(Revised: 2021)

Committee Policy #94-T STATE POLITICAL COORDINATORS ADVISORY GROUP

The purpose of the State Political Coordinator Advisory Group is to advise and steer the Political Coordinator program in an effective, member-focused direction.

The committee is comprised of 8 members:

- 6 State Political Coordinators
- 1 Federal Political Coordinator and
- 1 Chair to be chosen from all State Political Coordinators

The responsibilities of the Chair shall be:

- Strategic vision of the SPC program
- Assisting with Programming during Political Coordinator (PC) Training
- Assisting with State Legislative Visits
- Making sure members continue to fill out Field Reports post meetings
- Communicating importance of RPAC to PCs
- Ensure SPC participation on Calls-for-Actions (CFAs)

Terms

- State Political Coordinators will serve two-year terms
- THE Federal Political Coordinator Appointee will serve a one-year term.

(Revised: 2021)

Committee Policy #94-U YOUNG PROFESSIONALS COUNCIL & NETWORK

The purpose of the Young Professionals Council is to create programming geared towards young professionals to be offered through the Young Professionals Network.

The council is comprised of all local board YPN chairs. The chair and vice chair of the council are the same as the chair and vice chair of the Young Professionals Network.

(Created: 2021)

Committee Policy #94-V STRATEGIC PLANNING COMMITTEE

The purpose of the Strategic Planning Committee is to review the Association's Strategic Plan, and to recommend changes and procedures for implementing the plan to the Executive Committee. The committee shall also strive to identify emerging issues and challenges affecting the real estate industry and propose appropriate amendments to the Strategic Plan in response to such issues and challenges. Any amendments to the plan must be approved by the Board of Directors.

The Strategic Planning Committee is comprised of the 19 members as outlined below:
- 12 at-large appointees serving 3-year terms
- 2 CI Practitioners serving one-year terms
- Ohio REALTORS® President
- Ohio REALTORS® President-elect
- Ohio REALTORS® Treasurer

COMMITTEE LEADERSHIP APPOINTMENTS (appointed from the 12 at-large appointees)
- 1 Chair
- 1 Vice Chair

When making appointments consideration should be given to appointing members of the Association's Executive Committee.

(Created: 2021)

Committee Policy #94-V-1 STRATEGIC PLAN REVIEW PROCESS

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

A. The Strategic Planning Committee shall meet prior to the annual convention. At this meeting, staff shall provide a report on the status of current and planned programming and services designed to achieve the objectives of the Strategic Plan. Based on this report, the committee may recommend adjustments in these areas for the coming year.

B. A complete review and revision of the Strategic Plan shall be conducted only every fifth.

C. With input from the Committee a survey of the entire membership shall be conducted every two years. The survey's methodology shall allow the ability to extricate data for involved members (i.e., committee members, directors and executive officers). This survey shall be conducted in a timely fashion in advance of a complete review of the entire strategic plan. The survey results shall be used by the committee in its review of 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.

(Created: 1982; Revised: 1987, 1989, 1990, 2018, 2021)

Committee Policy #94-W OHIO REALTORS® DIVERSITY, EQUITY & INCLUSION COMMITTEE

The purpose of the Diversity, Equity & Inclusion Committee is to consider ways to better our diversity and inclusion opportunities throughout our organization and provide findings, guidance and assistance to Local Associations and collaborative partners to achieve a greater statewide impact.

The Committee will develop educational opportunities for members at Ohio REALTORS® annual meetings regarding fair housing and diversity.

The Committee will recommend policies that will continue to develop relationships with other real estate diversity related organizations.

The Committee is comprised of 15 members serving 1-year terms as outlined below:

- 5 District representatives (one from each district)
- 8 At-large members which must provide representation from all five districts

COMMITTEE LEADERSHIP APPOINTMENTS (included in count of 15)

- Chair
- Vice Chair

In the selection of committee members, members who serve on their Local Board Diversity Committees should be considered.

(Created: 2021, 2023)

Committee Policy #94-X SUSTAINABILITY ADVISORY GROUP

The purpose of the Sustainability Advisory Group is to advise staff on additional sustainability practices and policies to be implemented by the Association.

This shall include but not be limited to the following:

- Development of professional development opportunities and resources to educate REALTORS® on the value of energy efficient practices and programs, from both an environmental and cost savings perspective.
- Collaboration with state and local government agencies to promote existing energy efficient programs available to the public and to explore new opportunities in this area.
- Identifying industry partners with whom Ohio REALTORS® can build relationships and collaborate to encourage and promote energy efficient practices and opportunities, including builders, lenders, and energy providers.
- Identify strategies for Ohio REALTORS® to become a resource for consumers on sustainability as it applies to real estate, with the goal of increasing public awareness and education on sustainability issues, energy efficiency, the financial benefits of such practices, as well as available programs, resources and tools.
- Identify ways Ohio REALTORS® can implement energy efficient practices, thereby serving as a model for both its members and Local associations.

The Advisory Group is comprised of the following two-year appointments (with terms of one or two years initially to achieve staggered terms):

8 members with experience and/or education involving sustainability

COMMITTEE LEADERSHIP APPOINTMENTS
1 Chair
1 Vice Chair

(Created 2022; revised 8/2022)

Committee Policy #94Y CANDIDATE CREDENTIALING COMMITTEE

The purpose of the Candidate Credentialing Committee is to review and verify the credentials and qualifications of candidates for Ohio REALTORS® Treasurer, Ohio REALTORS® District Vice Presidents and Ohio NAR Directors At-Large Appointments.

The Committee is comprised of 7 members as outlined below:

- 5 District Vice Presidents serving the second year of their two-year term

COMMITTEE LEADERSHIP APPOINTMENTS (included in the count of 7)*

- Chair (Ohio REALTORS® Past President two years removed from the office of President)
- Vice Chair (Ohio REALTORS® Immediate Past President)

*NOTE: In order to fulfill the positions of chair or vice chair the Ohio REALTORS® Past President must have fully completed their year as President of Ohio REALTORS®. If a member does not fulfill a full term as President, the current President shall appoint a Past President to fill that position until such a time that the position can be filled as outlined by policy.

Procedures. Should any member of the Candidate Credentialing Committee become a candidate for any position for which the Candidate Credentialing Committee is charged with reviewing and verifying the credentials and qualifications, said member shall immediately recuse himself from participation on the committee with respect to such position**,** resign from the Candidate Credentialing Committee or shall withdraw his/her name from consideration for the elected position.

(created: 2022)

Committee Policy #94-Z PROFESSIONAL STANDARDS ENFORCEMENT COMMITTEE

The purpose of the Professional Standards Enforcement Committee is outlined in Article 4, Section 4.4 of the Ohio REALTORS® Code of Regulations. Their responsibilities include the oversight of the Ohio REALTORS® Professional Standards Administration Program. They are also charged with providing a Professional Standards Education program in relation to the Code of Ethics enforcement at the Ohio REALTORS® Winter Conference and Annual Convention as determined by the Committee Chair and Vice Chair. The Committee will annually review the changes made by the National Association of REALTORS® in the Code of Ethics & Arbitration Manual and make the appropriate recommendations, where needed in Appendix A, to the Executive Committee.

The committee is comprised of 13 members serving staggered 3-year terms in addition to the chair and vice chair as outlined below which brings the total number on the committee to 15.

- 2 Mediators
- 2 Ombudsman
- 2 Ohio REALTORS® Grievance Panelists
- 2 Ohio REALTORS® Professional Standards Hearing Panelists
- 5 Local Association Chief Executive Officers (from Associations who have fully opted into the Ohio REALTORS® Professional Standards Administration Program)

COMMITTEE LEADERSHIP APPOINTMENTS

- Chair
- Vice Chair

All members of the committee including the chair and vice chair must have participated in the Ohio REALTORS® Professional Standards Education Program.

To achieve staggered three-year terms, the initial terms of the committee members will be either two or three years as determined by staff.

Professional Standards Administrator Certification

Per NAR policy, Ohio REALTORS® professional standards administrators will be certified every four years and Ohio REALTORS® encourages Local Association Executives to also maintain or obtain the NAR Professional Standards Administrator Certification.

Professional Standards Hearing and Grievance Panelists

A pool of professional standards hearing panelists and grievance panelists will be comprised of members from each membership district as set forth by Ohio REALTORS® for enforcement of the Code of Ethics, including the ombudsman service and mediation of disputes and the conduct of ethics and arbitration hearings, involving members of the local signatory Associations to ensure impartial and unbiased hearing panels for such hearings.

Hearing and Grievance Panels

Hearing and Grievance Panels shall be appointed from the Ohio REALTORS® Professional Standards and Grievance Hearing Panelist Pools. Hearing Panels shall be appointed from members of the pool within the hearing parties' respective districts, when possible, following the process identified within the NAR Code of Ethics and Arbitration Manual.

(Created: 2023)

Committee Policy #94-Z1 OMBUDSMAN GUIDELINES

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

Members from Local Associations that have fully opted into the Ohio REALTORS® Statewide Professional Standards Administration Program to serve as the ombudsman for Ohio REALTORS® will be appointed per Policy #94.

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.

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 if the issue cannot be resolved through the ombudsman, the party will be referred to the Ohio REALTORS® website to file a formal ethics complaint or arbitration request or they can be referred to the Ohio REALTORS® professional standards administrator for assistance.

(Created: 2017, 2021, 2023)

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 #92-A CONVENTION CANCELLATION FEE

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

(Created: 1992, 2018)

Convention Policy #84 ASSOCIATION MEETINGS

The Association shall conduct two annual business meetings: the Winter Conference and the Annual Convention. In addition, the Association shall conduct an annual REALTORS® at the Rotunda. Unless approved by the Chief Executive Officer and the President, the Board of Directors shall not meet during the REALTORS® at the Rotunda.

The Director of Meetings & Member Experience shall evaluate the feasibility of sites and dates for these meetings and submit a recommendation to the CEO. Such evaluation should address hotel room availability, quality and rates, convention center facilities and other meeting space, 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 sites for these meetings.

Reasonable efforts shall be made to avoid scheduling association meetings on recognized federal holidays and religious holidays.

(Created: 1984, Revised: 2011, 2020)

Education Policy #91-A CANCELLATION POLICY

Ohio REALTORS® reserves the right to cancel any class. In the event of a class cancellation, a full refund will be provided for all paid registrations.

Attendees may cancel any class registration provided Ohio REALTORS® receives written notice of such cancellation by close of business, one (1) business day prior to the start of the class. A 20% cancellation fee will be deducted for cancelled registrations submitted prior to the one (1) business day deadline.

Registration fees will be forfeited if written cancellation is not received at least one (1) business day prior to the class date.

Transfer of a registration to another available and comparable Ohio REALTORS®' class is permitted.

(Created: 1991, 2018)

Education Policy #91-B EDUCATION PROGRAMMING & COSTS

Continuing education programs may be provided at the Ohio REALTORS® Winter Conference, annual convention and at workshops, webinars, and other formats as accepted by the Ohio Division of Real Estate and Professional Licensing. Such programs must be coordinated through the Ohio REALTORS® Professional Development Division staff and Committee.

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. Registration fees will be set by professional development staff in accordance with this policy, as approved by the Ohio REALTORS® Chief Executive Officer.

(Created: 1991; Revised: 2011, 2014, 2018, 2020)

Education Policy #71 GRI PROGRAM GENERAL REQUIREMENTS

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

(Created: 1971; Revised: 1977, 1978, 1988, 2018)

Education Policy #79 LEGAL, LEGISLATIVE AND INDUSTRY UPDATE SEMINARS

Legal, Legislative and 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, 2020)

Financial Policy #97-A BUILDING REMODELING RESERVE FUND

The Association shall maintain a reserve fund known as the Building Remodeling/Improvement Fund to provide for specific remodeling and maintenance of the Association's headquarters. Funding has been provided via an annual transfer in an amount up to $200,000 Beginning January 1, 2020 the cap will be removed, and funding shall be provided by a monthly transfer of $3.00 per membership dues payment and an annual transfer of $250,000 from the Association's Operating Funds. The fund shall be invested in accordance with Association policies.

(Created: 1996/1997; Revised 1999, 2011, 2019, 2021)

Financial Policy #99-B 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)

Financial Policy #79-A INVESTMENT POLICY

With the reserves of the Ohio REALTORS® 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 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. Minimum Exposure
If price change causes Equity exposure to fall below 25% of the overall investment portfolio, the portfolio should be rebalanced to the target of 30% of the Associations' Operating Reserves.

c. 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.

d. Prohibited Investments
The following investments shall be prohibited:
-Futures contracts
-Private placements
-Options

e. Prohibited Transactions
The following transactions shall be prohibited:
-Direct short sales in any individual equity, exchange traded fund or fixed income security
-Margin transactions

f. 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.

g. 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, 2020)

Financial Policy #99-A IRS 990 REVIEW POLICY

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

(Created: 2011)

Financial Policy #78-A OPERATING RESERVES POLICY

Ohio REALTORS® will have a goal of maintaining a permanent cash operating reserve in an amount no less than 50% of annual budgeted expenses for that year. The Operating Reserve Fund will have priority funding from year end surplus funds.

If operating reserves fall to a level less than 50% of the annual operating expenses, the Finance Committee will convene to recommend necessary and sufficient corrective actions to pursue a recovery plan to rebuild the reserves' floor to a minimum of 50% of annually budgeted expenses within a two-year budget cycle.

Operating reserves will be used in emergency situations to fund operations until the budget can be brought into balance or for any approved, unbudgeted program or expense, or for paying on debt balances related to Ohio REALTORS'® owned real estate or property. An emergency is any time when normal, budgeted operations are not funded by budgeted revenue. Access to these funds shall be subject to approval of the executive committee. The nature of these funds is such that they should be available at short notice if needed.

(Created: 1978; Revised: 1981, 1984, 1985, 1988, 1989, 1990, 1991, 2000, 2002, 2010, 2011, 2018, 2023)

1. **Annual Performance Evaluation.** The CEO's performance evaluation shall be conducted annually no later than November 30 by the President and President-elect, with input from the Treasurer, two members of the Executive Committee chosen by the President, Ohio REALTORS® Human Resource Personnel, and one additional Executive Level staff person chosen by the President. The signed evaluation form will be presented as information only and any bonus recommendation exceeding the authority of the President will be presented to the Executive Committee during executive session during or immediately following their last meeting typically held in December. The procedures shall include the following:
   a. The formal evaluation will be conducted no later than November 30 annually.
   b. The evaluation will be presented to the CEO by the President and President-elect and input and feedback will be provided by the President, President-elect, Treasurer, Ohio REALTORS® Human Resource personnel, two Executive Committee members chosen by the President, and one additional executive level staff person chosen by the President.
   c. The evaluation will provide a five-point rating scale and each rating will have a percentage point system that will be tied into the determination of the amount, if any, of an annual bonus.
   d. There will be six key accountability areas evaluated each year: leadership and vision, financial management, member and local Board services, advocacy, staff development, and specific professional/personal development goals. Each of those areas will be assigned a percentage point from 10 to 18%, totaling 100% of any bonus awarded to the CEO. At the President's sole discretion, the President may adjust the assigned percentage points, provided however that no category shall receive fewer than 10%, and shall not exceed 18% per category. Any adjustments to the percentages must be made in writing prior to the CEO completing their self-evaluation.
   e. The evaluation process will begin after the annual convention, with the CEO preparing a self-evaluation report covering each of the six key accountability factors. The self-evaluation report will be turned into the President and President-elect no later than October 15th. While the self-evaluation report will be used to determine a baseline and provide additional clarity in the overall process, it will not be used to determine final numeric scoring.
   f. The Treasurer, HR personnel, two members of the Executive Committee chosen by the president, and one other President-appointed, executive-level staff person will provide feedback to the President by October 31 by completing an evaluation form on the CEO.
   g. The President, President-elect, Treasurer, and two members of the Executive Committee chosen by the President will then review the information and determine final scoring.
   h. The formal evaluation of the CEO will be conducted by the President and President-elect during an in-person review with the CEO no later than November 3o. A virtual review, while not ideal will be permitted if deemed necessary by the President.
   i. Based on the evaluation results and the CEO's contract, the Ohio REALTORS® Leadership Team (President, President-elect and Treasurer), and two members of the Executive Committee chosen by the President will determine the annual bonus amount to be provided to the CEO.
   j. A copy of the signed evaluation form will be provided for information only to the Executive Committee in executive session during their final meeting of the year in December.
   k. The original, signed evaluation form will 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 OHIO REALTORS® Leadership Team (President, President-elect and Treasurer) 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 Ohio REALTORS® Leadership Team (President, President-elect and Treasurer) 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 Ohio REALTORS® Leadership Team (President, President-elect and Treasurer) as a group
   d. The CEO's job description should be reviewed from time to time by the Ohio REALTORS® Leadership Team (President, President-elect and Treasurer) 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.

(Created: 2005, 2023)

Financial Policy #97-C 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 #79-B 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)

Financial Policy #78-B ELECTED OFFICER EXPENSE REIMBURSEMENT POLICIES

President

1. Travel-Inside Ohio
   All expenses including meals, hotels, mileage, etc., are paid for the President and spouse/guest in attending to Ohio REALTORS® 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 Ohio REALTORS®.
2. Travel-Outside Ohio
   Travel, food and hotel bills (deluxe double) are paid by Ohio REALTORS® 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 Ohio REALTORS® 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 Ohio REALTORS® 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 Ohio REALTORS® and in attending Ohio REALTORS® Finance and Executive Committee meetings.
2. Travel-Outside Ohio
   Travel, food and hotel bills (deluxe double) are paid by Ohio REALTORS® 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 Ohio REALTORS® 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 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, 1985, 1991, 1992, 1995, 1996, 1998, 2005, 2008, 2011)

Financial Policy #06 Ohio REALTORS® TREASURER-ELECT NAR CONVENTION REIMBURSEMENT

That when an Ohio REALTORS® 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 #98-A 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 #98-B 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 Ohio REALTORS® 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)

Financial Policy #19-A WE STAND INITIATIVE RESERVE FUND

The Association shall maintain a reserve fund known as the We Stand Initiative Fund to provide funding for NAR level candidacy. Funding shall be provided by a monthly transfer of $5 per membership dues payment. The Fund shall be invested in accordance with Association policies.

(Created: 2019)

Financial Policy #20-F WE STAND INITIATIVE RESERVE FUND FINANCIAL SUPPORT GUIDELINES

Specifically, the We Stand Initiative funding is intended to provide support for potential future candidates' campaigns for NAR office.

Financial support will be provided in two arenas. NAR meeting attendance and other State and Regional meetings and necessary campaign expenses to build awareness of support for the candidate. Funds allocated each year for this purpose will be recommended by the NAR Strategy Committee for the approval of the Finance Committee. Upon approval of the budget, individual expenses applied to the initiative will be at the discretion of the NAR Strategy Committee in accordance with the following parameters.

NAR Meetings

Travel expenses will be provided for (endorsed) future candidate and their spouse or partner for two key NAR business meetings per year, including the Midyear Meetings in May in Washington DC, and the Annual NAR Conference in November. In addition, financial support would also be extended to the Broker Summit.

State and Regional Meetings

Travel expenses for the potential candidate (endorsed) and their spouse or partner to participate in meetings in other states or regions. However, such participation will only be financially supported when the (endorsed) candidate has been invited by the Leadership of that State or Region to attend and has a speaking role during the event.

Ohio REALTORS® or Ohio Local Board Meetings and Events
The We Stand initiative is meant to support an Ambassador role outside the state of Ohio, the resources of the We Stand initiative will not be allocated or expended to attend Ohio REALTORS® or Local Ohio Association meetings. This is not to be considered discouragement of attending those important events, but rather in recognition of the purpose of this initiative, which is not best served by attending events within the state.

In all cases where the Ohio REALTORS® is financially supporting meeting participation, the potential future candidate (endorsed) is expected to communicate with the NAR Strategy Committee in advance of the event regarding plans for making the best use of the experience. At the conclusion of the event a written summary of the event, relevant agendas and description of the activities the candidate engaged in should be provided back to the members of the Strategy Committee and the CEO. The report should include a description of the outcomes as a result of their attendance, relationships cultivated and any potential need for follow up communications to the event host.

Campaign Activities
Campaign activities include activities such as expanded campaign opportunities held in conjunction with NAR Meetings. Production and distribution of campaign materials i.e., letters, videos, etc., services of outside vendors for professional services, speaking, technology training are also permitted expenses
(Created: 2020)

Legal & Administrative Policy #93-A 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 emailed, postmarked or hand-delivered to the Ohio REALTORS® office no later than the date of the deadline.

(Created: 1993, 2018)

Legal & Administrative Policy #05-A 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 the AE Scholarship Subcommittee composed of the current AE Committee Chairman, Vice Chairman, the Executive Committee Liaison and the immediate past AE Committee Chair. The scholarship will be awarded on the basis of professional development, leadership and financial need. The scholarship will be awarded at the Annual Convention. Funding for the scholarship will be provided via an auction at the annual Ohio AE Seminar.

(Created: 2005, 2018, 2022)

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 the Chief Executive Officer.

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, 2020)

Legal & Administrative Policy #04 CONCEALED WEAPONS PROHIBITED AT Ohio REALTORS® MEETINGS

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

(Created: 2004, 2020)

Legal & Administrative Policy #02 CONFIDENTIALITY & CONFLICT OF INTEREST POLICY

CONFIDENTIALITY

Members of Ohio REALTORS®' decision-making bodies may be given or have access to certain confidential information of Ohio REALTORS® or third parties. Confidential information is all information that Ohio REALTORS® considers confidential or proprietary information from Ohio REALTORS® sources, regardless of whether such information is marked as such by Ohio REALTORS®. 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 Ohio REALTORS®, 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 Ohio REALTORS® CEO.

CONFLICT OF INTEREST

A member of any of Ohio REALTORS®' 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 Ohio REALTORS® 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 Ohio REALTORS®' 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, NAR Strategy Committee, Finance Committee, Candidate Credentialing Committees, Ohio REALTORS® Leadership Academy Advisory Board, Professional Standards Enforcement Committee, Professional Standards and Grievance Hearing Panelists, Mediators, Ombudsman and other groups, committees, task forces, working groups and presidential advisory groups as identified by the CEO 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, 2020, 2023)

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)

Legal & Administrative Policy #05-B CEO SUCCESSION PLAN

Ohio REALTORS® Succession Plan Policy -- This policy is to establish a succession should the Chief Executive Officer (CEO) position of the Ohio REALTORS® become vacant or the Executive Committee has been notified of a pending vacancy in the position. There are three scenarios covered under this policy:

- Temporary Absence
- Unplanned Departure
- Planned Departure

In addition, it provides the details and execution of a CEO Search Committee to fill a vacancy.

This succession plan will guide the organization through the transition and gives the proper authority to the individuals mentioned here within to carry out this policy.

This plan should be presented annually as part of the CEO review process. At any time prior to that should a change in employment of any person deemed in the line of succession occur, the CEO shall immediately amend this document and present it to the Executive Committee at their next scheduled meeting.

Temporary Absence: Temporary CEO Succession Plan *(see Appendix I & Appendix II)*
In the event of a temporary CEO absence either through temporary incapacitation or a leave of absence that is long enough that the Executive Committee deems the need to enact the Temporary CEO Succession Plan.

The current CEO will identify by name, not title, the #1 and #2 staff members in the succession plan as stated in Appendix II. If the departure of either of those staff members occurs prior to the departure of the CEO, the CEO shall immediately update the document with an alternate successor. Appendix II shall be reviewed and updated, if necessary, annually.

The current CEO Employment Contract will dictate the length of time that is considered "temporary" along with salary, benefits, etc. during this period.

Neither the Executive Committee nor any officer or director is eligible to fill the role as Interim CEO.

Upon any action of the Executive Committee, the entire Board of Directors shall be immediately notified.
The Interim CEO shall ensure that the Association continues to operate with minimal disruption and that all organizational commitments previously made are adequately executed. The Interim CEO shall have the full power of the bylaws and policies of the Ohio REALTORS® and its subsidiaries provide.

APPENDIX I: Temporary CEO Absence Succession Guidance
In addition to executing the Temporary Absence CEO Succession Plan, the following guidance is provided to give the Executive Committee a path to follow to ensure all steps are met.

To do immediately (within 24 hours):
- Immediately, the President shall announce who is the Interim CEO according to the policy and meet with the identified person and go over this guidance with them;
- The President should consult with Human Resources or outside counsel to advise on personnel issues regarding disability insurance, etc.;
- A written memo to the staff from the President explaining events and anticipated actions. The memo should include:

Announcement of Temporary Absence
1) Circumstances of departure, if appropriate to share
2) Appointment of Interim CEO or person temporarily responsible until CEO has returned
3) President in concert with the interim CEO shall provide information to members, media, or other stakeholders on the topic;
4) Process for hiring new CEO;
5) When and how additional information will be provided;
6) Availability of counseling or support services, if necessary.

To do within the first 2 weeks:
- The President should convene a meeting of the Executive Committee to make any recommendations for temporary or bonus pay for the Interim CEO.

APPENDIX II – Interim CEO Designee
The current CEO of Ohio REALTORS® has named the following staff members to assume the role of Interim CEO in the planned or unplanned, temporary or emergency absence of the CEO:
1. Shauna Brown, Vice President Internal Affairs
2. Todd Book, Vice President Legal & Legislative Affairs

If the departure of either of these staff members occurs prior to the departure of the CEO, the CEO shall immediately update this document with an alternate successor. This document should be reviewed and updated, if necessary, annually

If Shauna Brown e is unable, unwilling, or the position is vacant, the Vice President for Legal and Legislative Affairs, Todd Book, will be named Interim CEO. If Todd Book is unable or unwilling to serve in this capacity, or the position is vacant, then the Executive Committee shall meet or convene a conference call immediately and either name a staff member as the Interim CEO or hire a temporary consultant with executive experience to fulfill the role.

Unplanned Departure: Emergency CEO Succession Plan *(see Appendix III: Emergency CEO Succession Plan Guidance)*
Circumstances that trigger implementation of the Emergency Succession Plan:
- Death of CEO;
- CEO becomes permanently incapacitated;
- CEO's employment ends and its effective date is not enough time to implement the Planned Departure Succession Plan.

The order of succession shall be the same as in a temporary absence situation following the checklist in Appendix I of this policy.

APPENDIX III: Emergency CEO Succession Plan Guidance
In addition to executing the Emergency CEO Succession Plan, the following guidance is provided to the Executive Committee as a path to follow to ensure all steps are met.

To do immediately (within 24 hours):

- Immediately, the President shall meet with the Interim CEO according to the policy and go over this guidance with them.
- The President shall schedule a conference call or an in-person meeting with the Executive Committee. The Association's Legal Counsel and Interim CEO shall be invited to the meeting. At that meeting, the President shall:
  a. Go over the Emergency CEO Succession Plan Policy.
  b. Review the meeting the President had with who is now the Interim CEO
  c. Review Emergency CEO Communication Plan Policy and set in motion plans to execute.
- President should consult with Human Resources or outside expertise to advise on personnel issues regarding disability insurance, etc.
- A written memo to the staff from the President explaining events and anticipated actions. The memo should include:
  a. Announcement of CEO departure;
  b. Circumstances of departure if appropriate to share;
  c. Appointment of Interim CEO or person temporarily responsible until an Interim CEO is named;
  d. President in concert with the interim CEO shall provide information to members, media, or other stakeholders on the topic;
  e. Process for hiring new CEO;
  f. When and how additional information will be provided;
  g. Availability of counseling or support services, if necessary.

IF CEO was terminated, the following steps should be taken immediately:

- Secure cash and checks
- Secure employee files
- Secure contracts
- Change security codes, passwords and combinations
- Change locks
- Safeguard personal property of departing CEO
- Cancel or change credit cards and authorization cards
- Change signature cards at banking institutions
- Executive Committee has the option to change/review the interim appointee in a termination.

To do within the first 2 weeks:

- The President will appoint members of the CEO Search Committee and will name the chairman of the CEO Search Committee; (see CEO Search Committee Guidelines)
- The President should convene a meeting of the Executive Committee to discuss any recommendations to the Executive Committee for temporary or bonus pay for the Interim CEO; conduct a brief assessment of organizational strengths, weaknesses, opportunities and threats to identify priority issues that may need to be addressed during the transition process.
- CEO Search Committee Chair calls initial meeting of the committee and the committee considers the following:
  a. Establish a timeline for the process;
  b. Provide updates to the staff, the Board of Directors, and the members as to the timeline and the process decided upon in a timely and transparent manner.
  c. Identify attributes and characteristics that are needed in the next Chief Executive Officer.

<u>Planned Departure: Planned Departure CEO Succession Plan</u> *(see Appendix IV: Planned Departure CEO Succession Plan Guidance Appendix)*

Circumstances that trigger the implementation of this Planned Departure Succession Plan:

- CEO announces retirement or departure at a date the Planned Departure Succession Plan can be implemented;
- CEO's employment ends and its effective date is enough time to implement the Planned Departure Succession Plan.

In the event that one of the circumstances occurs that triggers the Planned Departure Succession Plan, the Executive Committee should immediately convene. If timeline provides a gap between when the CEO leaves and a new one is in

place, the Executive Committee will confirm the staff member indicated as choice #1 in Appendix II as Interim CEO effective on a particular date. The Executive Committee cannot leave the position vacant or name the Executive Committee or the current or incoming Leadership Team as the Interim CEO.

Upon any action of the Executive Committee, the entire Board of Directors shall be immediately notified.

Appendix IV: Planned Departure CEO Succession Plan

In addition to executing the Planned CEO Succession Plan, the following guidance is provided to give the President, the Executive Committee, and the Board of Directors a path to follow to ensure all steps are met.

To do immediately (within 24 hours):

- The President and CEO should meet and go over the Planned Departure CEO Succession Policy and Guidance and determine if there will be any gaps between the planned departure date and when it is conceivable to have a new CEO in place.
- If there is an anticipated gap, the Interim CEO as outlined by policy should be notified and brought into discussions
- A written memo to the staff from the President explaining events and anticipated actions. The memo should include:
  1) Announcement of CEO departure;
  2) Circumstances of departure if appropriate to share;
  3) Appointment of Interim CEO as indicated previously in Appendix II;
  4) President in concert with interim CEO provide information to members, media, or other stakeholders on the topic;
  5) Process for hiring new CEO;
  6) When and how additional information will be provided;
  7) Availability of counseling or support services, if necessary.
  8)

To do within the first 2 weeks:

- The President will appoint members of the CEO Search Committee and will name the chairman of the CEO Search Committee;
- The President should convene a meeting of the Executive Committee to discuss any recommendations to the Executive Committee for temporary or bonus pay for the Interim CEO; conduct a brief assessment of organizational strengths, weaknesses, opportunities and threats to identify priority issues that may need to be addressed during the transition process.
- CEO Search Committee Chair calls initial meeting of the committee and the committee considers the following:
  a. Establish a timeline for the process;
  b. The outgoing CEO should assist as much as the Search Committee wishes them to participate.
  c. Identify attributes and characteristics that are needed in the next Chief Executive Officer.

CEO Search Committee

Upon either an Unplanned Departure or a Planned Departure, a CEO Search Committee should immediately be appointed. This committee shall have the authority to compile and recommend a process and budget to the Ohio REALTORS® Executive Committee for approval to fill the vacant position. This should be done prior to the next scheduled Executive Committee meeting or by a special meeting to address the matter.

The Search Committee shall be comprised of:

- Current Leadership Team (President, President-elect, Treasurer)
- Two (2) Ohio REALTORS® Past Presidents
- Two (2) At-large appointments
- One (1) Local Board/Association CEO
- Chair is not a member of the current or incoming Leadership Team

If any member of the Leadership Team should not wish to or are unable to serve, then the President would appoint a replacement member. The President shall appoint a chair of the Search Committee from within the committee, and the chair shall not be the current or incoming Leadership Team. If the vacancy occurs after officers have been elected for the following year, the CEO Search Committee should be made up of those officers for the following year instead of the current year; however, the role of the President in this policy shall be the current year's President. The meetings of the CEO Search Committee shall be confidential and are closed to only the members of the committee.

The Search Committee shall have the power to extend an offer to a CEO Candidate and enter into a pre-employment

agreement, within financial parameters established by the Ohio REALTORS® Executive Committee.

Search Committee Guidelines:

- There should always be clear consensus on the approval of a candidate. If the vote is split, the Search Committee should then reconsider their choice of candidate.
- The Search Committee shall have the power to extend an offer to a CEO Candidate and enter into a pre-employment agreement, within financial parameters established by the Ohio REALTORS® Executive Committee.
- A national search will be conducted for the CEO vacancy. Internal candidates will need to apply and will be required to go through the same search process as all other candidates. The Ohio REALTORS® membership will be notified when the search begins.
- The Search Committee will manage all aspects of the search, including hiring a search firm to assist, reviewing resumes, interviewing candidates, and planning for staff opportunities to meet candidates, as applicable and appropriate.
- The meetings of the CEO Search Committee shall be closed to only the members of the committee. All meeting discussions, documentation, etc. of the Search Committee are confidential.

Duties of the Interim CEO:

The Interim CEO shall ensure that the organization continues to operate without disruption and that all prior commitments are appropriately executed, including but not limited to any speaking engagements; financial or contractual obligations; reports, licenses, tax returns, certifications, and membership renewals; and any other obligations to any creditors and other stakeholders.

The Interim CEO shall have the same authority in decision-making and independent action as the CEO, with the following exceptions:

- The Interim CEO may complete hiring processes already underway but may not initiate new hiring processes without consulting with the Leadership Team.
- The Interim CEO may not initiate new operational contract expenditures more than $5,000 that were not previously approved by the Executive Committee or CEO
- The Interim CEO may not initiate staff dismissals
- If new hiring processes, operational expenditures more than $5,000 or staff dismissals are deemed critical to effective functioning or business interests, the Interim CEO may seek approval from the Leadership Team to initiate them. The Interim CEO with approval of the Leadership Team may then authorize new operational expenditures in excess of $5,000

(Created: 2020)

Legal & Administrative Policy #06 DO NOT CALL POLICY

If you do not want to receive sales calls from the Ohio REALTORS®, you can ask us to place your telephone number on the Ohio 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 REALTORS®' customer, you may be contacted by the Ohio REALTORS® even though you are on these other "do not call" lists. If you do not want to be contacted by the Ohio REALTORS® even though you are a customer, simply follow the steps above to be placed on the Ohio REALTORS®' "Do Not Call" list and your request will be honored.

Being on the Ohio REALTORS®' "Do Not Call" list means that you will not receive sales calls by anybody representing the Ohio 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 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 REALTORS®. However, to avoid potential violations of law or even the appearance of impropriety by itself or its members, 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 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 Trustees, the Legal Action Committee and the Executive Committee.

(Created: 1990/1991; Revised: 1997, 2018)

Legal & Administrative Policy #79 MAILING DATA ACCESS

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 REALTORS® agreement to rent its membership information to the **DATA** renter for one mailing only, the renter will not disclose, transfer, duplicate, reproduce, or retain any portion of the data 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 Ohio REALTORS® in conjunction with the Agreement. This sample must be approved by Ohio REALTORS® prior to use of said data. No part of the data information will be used more than once without Ohio REALTORS®' written consent and the payment of an additional fee.
3. Data renter agrees to indemnify and hold harmless Ohio REALTORS® 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 Ohio REALTORS® Internal Operations Group is permitted to provide data.

(Created: 1979; Revised: 1993, 2011, 2018, 2023)

Legal & Administrative Policy #88 MAILING LIST-PAST PRESIDENTS

When a Past President of the Ohio 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 #87-A NO SMOKING POLICIES

Ohio REALTORS® shall comply with all state and local laws regarding smoking on its premises and at events and meetings conducted at off-site locations.

(Created: 1987; Revised: 2005, 2020)

Legal & Administrative Policy #87-B HARASSMENT POLICY

I. Association Policy. Harassment is illegal and is contrary to the policy of the Ohio REALTORS® (the "Association"). Each and every member and employee of the Association is responsible for assuring that they do not engage in harassment or any other conduct that could be viewed as harassment of another member or employee of the Association.

II. Definition. Harassment includes, but may not necessarily be limited to, the following:
Verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment.

III. Complaint Procedures.

A. General. Complaints alleging 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 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 harassed by any other employee, including supervisors and co-workers, or by any member of the Association, may initiate a compliant 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 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 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. 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 any sanction authorized in the Code of Ethics and Arbitration Manual. 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 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 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 harassment but serves to acknowledge that an unfounded charge of harassment can cause serious damage to the accused person's personal reputation and professional career.

D. Follow-Up. In instances where 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, 2018)

Legal & Administrative Policy #90 STAFF SPEAKING ENGAGEMENTS

Staff is available to speak to Local Boards/Associations and other organizations on topics related to their duties at Ohio REALTORS® and their area of expertise. Such requests may be denied based upon the staff member's availability, workload, and other commitments, as well as the travel time, size of the audience, length of presentation and topic.

Social gatherings are not normally attended by Ohio REALTORS® staff unless there is some business purpose as well. Invitations of that nature should be directed to the Chief Executive Officer 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.

(Created: 1990, 2018)

Legal & Administrative Policy #09 WHISTLEBLOWER POLICY

This Whistleblower Policy of the Ohio 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** – Ohio REALTORS® 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 in 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)

Legal & Administrative Policy #85 WORKING GROUPS/TASK FORCES/PRESIDENTIAL ADVISORY GROUPS

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 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 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, 2021)

Legal & Administrative Policy #20-G MARY L. POLLOCK LIFETIME ACHIEVEMENT AWARD GUIDELINES

This award is in honor of Mary L. Pollock whose commitment to the REALTOR® organization and her community is unparalleled.

Criteria for the Member to be Honored

1. Ohio REALTOR® in good standing with the Ohio REALTORS®,
2. Has maintained consistent Involvement in the REALTOR® Association at the Local and State levels.
3. Has shown exceptional and meritorious service to the community in which he/she lives.
4. Has been involved in their community.
5. Is an active contributor of RPAC.
6. Continues to be respected by his/her peers in the real estate industry.
7. Continues to demonstrate a willingness to provide others with his/her knowledge and expertise.
8. Has not served as an Ohio REALTORS® President.

Selection and Nomination Procedures

1. The Selection Committee will be made up of the current year's Ohio My REALTOR® Party members and Ohio REALTORS® staff.
2. The award will be given each year and will be presented to the honoree at the OR Board of Directors meeting held during the Spring Legislative Conference.
3. Nominations must be received by the Selection Committee no later than August 2 each year.
4. All nominations will be strictly confidential.
5. Nominations not selected will not be carried over to the next year. A new nomination form must be submitted each year. If no nominations are received by the deadline date, the award will not be given that year.
6. Nominations can be made by Local Boards, Ohio REALTORS® members, Ohio REALTORS® staff but cannot be self-nominate
7. Nomination forms will be posted on the Ohio REALTORS® website.

(Created: 2020)

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 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 Ohio REALTORS® shall pay an administration fee to the Boards that remit 95% of Ohio REALTORS® dues owed before April 1 in the amount of $1.00 per paid Primary member within the Board.

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 the next scheduled Board of Directors meeting. Local Boards/Associations not 95% paid will forfeit entitlement to administrative fee.
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, 2018, 2022)

Membership Policy #08 DUES PRORATION

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.

However, dues shall not be prorated for a former member whose membership terminated and who rejoins the association in the subsequent calendar year. The date of membership in Ohio REALTORS® shall not be reset in Ohio REALTORS® records.

(Created: 2008, 2018)

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 OHIO REALTOR® EMERITUS DUES WAIVER

Ohio REALTORS® shall waive Ohio REALTOR® membership dues for members with 40 cumulative years or more of membership in Ohio REALTORS® and who have provided one year of service to Ohio REALTORS®. The service requirement can be met by one of the following:

- Serving as an Ohio REALTOR® Director for one year and having attended at least one BOD meeting
- Serving as chair or vice chair or member of one of the following entities within the Ohio REALTORS® Committee structure: a committee, advisory board/group, selection group, network and council and attended at least one meeting of that entity
- Serving as member of a Task Force, PAG or Working Group and attending at least one meeting of that entity
- Serving as a chair or vice chair of an Ohio REALTORS® Forum. (Membership in an Ohio REALTORS® Forum will not meet this requirement.)

(Created: 2005; Revised 2019)

Membership Policy #90 NEW MEMBER PROCESSING FEE

An Ohio REALTORS® new member processing fee will be charged to each new member joining a local Board/Association. The amount of this fee shall be included in the annual association budget that is approved by the Board of Directors. The new member processing fee will be collected by the local Board/Association and transmitted to the Ohio REALTORS® at the same time dues are remitted. The new member processing fee may not be pro-rated and applies to any member that was not an Ohio REALTOR® member during the preceding calendar year.

(Created: 1990; Revised: 2020)

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

A REALTOR® whose primary membership is located in a state contiguous to Ohio, and who qualifies for secondary membership in a local Ohio Board or Association and is a member in good standing in the State Association of the state in which his primary membership is held, will not be required to pay Ohio REALTOR® member dues.

The Ohio REALTORS® will provide no services to secondary members of Ohio local Boards/Associations who do not pay dues to the Ohio REALTORS® under this policy.

(Created: 1979, 2018)

Membership Policy #21 OHIO REALTORS® AFFILIATE MEMBER BENEFITS

Affiliate Members of Ohio REALTORS® must be an affiliate member of a local Board/Association.

Affiliate Members as defined in Ohio REALTORS® Code of Regulations, Article I (d) shall subscribe to the terms and conditions as stated in the Code of Regulations and will receive the following benefits of membership:

- Affiliate members shall have the right to attend all Ohio REALTORS® annual business meetings and functions.
- Full access to Ohio REALTORS® website
- Membership information as permitted under Ohio REALTORS® policies
- Priority selection of booth space at Ohio REALTORS® Convention Expo
- All Member benefits/discounts
- Ohio REALTOR® Magazine
- eConnections

(Created: 2021)

NAR Policy #93 NAR DIRECTOR POSITIONS

A NAR Director position will be reserved for the following individuals listed in priority order for the year they serve in the position indicated:

- Ohio REALTORS® President
- Ohio REALTORS® President-elect
- Ohio REALTORS® Treasurer
- Ohio REALTORS® Immediate Past President
- Ohio candidates for NAR First Vice President or Treasurer

The President will appoint a former President of the Association, who is not a NAR director, to act as an interim NAR director prior to the election of the Ohio REALTORS® Treasurer. Upon the election of the Ohio REALTORS® Treasurer, the President is authorized to and shall remove the interim director and replace them with the elected Treasurer.

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

NAR STRATEGY COMMITTEE

Prior to the election the NAR Strategy Committee shall meet for the purpose of encouraging and preparing potential candidates for NAR positions. Potential candidates for NAR RVP and at-large NAR Director positions are encouraged to meet with the NAR Strategy Committee for the purpose of receiving guidance for their potential candidacy.

ELECTION OF NAR DIRECTORS

NAR Directors will be elected by the Ohio REALTORS® Board of Directors. The election for those positions which will become vacant the following calendar year, shall be conducted via electronic means at a time and manner established by the Ohio REALTORS® Executive Committee. These individuals are nominated to this office by submitting to the Ohio REALTORS®' Candidate Credentialing Committee an application established by NAR. By submitting such an application, the candidate will self-certify that they comply with the qualifications established by NAR. Ohio REALTORS®' Candidate Credentialing Committee may NOT amend the qualifications as set by NAR but will only verify that the candidate's application on its face meets NAR qualifications.

Every year, by the established NAR deadline, Ohio REALTORS® will submit to NAR the names of Ohio REALTORS® newly elected NAR directors along with the applications of those elected directors. The NAR directors shall begin their term at a time established by then-current NAR policy. An election process to select directors for these positions shall be governed by the process set forth in policy.

Each electronic election shall include three categories of NAR director:

A. State allocated directors: the number of state-allocated open positions shall be determined by NAR based on membership counts as of July 31. The Ohio REALTORS® board of directors will be eligible to vote for state allocated directors. State-allocated directors shall serve a three (3) year term.

B. Small association director: there shall be at least one (1) NAR director from a small association (499 members or less). All Ohio REALTORS® directors will vote on small association directors. Association membership size will be determined as of the July 31 NAR membership count. Small association directors shall serve a three-year term.

C. Midsize association director: there shall be one (1) NAR director from a midsize association (500-1,999 members). All Ohio REALTORS® directors will vote on midsize association directors. Association membership size will be determined as of the July 31 NAR membership count. Midsize association directors shall serve a three-year term.

If no local association candidates come forth as outlined in b and c above, Ohio REALTORS® president with Executive Committee approval will appoint an allocated director.

Notice of forthcoming NAR director vacancies shall be noticed on the Ohio REALTORS® website, with instructions on the

application process and the date of the election. The Ohio REALTORS® candidate credentialing committee will host a candidate forum prior to the elections (virtual or in-person). The names of all qualified candidates for NAR director shall be placed on the ballot. Qualified NAR director candidates who wish to run in an election must submit their names, the NAR self-certification of qualifications form and notice of "willing to serve" to the Ohio REALTORS® candidate credentialing committee no later than 10 days after the application process posting on the Ohio REALTORS® website.

All Ohio REALTORS® directors shall be permitted to vote in the election for all NAR director positions.

Each director shall cast only one vote for any one candidate on any single ballot.

In the event that there is more than one at-large NAR Director position to be filled, the Director candidate receiving the most votes shall be elected to the first opening, the candidate receiving the second most votes shall be elected to the second opening, and so forth until all openings are filled. If there is only one at-large NAR Director position to be filled, to be considered duly elected, a candidate must receive a majority of the total votes cast by the Directors. In the event that none of the nominees receive a majority vote on the first ballot, the nominee receiving the least number of votes shall be dropped from the ballot and another vote shall be conducted. This procedure shall be repeated as necessary until a nominee receives a majority vote.

(Created: 1993, Revised: 1993, 1998, 2001, 2012, 2020)

NAR Policy #93-A NAR DIRECTOR REIMBURSEMENT

Ohio REALTORS® 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 as set forth in the budget 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 per meeting as set forth in the budget.

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

1. Directors must attend in-person the Board of Directors Meeting scheduled at each NAR Meeting; attendance will be taken;
2. Directors must attend in-person 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
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. 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.
9. All requests for reimbursement must be received within 60 calendar days after the conclusion of the meeting.
10. All Ohio National Directors must apply for a committee position and accept any appointment offered on a NAR committee during their entire term as a Director and attend those meetings to qualify for reimbursement. Any director appointed after the committee appointment process has closed is exempt from this requirement and shall be eligible for reimbursement if all other requirements are fulfilled.

(Created: 1993; Revised: 1994, 1995, 2000, 2006, 2007, 2011, 2014, 2019, 2022)

NAR Policy #93-B NAR OFFICER CANDIDATE ENDORSEMENTS

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 recommend endorsements by the Great Lakes Caucus of candidates for NAR officer positions when such candidates are from states other than Ohio.

The Ohio REALTORS® Board of Directors shall be informed of such endorsements at its next regular meeting.

The presiding officer at all meetings of the Ohio NAR directors shall be the Ohio REALTORS® President."

Nothing in this policy shall require or authorize the Executive Committee to financially support such candidate or candidates or to commit staff resources to such candidate or candidates' campaigns (see Financial Policies 19A & 20F)

REGIONAL VICE PRESIDENTS
Regional Vice President candidates who have met the qualifications for the position as outlined by NAR and verified by the Candidate Credentialing Committee will be sent to the Executive Committee for the decision on the candidate(s) who will be endorsed.

II. Candidates from Ohio for NAR First Vice President and Treasurer
The NAR Strategy Committee shall make recommendations to the Executive Committee. All qualified candidates will be noticed to the BOD and may appear before the BOD with recommendations from the NAR Strategy Committee and Executive Committee on which candidate should receive Ohio's endorsement. The final endorsement approval will be by the Ohio REALTORS® Board of Directors.

(Created: 2005, 2020, 2022)

CANDIDATE APPLICATIONS

A. Applications for candidates for Ohio REALTORS® 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 Ohio REALTORS® District Vice President 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 September 30
C. Applications for Ohio REALTORS® Treasurer must be submitted no sooner than August 1 and no later than September 30 of the year preceding the year in which the candidate is running for office. Applications must include the information required in policy #-85-C.

CANDIDATE APPLICATION REVIEW & VERIFICATION

The Candidate Credentialing Committee shall review all applications submitted by candidates for the following positions: OHIO REALTORS® Treasurer, OHIO REALTORS® 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. Said review shall be conducted in person or remotely and reviews will be conducted as outlined below:

- District Vice President qualification verification shall be completed within 30 days of the application deadline
- Treasurer qualification verification shall be completed within 30 days of submission of the legal audit and criminal background check as outlined in policy.
- NAR director qualification verification shall be completed within 10 days of the deadline established by the Candidate Credentialing Committee as outlined in policy.
- NAR Regional Vice President qualification verification shall be completed within 30 days of the deadline established by NAR.

CAMPAIGNING

All applicants for elected office are required to sign a statement acknowledging that they have read, understand and agree to comply with the Ohio REALTORS® campaign and election rules. Potential candidates and eligible candidates may request clarification on existing campaign rules, and such questions, along with the candidate credentialing committee's response, will be provided to all candidates.

The following rules apply to all individuals, including, but not limited to, members of the Candidate Credentialing Committee, the eligible candidate and their campaign staff:

A. In the interest of absolute neutrality, Ohio REALTORS® 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 workstation, including meeting registration desks, or distribute campaign materials for any candidate for elective office.
B. During the Ohio REALTORS® meetings, each verified candidate will be provided with a table near the Ohio REALTORS® registration desk for purposes of displaying campaign materials.
C. Shall not begin campaigning for elected office any sooner than the date notified that qualifications have been met.
D. Shall not state or imply Ohio REALTORS® campaign support or endorsement.
E. Shall not solicit, accept, state or imply an endorsement or campaign or financial support from the Candidate Credentialing Committee, elected officers or Executive Committee members.
F. Shall not send more than four (4) campaign emails to the Board of Directors during a campaign.
G. Must make best efforts to address and resolve any campaign violation committed by the eligible candidate or a member of their campaign team.
H. Must submit all campaign materials to Ohio REALTORS® Legal Services for advance review and approval prior to use. Campaign materials that include previously approved language and logos do not need to be resubmitted for approval.
I. Must ensure that Ohio REALTORS® trademark is used properly in all campaign materials.
J. Must ensure that all campaign materials contain truthful and accurate information.
K. Must accurately specify the office and year for which the eligible candidate is running for election in all campaign materials.
L. Must comply with Ohio REALTORS® rules and policies for displaying or distributing campaign materials.

M. Shall not hold campaign events or display campaign materials at any Ohio REALTORS® meeting or event except the winter conference and annual convention.
N. Shall not distribute campaign materials to a REALTORS®' hotel room.
O. Shall not display campaign advertising on a REALTORS®' hotel room television.
P. Shall not display campaign advertising on any electronic screen in a hotel's public spaces.
Q. Shall not campaign at any Ohio REALTORS® sponsored virtual meeting, including but not limited to: committee meetings, educational sessions, and workgroups. Examples of prohibited campaigning include, but are not limited to, verbal campaign messages or campaign messages in virtual chat rooms; wearing or displaying buttons, pins or other campaign paraphernalia during an Ohio REALTORS® sponsored meeting or event; and using virtual backgrounds or web banners containing campaign messaging.
R. May provide a video (not to exceed three (3) minutes in length) that is able to be loaded to the Ohio REALTORS® candidate page on the Ohio REALTORS® website.
S. May distribute approved materials at the Ohio REALTORS® Winter Conference and annual Convention prior to the following events: (a) opening general session, (b) member & director forum, (c) Ohio REALTORS® trade show, (d) candidate forums, (e) district caucuses with prior approval by the District Vice Presidents.
T. May display campaign posters in designated areas. The candidate will be notified of said designated areas prior to said meetings.

Any violations to the above campaign rules will be addressed by the Candidate Credentialing Committee. Sanctions may include verbal warning, written warning, cease and desist letter, letter of censure, publicly read letter of censure, and prohibition from running for elected office.

ELECTION INFORMATION

A. Upon request, nominated candidates will be emailed the name, brokerage, mailing address, email address, local board and district of all Ohio REALTORS® Directors.
B. Information on the elections and nominated candidates, including the applications and biographical information submitted by the candidate, will be provided as follows:
    1. Posted on the Ohio REALTORS® website 30 calendar days before the election
    2. Included in one edition of Ohio REALTORS® eConnections
    3. Emailed directly to the Ohio REALTORS® Directors no sooner than 10 calendar 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.

CANDIDATE SPEECHES

Each candidate is allowed no more than five (5) minutes for opening remarks to address the Directors in the Candidate Forums. 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 Ohio REALTORS® President. No candidate audio-visual presentations are permitted at the Candidate Forums or Board of Directors meetings.

Treasurer candidates will be allowed no more than five (5) minutes to address the directors at the Board of Directors meetings. No questions will be allowed.

At least 30 calendar days prior to the convention the Candidate Credentialing Committee shall establish the time(s) and format for candidate forums. Information will be provided to the candidates. Candidates will be permitted to make opening and closing remarks and candidates will be asked pre-set questions. No questions will be taken from the audience.

VOTING

A. Voting shall be by ballot. For DVP races, only directors from the District for which a candidate(s) is running for DVP shall vote.
B. The total number of ballots cast for each candidate will be made available to any member upon request.
C. 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.

D. The recount shall take place as soon as possible and shall be conducted jointly by the following:
   - The Chairman of the Candidate Credentialing 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 Ohio REALTORS® 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.

E. If any of the above individuals are unable to participate in the recount due to a conflict of interest (i.e., was a candidate in the subject election), the Ohio REALTORS® President shall appoint an alternate DVP or Candidate Credentialing Committee member to participate in the recount.

F. Prior to the Board of Directors meeting held during the Winter Conference, the Candidate Credentialing Committee shall verify the qualifications and credentials of applications received for the office of Ohio REALTORS®' Treasurer and District Vice President. After the verification process a slate of candidates shall be posted prior to the Board of Directors meeting and the names of the verified candidates shall be listed in alphabetical order on the ballot.

   The election of Ohio REALTORS® Treasurer and District Vice Presidents, shall take place at the Board of Directors meetings held during the Annual Convention.

G. To be considered duly elected, a nominee must receive a majority of the total votes cast by the Directors or in the case of a District Vice President, a majority of the Directors in the District the nominee is seeking to represent. In the event that none of the nominees receive a majority vote on the first ballot, the nominee receiving the least number of votes shall be dropped from the ballot and another vote shall be conducted. This procedure shall be repeated as necessary until a nominee receives a majority vote.

H. Ohio REALTORS® Officer and District Vice President terms shall commence as provided for in Article 5, §5.2 of the Code of Regulations.

I. District Vice Presidents must hold primary membership in a Board within the District they are applying to serve. Only directors within a District are eligible to vote for that District's Vice President position. District Vice Presidents should not hold primary membership within the same board unless no candidate from another local board within the district submits an application for the position, or when the nominees, as a result of a board merger, become primary members of the same board.

(Created: 1985; Revised: 1987, 1992, 1995, 1999, 2011, 2014, 2017, 2020, 2021, 2022)

Nominating, Election & Campaign #85-A 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 Candidate Credentialing 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 prior to submitting an application for the position of Ohio REALTORS® Treasurer. A candidate will be considered to have served a full term as President of his/her Local Board of REALTORS® if the abbreviation of their term was caused by the merger or closure of their board.
2. Has served as a Director to the Ohio REALTORS® for at least two years (not necessarily in succession) within the last 10 years prior to submitting an application for the position of Ohio REALTORS® Treasurer.
3. Has served as a District Vice President, Executive Committee member or within the last five years as chair in the committee structure prior to submitting an application for the position of Ohio REALTORS® Treasurer.
4. Has been licensed by the State and a member of the Ohio REALTORS® for a minimum of 8 years prior to submitting an application for the position of Ohio REALTORS® Treasurer.
5. Has attended at least two State Conventions of the Ohio REALTORS® within the last three years prior to submitting an application for the position of Ohio REALTORS® Treasurer.
6. Has not been deemed ineligible following a criminal and legal audit as provided in Nominating, Election & Campaign Policy #85B.

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

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

District Vice President

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

(Created: 1985 Revised: 1986, 1987, 1989, 2014, 2017, 2019, 2020, 2021, 2023)

Legal Audit and Criminal Background Check of Ohio REALTORS® Treasurer Applicants

1. A third-party company shall be hired to conduct the required legal audit and criminal background check on each applicant for Ohio REALTORS® Treasurer to determine if there are any material issues that would make an applicant ineligible for candidacy for office. As a part of this process, applicants are required to submit with their application a state and federal criminal background report issued within one month of their application and detailed information regarding any prior or pending legal and regulatory matters filed against the applicant or any entity in which the applicant is an owner, principal, partner, or corporate officer. This shall include the following:
   - Pending federal, state and county litigation and/or regulatory action;
   - Final judgments;
   - Disciplinary actions by any professional licensing authority; and
   - REALTOR® Code of Ethics violations resulting in the termination or suspension of membership.

2. A report shall be submitted by the third-party company to Ohio REALTORS® legal counsel no later than Nov. 15th preceding the year an applicant(s) is running for Treasurer. Within ten (10) calendar days, counsel shall review the report and prepare a summary for the Candidate Credentialing Committee indicating whether there are any convictions, regulatory investigations, ethics violations, pending litigation, judgments or facts or circumstances that could reasonably represent a source of embarrassment or liability to Ohio REALTORS® or conflict with Ohio REALTORS® policies or duties that an Ohio REALTORS® officer would be required to perform.

3. Within seven (7) calendar days of receipt, the Candidate Credentialing Committee shall review the summary prepared by Ohio REALTORS® legal counsel to determine whether there are any material issues that prevent an applicant(s) from being deemed an eligible candidate. Such issues may include, but are not limited to, the following:
   - REALTOR® Code of Ethics violations resulting in the termination or suspension of membership
   - All criminal convictions, excluding traffic violations (however driving under the influence may be considered a material issue)
   - Regulatory enforcement actions (personal or business) where a violation was found
   - Pending regulatory investigations (personal or business)
   - Pending litigation (personal or business)
   - Judgments (personal or business)

4. If the Candidate Credentialing Committee determines that an applicant is ineligible for the position of Treasurer, the Candidate Credentialing Committee shall promptly disclose to the applicant such material issue(s) that were the basis for that determination. Such notice to the applicant shall also advise the applicant that he has seven (7) calendar days from delivery of the notice to correct any information the applicant considers inaccurate or to offer any mitigating information relevant to such issue(s). If the Candidate Credentialing Committee, in its sole discretion, requests a personal interview with the applicant, the date of this interview shall be included in the notice.

Appeal process

1. A treasurer applicant who has been deemed ineligible based on the legal audit and or criminal background check, has ten (10) calendar days from receipt of the Candidate Credentialing Committee's determination to file a written appeal with the Executive Committee.
2. The applicant's appeal must include the following information:
   a. Basis for the appeal;
   b. Supporting documentation for the basis for appeal; and
   c. Whether the applicant requests an opportunity to appear before the Executive Committee.
3. A copy of the applicant's appeal and supporting materials shall be forwarded to the Executive Committee for its review and the applicant shall be promptly notified of the date of the appeal hearing.
4. The Executive Committee shall hear the appeal no sooner than seven (7) calendar days from receipt of the applicant's appeal and no later than seven (7) calendar days prior to the start of the Winter Conference. The appeal may be conducted in person, via teleconference or a virtual platform.
5. A majority of the Executive Committee (excluding members of the Candidate Credentialing Committee) must be present in order to conduct an appeal hearing.
6. Members of the Candidate Credentialing Committee may be present and participate in discussions but are excluded from voting.
7. To prevail on appeal, an applicant must receive a majority affirmative vote from the Executive Committee members eligible to vote at the appeal hearing.
8. The Executive Committee Chair shall immediately notify the applicant of the Executive Committee's decision in writing.
9. The Executive Committee's decision is final.

(Created: 2020, 2022)

1. **Application Process:**
A member of Ohio REALTORS® seeking to run for NAR Treasurer or First Vice President shall submit an application to the NAR Strategy Committee seeking the Association's endorsement of their candidacy. The application shall indicate the year in which the Potential Candidate will run for office and shall be submitted no sooner than June 1 and no later than September 30 preceding that year.

The Potential Candidate shall be provided with the NAR criteria for candidates and elected officers and policy provisions.

A confidential survey will be conducted of the Ohio NAR Directors regarding the potential candidate to determine whether the Directors support the candidate. The results of that survey will be confidential and will be shared only with the prospective candidate. Any candidate who chooses to continue in the process will share the survey results with the NAR Strategy Committee to be utilized in the interview and application review process.

2. **Financial, Legal and Social Media Audits and Criminal Background Check:**
Potential Candidates are required to submit to a financial, legal and social media audits and a criminal background check.

The financial audit shall be conducted by an outside auditor to ensure the Potential Candidate's ability to accept the financial burdens of holding an elected NAR office, and to determine whether the Potential Candidate meets the required NAR criteria for candidates and Elected Officers. All Potential Candidates seeking to run for NAR First Vice President or Treasurer must submit a tri-merge credit report and must complete the NAR Confidential Statement of Financial Position and Interests. The outside financial auditor will review all documents and identify any material issues for review.

A third-party company will conduct a criminal background check of each Potential Candidate to identify any material issues that could impact their candidacy. Potential Candidates are required to provide detailed information regarding any prior or pending legal and regulatory matters against the Potential Candidate or any company of which the Potential Candidate is an owner, principal, partner, or corporate officer in any of the following categories:

- Pending federal, state and county litigation and/or regulatory action;
- Final judgments; and
- Disciplinary actions.

A third-party entity will conduct a social media audit of each potential candidate to identify any material issues that could impact their candidacy.

The results of the financial, legal and social media audit and criminal background check will be submitted to Ohio REALTORS® outside legal counsel for review no later than October 30. Counsel shall determine whether there are material issues, including any convictions, regulatory investigations, ethics violations, pending litigation, judgments or facts or circumstances that could result in the Potential Candidate failing to meet the required NAR criteria for candidates and Elected Officers or that could represent a source of embarrassment or liability to Ohio REALTORS® or NAR. If such information is found, Ohio REALTORS® legal counsel shall notify the Potential Candidate and provide him/her with an opportunity to correct any information the Potential Candidate considers inaccurate or to offer any further explanation or mitigating circumstances relevant to such issue(s).

If the Potential Candidate chooses to go forward with the application process, Ohio REALTORS®' legal counsel shall submit a written summary to the NAR Strategy Committee of any material issues as described in paragraph (3) and any additional information submitted by the Potential Candidate no later than November 15.

3. **NAR Strategy Committee Review:**
The NAR Strategy Committee shall conduct an interview with the Potential Candidate and make a recommendation

on endorsement to the Ohio REALTORS® Executive Committee no later than November 30.

In weighing its recommendation, the NAR Strategy Committee, shall consider whether the Potential Candidate meets the Required Criteria for NAR Candidates and Elected Officers, the candidate's qualifications, the financial implications of conducting a national campaign and any material issues contained in the summary prepared by Ohio REALTORS® legal counsel. Examples of issues that may be considered material include, but are not limited to, the following:

- Liens
- Bankruptcies (personal and business)
- Foreclosures
- Three or more accounts with late payments (60 or more days) in the current year
- REALTOR® Code of Ethics violations resulting in the termination or suspension of membership
- Delinquent child support payments
- Late tax filings and/or payments
- Failure to comply with NAR campaign and election rules
- All criminal convictions, excluding traffic violations (however driving under the influence may be considered a material issue)
- Regulatory enforcement actions (personal or business) where a violation was found
- Pending regulatory investigations (personal or business)
- Pending litigation (personal or business)
- Judgments (personal or business)

4. <u>Executive Committee and Board of Director Approval:</u>

The NAR Strategy Committee Chair shall present the Committee recommendation on the endorsement of a Potential Candidate to the Executive Committee in executive session at its December meeting. The Potential Candidate shall be provided notice of the Executive Committee meeting date and the candidate's right to submit additional information and to appear before the Committee.

An Executive Committee recommendation to endorse a Potential Candidate for NAR Treasurer or First Vice President shall be brought before the Ohio REALTORS® Board of Directors at the Winter Conference and must be approved by a majority vote of the Board of Directors present at the meeting.

(Created: 2020; Revised: 2021)

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® issue will exceed 47% advertising per issue regardless of the number of pages.

(Created: 1990; Revised: 1992, 2018)

OHIO REALTOR® Policy #85 OHIO REALTOR® ADVERTISING POLICY

In conformance with the established publications standards of the OHIO REALTOR, Ohio REALTORS® reserves 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, 2018)

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

No complementary (free) advertising space (including insertion of separate supplemental materials) will be given to vendors of Ohio REALTORS®-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 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.)

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

The advertising will not include Ohio REALTORS®' advertising disclaimer.

(Created: 1992)

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

Advertising and sponsorship 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 Ohio REALTORS® 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 the Chief Executive Officer.

(Created: 1992; Revised: 2011, 2018, 2021)

Products & Services Policy #90 CRITERIA FOR OHIO REALTORS® SELECTION/APPROVAL OF PRODUCT OR SERVICE PROGRAM

The Ohio REALTORS®, 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 shall be reviewed by Ohio REALTORS®' staff for evaluation. If deemed necessary, a working group of the Executive Committee shall be appointed by the President to provide input and analysis. Any recommendation to offer a product or service must be presented to the Executive Committee and approved by the Board of Directors. The Executive Committee shall have the authority to approve the offering of the product or service to the membership in between meetings of the Board of Directors.

The following criteria shall be used when considering any such product or service for approval:

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 Ohio REALTORS® membership or Member Associations across the state
d. Discount or special terms arranged for members
e. Marketing methods used by the company offering the product or service
f. Royalty compensation to the Ohio REALTORS®

2. No undisclosed compensation shall inure to any Committee member evaluating/approving such products or services. Any conflict of interest that exists must be handled as set forth in Ohio REALTORS® Legal & Administrative Policy #02.

(Created: 1990; Revised 2003, 2018)

RPAC Policy #89 OHIO RPAC RECOGNITION EVENT

An Ohio RPAC Recognition event shall be held at the Annual Convention to honor and recognize those REALTORS® who have made a significant financial commitment to the REALTORS® Political Action Committee and to increase member participation in RPAC.

STRUCTURE:

1. The event will feature as a guest or speaker a prominent political figure.

2. The event may be a cocktail reception, breakfast or lunch depending on the availability of the speaker.

3. The event will be an invitation only function for Ohio REALTORS' members who contribute at least at the Ohio Club Level.

(Created: 1989; Revised 2011, 2018)

OHIO REALTORS® ELECTED OFFICER ANNUAL REPORTING FORM

Pursuant to Ohio REALTORS® Nominating, Election & Campaign Policy #20D, the incoming Ohio REALTORS® President-elect and President shall submit a written report disclosing whether any of the following have occurred within the last year:

- A violation of the NAR Code of Ethics
- A criminal conviction, excluding traffic violations, but including driving under the influence
- Regulatory enforcement action (personal or business)
- A pending regulatory investigation (personal or business) has been initiated
- Civil litigation (personal or business) has been filed against the officer
- A judgment (personal or business) has been entered against the officer
- Any other facts or circumstances that could reasonably represent a source of embarrassment or liability to Ohio REALTORS® or conflict with Ohio REALTORS® policies or their ability to perform the duties required of them as an Ohio REALTORS® officer.

This report shall be submitted by the incoming Ohio REALTORS® President- elect and President to the Ohio REALTORS® CEO by Oct. 1 preceding the year they will assume office.

Please complete, sign and date the following by October 1:

_____ I confirm that none of the above events have occurred within the last year.

_____ One or more of the above events has taken place within the last year. If this box is checked, please attach an explanation and any supporting documentation.

_____ _____

Officer Signature Date

Areas of the Code of Ethics & Arbitration Manual Selected Options

Adopt Fast Track	No
Adopt Citation Policy	Yes
Hearing Panel Chair to Rule on hearing postponement requests	Yes
Arbitration Filing Fee	$300
Number of copies requested from the Respondent with Reply (Ethics & Arbitration	1
Arbitration Procedural Review Deposit	$300
Number of days prior to procedural review to report legal counsel will attend	15
Number of days prior to procedural review either party can file a disqualification of panel member from the Executive Committee	10
Appeal deposit for Ethics	$300
Offer voluntary arbitration as a service	Yes
Number of days the respondent has to submit a response to ethics	15
Parties May Not record hearings	Yes
Number of members on statewide Professional Standards Committee	at least 50 (terms identified in procedures manual)
Number of members on the Grievance Committee	at least 50 (terms identified in procedures manual)
At Hearings: Swearing in or Affirming Testimony	Leave as an option for parties to decide
Adopt Administrative fee assessed to respondent found in violation	Yes -- $300
Create policy to determine under what circumstances will this fee be imposed	All
Time period that panel members shall receive the complaint and response in both ethics & arbitration	10 days
Will decisions from hearing panels include names of the parties?	No
Executive Committee to act on behalf of the Board of Directors	Yes
Options for Arbitration proceedings to continue if forms and depositions are not submitted	Option 3 - If respondent doesn't sign agreement, pay the deposit and fails or refuses to take part, the hearing can be conducted in the absence of the respondent.
Refund arbitration filing fee to prevailing party?	Yes
Return all or part of arbitration filing fees if matter solved by mediation?	All
Number of days that a request for arbitration should be presented to the Committee to determine if matter is subject to arbitration	45
Will hearing panels provide an opportunity to settle immediately prior to executive session in an arbitration hearing? If so, what portion or if any of the arbitration filing fees will be returned?	No and No Refund
Is a deposit required for procedural review from an arbitration hearing? If so, amount of deposit required?	Yes, $500
Procedural review heard by panel of Executive Committee?	Yes

(created: 2023)