



## **Statement of Policy on Committees and Other Groups**

This Statement of Policy is concerned with the composition and organization of specific committees and other groups of Illinois REALTORS® (which may be referred to herein as the “Association”). This policy and any changes to it must be approved by the Board of Directors. If any committee or group desires to formulate more specific operational guidelines, it may do so, but such guidelines must be within the spirit and intent of this policy or be approved by the Board of Directors.

Upon notice of the President and President-elect of the Association, newly appointed committee members may meet at the annual meeting of the Association for the purpose of planning for the upcoming administrative year. The actions and continued service of the newly appointed committee members shall be subject to any necessary approval of their appointment as required by the bylaws or policies of the Association.

### **I. Standing Rules for Committee Operations**

Except as otherwise provided in the Bylaws or this Statement of Policy, no committee, member involvement group, working group or task force, except the Performance and Compensation Review Committee, RPAC Trustees, Local Government Independent Expenditures Committee, State Independent Expenditures Committee, Professional Standards Committee or Grievance Committee when considering ethics or arbitration matters or an appeal thereof, shall take any final action upon any subject matter under consideration. Committee authority, except as otherwise provided in the Bylaws, shall be limited to deliberations and reports with or without recommendations to the Executive Committee and the Board of Directors.

No committee member, including the Chair, shall without express direction from the Board of Directors, or the President of the Association, represent the Association or any committee thereof on any substantive issue before any governmental, public or non-member forum either in person or by way of written or electronic communication.

No committee member, including the Chair, shall have any authority to contract for or in the name of the Association or otherwise obligate the officers, staff or members of the Association or the Association itself unless such authority is contained in an express resolution of the Board of Directors of the Association or when authorized by the Bylaws or the Statement of Policy, or by the Executive Committee.

Any committee member, including Chairs and Vice Chairs, with more than one unexcused absence from a committee meeting, per administrative year, will be automatically dismissed from that committee for the remainder of the administrative year. The committee member's unexcused absences will constitute their consent to their dismissal from the committee. Committee members, including Chairs and Vice Chairs, may be removed for cause by the Board of Directors based upon a recommendation from the Executive Committee. An opportunity shall be provided by the Board for the committee member and a representative of the Executive Committee to present their respective positions prior to voting on removal.

All committee members, including Chairs and Vice Chairs, are subject to Illinois REALTORS® Member & Volunteer Conduct Policies, as the same may be amended from time to time.

Illinois REALTORS® has established a goal that all committee and working group members be RPAC donors. Illinois

REALTORS® also encourages each committee and working group to adopt a similar goal. Illinois REALTORS® staff will include a field indicating whether a member is an RPAC donor on each roster provided to committee and working group Chairs. Making a contribution is strongly encouraged but not a condition of participation on a committee or working group.

Each Special Committee shall be assigned at least one staff liaison. Staff liaisons to Special Committees shall assist in the facilitation of meetings of the committee, the compilation and distribution of committee documentation, and with communications between the Chair/Vice Chair and the committee members. The Special Committees are intended to provide the members of those committees, along with the Chairs and Vice Chairs with leadership opportunities. Accordingly, the substantive work of the committee, including development of agendas, programming for committee meetings, and preparation of the final report to the Board of Directors should be performed by the committee Chairs, Vice Chairs and members.

Each year, the Illinois REALTORS® Executive Committee will select a current board member to serve as the Special Committee Liaison. The Liaison serves as a conduit for communication between the Leadership Team and the three special committees and will help committee chairs operate effectively and help identify future committee leaders. The three special committees include: Affordable Housing and Community Development Committee, Local Governmental Affairs Committee, and Commercial and Property Management Committee.

The Liaison's mission is to assist in the identification and development of effective special committees and committee leadership and to assist chairs and vice chairs of the special committees in the following established procedures, goals and final presentations.

The responsibilities of the Liaison shall include:

- Understand the priorities and goals of the Leadership Team and help communicate and encourage the chairs and vice chairs to stay on course with the yearlong topic or goal.
- Learn and understand any issues with the committees.
- Mentor the chairs.
- Ensure the chairs are properly briefed and prepared prior to each scheduled meeting.
- Ensure that each committee chair has clear, identifiable goals for each meeting and ultimately the end goal.
- Evaluate committees' progress against goals throughout the year and report at Illinois REALTORS® Executive Committee Meetings.
- Communicate with leadership and/or senior staff in order to update or alert them to an issue or concern.
- Ensure that committee members have a meaningful experience as committee members and as individuals.
- Identify future leadership.

Committees may not commit to the expenditure of funds and may not express opinions or represent positions in the name of the Association, unless specifically authorized by the Board of Directors.

These Standing Rules may be amended from time to time by action of the Board of Directors of the Association at a duly constituted meeting thereof upon at least ten days' prior written notice containing the proposed form and substance of the prepared amendment or amendments.

## **II. Standing Committees, Councils, and Working Groups**

### **ASSOCIATION EXECUTIVES COMMITTEE**

**ORGANIZATION:** The Association Executives Committee is open to all association executives of Illinois local associations. The Executive Committee shall appoint the Chair and Vice Chair.

**DUTIES:** The committee shall provide ongoing education of association executives, Illinois REALTORS® and board leadership, support of development and implementation of association policies and programs and provide for the professional development of association executives. The committee shall plan and promote a Leadership Conference, assist in communicating and promoting all Illinois REALTORS® programs, establish subcommittees for specific programs, establish liaison positions to certain committees and encourage 100 percent participation in political fundraising.

**REPORTING:** The committee will report to the Board of Directors. The Association Executive Committee will be the last scheduled meeting before the Board of Directors and all motions will be presented to them for committee discussion prior to the meeting of the Board. The report of the Association Executives Committee Chair will be added to an early agenda item for the Board of Directors meeting to offer input on any motions coming in front of the Board of Directors.

**MEETING SCHEDULE:** The committee may meet during the business meetings of the Association.

### **AUDIT COMMITTEE**

**ORGANIZATION:** The Audit Committee shall consist of a Chair who shall be a past president and eight (8) additional members as appointed by the Executive Committee and approved by the Board of Directors. The Illinois REALTORS® Treasurer shall serve as a non-voting, ex-officio member. Except for the Chair, members shall be appointed for three-year terms. Members of the Finance and Executive Committees may not serve on the Audit Committee, except as provided for hereinabove.

**PURPOSE:** The purpose of the Committee shall be to provide assistance to the Board of Directors in fulfilling its oversight responsibility to the members and others relating to: (1) the integrity of the Association's financial statements; and (2) the independent auditor's qualifications, performance and independence.

The Audit Committee is a subset of the Board of Directors of the Illinois REALTORS® and is formed to assist the Board in fulfilling its responsibilities and to perform the specific duties set forth in these guidelines.

In fulfilling its purpose, it is the responsibility of the committee to assure that the independent auditors are able to obtain all information which is necessary or useful in performing the audit and to assure that the committee, independent auditors and management of the Association are aware of their responsibilities.

**DUTIES AND RESPONSIBILITIES:** The committee's duties and responsibilities shall include:

- **Understanding the correlation of the Association's operations to the programs.** The Audit Committee shall meet with the Chief Executive Officer or others designated by the Chief Executive Officer and the outside auditors to review and discuss the basic operations and programs of the Association. The Audit Committee shall receive a report (at least annually) from the Association's General Counsel regarding any legal or regulatory matters having a material impact on the financial statements of the Association.
- **Understanding the Association's control environment and risk management systems.** The committee shall review with the Chief Executive Officer, designated staff or as may be needed, the Association's General

Counsel or auditors, the adequacy and reliability of the Association's risk management systems and policies, such as insurance, conflict of interest policy and other internal controls.

- **Understanding and overseeing the financial and compliance reporting process.** The committee shall review with management and the independent auditor the adequacy and the reliability of the Association's financial reporting.
- **Understanding and overseeing the audit processes.** The committee shall discuss with the independent auditors the overall scope and plans for their audits.
- **Understanding and overseeing the management audit and recommendations.** The committee shall review with the independent auditors any audit problems or difficulties encountered during the course of the audit work, including any restrictions on the scope of the independent auditors' activities or access to requested information, and management's response. The committee should review any accounting adjustments that were noted or proposed by the auditors but were "passed" (as immaterial or otherwise) and any "management" letter issued, or proposed to be issued, by the audit firm to the Association. The committee shall review the annual audit and tax returns and make a recommendation to the Board of Directors to accept them as presented or with adjustments if necessary.
- **Selection of the independent audit firm, subject to approval by the Board of Directors.** The committee, in consultation with management, shall recommend to the Board of Directors the appointment of an Auditor, which is subject to approval by the Board. The committee shall evaluate the performance of the Auditor.

The committee's responsibility is to provide assistance, not make ultimate decisions, in regard to the items listed above and to make recommendations as the committee deems appropriate to management, the elected Officers of the Association or to the Board of Directors.

The committee shall review and reassess the adequacy of these guidelines annually and recommend any proposed changes to the Board for approval.

**REPORTING:** The Audit Committee will report to and make recommendations to the Board of Directors.

**MEETING SCHEDULE:** The Audit Committee shall meet at a time and place necessary to carry out its functions and duties.

## **NAR LEADERSHIP & STRATEGY COMMITTEE**

**ORGANIZATION:** The members of the NAR Leadership & Strategy Committee shall consist of the Executive Committee – The President shall serve as Chair of the NAR Leadership & Strategy Committee – and eleven (11) additional members, including the Association Executives of the two (2) largest local associations and nine (9) at-large members (who shall not be local Association Executives or local association staff). The nine (9) at-large members shall be appointed by the Executive Committee and shall serve staggered four-year terms. No at-large member shall serve more than two (2) consecutive terms on the Committee, provided this does not include any partial terms, such as appointments to fill an unexpired term or being initially appointed to a term of less than four years.

**DUTIES:** The purpose of this Committee is twofold. The primary purpose of the Committee is to select the member who shall receive the state's endorsement to be a candidate for NAR Regional Vice President. The secondary purpose of the Committee is to assist Association staff in the development, periodic review of, and implementation of a strategy to develop and promote members of the Association in NAR leadership positions and to increase the influence of the Association generally with NAR elected and staff leaders.

**REPORTING:** The NAR Leadership & Strategy Committee shall report to the Executive Committee and Board of Directors.

**MEETING SCHEDULE:** The NAR Leadership & Strategy Committee shall meet at a time and place necessary to carry out its functions and duties.

## **EXECUTIVE COMMITTEE**

**ORGANIZATION:** The Executive Committee shall consist of the President, President-elect, Treasurer and Immediate Past President of the Association. The Immediate Past President shall be the individual who served as President in the year immediately preceding the latest election of Officers. The Immediate Past President shall serve as a liaison between the Executive Committee and the Advisory Council, provided, however that in the event the position of Immediate Past President is vacant, the highest-ranking Officer shall serve as liaison.

**DUTIES:** The Executive Committee, in addition to its regular duties, shall transact Association business as necessary between meetings of the Board of Directors and shall report such actions in full to the Board of Directors at its next regular or special meeting. The Executive Committee of the Association shall serve as the Legal Action Committee, Bylaws Committee and Jurisdiction Committee. The Committee shall review possible, pending or active litigation affecting real estate in Illinois to determine if the Illinois REALTORS® should become involved in that litigation. The Executive Committee shall also serve as the Resolutions Committee, researching and composing the Association's Statement of Policy and all requested resolutions for consideration.

The Executive Committee may make recommendations to the Board of Directors for at-large NAR Directors from Illinois, Regional Vice President and candidates seeking national office as either NAR Treasurer or First Vice President. The Executive Committee may create such subcommittees as necessary to provide sufficient knowledge and involvement at NAR. The Executive Committee shall seek input from involved and knowledgeable members on these matters and work to develop coalitions with other states and regions and position Illinois REALTORS® with future NAR leaders.

The committee shall annually review the bylaws of the Association and make recommendations, as needed, for additions, deletions or other changes. The committee shall also review and advise as to proposed bylaws changes necessitated by the recommendations of other groups or committees.

**REPORTING:** The Executive Committee will report and make recommendations to the Board of Directors.

**MEETING SCHEDULE:** The Executive Committee will meet as necessary.

## **FINANCE COMMITTEE**

**ORGANIZATION:** The members of the Finance Committee shall be appointed by the Executive Committee and shall be limited to nine (9) regular members, in addition to the Illinois REALTORS® Treasurer, who shall sit on the committee and serve as Chair and one (1) association executive from an Illinois local association. Should the Treasurer be unable to fulfill his or her duties and serve, the Executive Committee shall appoint the Chair. Members shall be appointed for three-year terms.

**DUTIES:** The purpose of the committee shall be to prepare the annual budget, to be consulted for its recommendation on all changes in the budget and expenditures in excess of budget and work with the Treasurer on the investments, as recommended by the Investment Sub-Committee, of Association funds. The committee shall provide for the preparation of an annual audit report for the Association by an outside accounting firm and recommend the Association's dues, reserve levels and related guidelines.

The committee shall recommend to the Board of Directors the suggested dues amount, assessments and voluntary contributions that will be voted on and a Legal Action assessment as needed.

**REPORTING:** The Finance Committee shall report and make recommendations to the Board of Directors.

**MEETING SCHEDULE:** The Finance Committee may meet at such times and places as necessary to carry out their functions and purposes.

## **GRIEVANCE COMMITTEE**

**ORGANIZATION:** The members of the Grievance Committee shall be appointed by the Executive Committee and the Chair and Vice Chair of the committee shall be appointed by the President. Members appointed shall meet the criteria outlined in the Statewide Professional Standards Agreement.

**DUTIES:** The committee shall be responsible for all matters referred to it as provided in the NAR Code of Ethics and Arbitration Manual, the Statewide Professional Standards Agreement and the Ethics Citation Program Guidelines.

**REPORTING:** The actions and determinations of grievance panels will be forwarded to the Professional Standards Committee as required by the NAR Code of Ethics and Arbitration Manual and the Statewide Professional Standards Agreement. Other general actions and recommendations of the committee will be forwarded to the Board of Directors for review and consideration and the taking of such action as deemed appropriate by the Board of Directors.

**MEETING SCHEDULE:** The Grievance Committee may meet during the business meetings of the Association or they may meet at a time and place as necessary to carry out its function and purpose.

## **NOMINATING COMMITTEE**

**ORGANIZATION:** The Nominating Committee shall be appointed by the Executive Committee and shall consist of no less than 15 members of which at least four, but not more than seven, shall be past presidents, other than the Immediate Past President. The Executive Committee shall consider geographic location in the state of those to be appointed. The Executive Committee shall name one of the past presidents as Chair and another past president as Vice Chair. All committee members shall be REALTOR® members.

All members of the Committee shall be in good standing with the Association and meet recommended criteria as established by the Executive Committee and approved by the Board of Directors. If appointed to the committee, mandatory attendance is required. If for any reason a member is unable to attend the first meeting of the Nominating Committee where candidate interviews are conducted, that member will be removed from the committee. If a member has a conflict of interest with a candidate or is an active proponent of a candidate, then that member shall resign their position from the committee or shall be subject to removal by the Executive Committee. All terms will be for one year. Vacancies in the committee shall be filled by the Executive Committee.

**NOMINATING COMMITTEE RECOMMENDATIONS:** All members shall be REALTOR® members and will be evaluated in part based on the following recommended guidelines as established by the Executive Committee and approved by the Board of Directors.

### **RECOMMENDED GUIDELINES FOR MEMBERS TO SERVE ON THE NOMINATING COMMITTEE:**

- Service as a board president;
- Service on Illinois REALTORS® or NAR committees for the past three to five years;
- Service on other Illinois REALTORS® groups such as working groups and task forces;
- Attendance at Illinois REALTORS® events;
- Possess a knowledge and understanding of the Association's programs, initiatives, policies, priorities, objectives, goals and organizational structure;

- REALTOR® actively involved in the real estate business;
- Service on local board or association committees;
- Service in a leadership capacity to a civic, fraternal, professional or religious organization;
- Service in his or her business in an ownership/management or corporate capacity and possesses sufficient business acumen;
- In good standing with the Illinois Department of Financial and Professional Regulation.

**DUTIES:** The Committee shall file its report of nominees in accordance with the Bylaws of the Association and as follows:

- State Officers and Directors: The Nominating Committee shall prepare a slate of qualified and recommended candidates for each elective office including Directors. The recommendations of the Nominating Committee shall be mailed or provided through electronic means to all Member Boards and all members of the Board of Directors on or before 60 days prior to the Annual Meeting of the Board of Directors.
- Except with regard to a vacancy in an already-elected office, if at any time either an insufficient number of applications were received or no potential candidates were deemed eligible for a particular elected office by the Nominating Committee or the Screening and Candidate Audit Working Group, the Nominating Committee may open up a new 30-day application period and solicit applicants for the particular elected office. Following the receipt of additional applications and the receipt of qualified recommendations from the Screening and Candidate Audit Working Group, the Nominating Committee shall recommend qualified candidates for each particular elected office subject to the additional application period. The Nominating Committee shall release the list of recommended qualified candidates by either the notification date required under the Illinois REALTORS® Bylaws or the earliest practical date as determined by the Nominating Committee.

**REPORTING:** The Nominating Committee's recommendations shall be forwarded to the Board of Directors as provided for above. The Nominating Committee's recommended candidates shall be nominated for election by the Chair of the Nominating Committee at the Annual Meeting of the Board of Directors.

**MEETING SCHEDULE:** All meetings of the Nominating Committee are closed except to candidates and delegates who have made appointments in advance to appear before the committee at the pleasure of the committee. The committee may meet at the call of the Chair or the President.

## **PROFESSIONAL STANDARDS COMMITTEE**

**ORGANIZATION:** The Executive Committee shall appoint the members and the President shall appoint the Chair and Vice Chair.

**DUTIES:** This committee shall be responsible for, but not be limited to, the following:

- Providing hearing panels on all professional standards cases that have been referred to it;
- Providing mediation services as needed on requests for arbitration;
- Planning and producing a minimum of two professional standards workshops annually;
- Reviewing all professional standards and arbitration materials and directives emanating from NAR and to assure that local boards are aware of important items; and
- Establishing and monitoring the Ethics Citation and Ombudsman program.

**REPORTING:** The actions and determinations of the hearing panels of the committee shall be final actions, subject to any appeal rights. Other general actions and recommendations of the committee shall be forwarded to the Board of Directors for review and consideration and the taking of such action as deemed appropriate by the Board of Directors.

**MEETING SCHEDULE:** The Professional Standards Committee may meet during the business meetings of the Association or they may meet at a time and place as necessary to carry out its functions and purpose.

## **REALTORS® POLITICAL ACTION COMMITTEE**

**ORGANIZATION:** The REALTORS® Political Action Committee (RPAC) shall consist of eleven (11) Trustees, each of whom must be members of the Association and who are appointed by the Executive Committee, together with the Chair of the RPAC Fundraising Working Group and a representative of the Association Executives Committee (who does not necessarily need to be the Chair or Vice-Chair of the Association Executives Committee). The eleven (11) members appointed by the Executive Committee shall serve two-year terms, while the Chair of the RPAC Fundraising Working Group and the representative of the Association Executives Committee – shall be appointed to a one-year term each. No Trustee may serve more than three (3) successive two-year terms. When making appointments, the Executive Committee shall consider the geographic location in the state of those to be appointed. The Executive Committee shall name from among the thirteen (13) Trustees, a Chair and Vice Chair for the committee. The Chair and Vice Chair shall serve one-year terms but may be appointed to more than one successive term during their terms on the committee. The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair may preside. In the event of a vacancy on the committee, the Executive Committee may appoint a replacement Trustee to serve the remainder of the unexpired term that is vacant. In between meetings, the Chair, in coordination with the committee's staff liaison(s), shall have the authority to approve of the expenditures of RPAC resources in support of candidates for state and local public office.

**DUTIES:** The RPAC Trustees have general supervision and control over the affairs and funds of the REALTORS® Political Action Committee and carries out the following activities in accordance with policies published by the Trustees:

- Supervising and approving the expenditure of RPAC resources in support of qualified candidates for state and local public office in accordance with contribution guidelines established by the Trustees;
- Making recommendations to the National REALTORS® Political Action Committee for contributions to the campaign committees of candidates for Illinois members of Congress and U.S. Senators;
- Encouraging the use of RPAC funds made available by the committee for local political involvement activities in accordance with guidelines established by the Trustees;
- Administering and communicating fundraising activities;
- Conducting political research as necessary to formulate an informed strategy for the expenditure of RPAC resources;
- Providing materials necessary to carry out the activities of the committee;
- Recommending to the Board of Directors the suggested above-the-line annual dues billing contribution amount for RPAC;
- Receiving reports and recommendations from the RPAC Fundraising Working Group; and
- Approve expenditures for grants to local associations for recognition of RPAC Major Investors, fundraising assistance and any other such grants approved by the Trustees.

**REPORTING:** The REALTORS® Political Action Committee shall make a report to the Board of Directors, which shall include financial statements. Any other actions or recommendations shall be reported to the Board of Directors for review and consideration and the taking of such action as deemed appropriate by the Board of Directors.

**MEETING SCHEDULE:** The committee may meet during the business meetings of the Association or at a time and place as necessary to carry out their functions and purpose. Any Trustee that misses two (2) or more meetings during any one (1) calendar year may be removed from the committee by the Executive Committee.



## **SCREENING AND CANDIDATE AUDIT WORKING GROUP**

**ORGANIZATION:** The members of the Screening and Candidate Audit Working Group shall be appointed by the Executive Committee.

**DUTIES:** The Working Group shall review applicants for Illinois REALTORS® Treasurer and the Board of Directors, determine whether the applicants meet the qualifications and review any issues any candidate may have in regard to meeting these qualifications. The committee shall file a report with the Nominating Committee listing the names of all qualified candidates for whom there are no audit issues that fall outside of the guidelines for candidacy.

**REPORTING:** The members of the Working Group report to the Nominating Committee.

**MEETING SCHEDULE:** The Working Group shall meet at a time and place as necessary to carry out their function and purpose.

## **STATE INDEPENDENT EXPENDITURES COMMITTEE**

**ORGANIZATION:** There shall be established for each legislative session (a 2-year period) a committee consisting of (i) the elected officers of Illinois REALTORS® together with the Immediate Past President, (ii) a Chair and three (3) at-large members chosen by the Executive Committee who have served on the REALTORS® Political Involvement Committee (formerly, Working Group), the RPAC Trustees, as Chair or Vice-Chair of the Business Issues or Public Policy Forums, or on the Leadership Development Working Group (iii) the Chief Executive Officer of Illinois REALTORS®, and (iv) any other staff members designated by the Chief executive officer. The term for members of this Committee shall commence on December 1<sup>st</sup> of even-numbered years and shall conclude on November 30<sup>th</sup> of the next even-numbered year.

**DUTIES:** The committee shall have the express authority to initiate and receive recommendations to conduct an independent expenditure campaign on behalf of any member of the Illinois House or Senate or any statewide constitutional officer. The committee will have the single authority to recommend funding whether the funding source is Illinois REALTORS®, the National Association of REALTORS® or both.

**REPORTING:** The actions of the committee shall be reported to the Board of Directors after the conclusion of the independent expenditure campaign.

**MEETING SCHEDULE:** The committee may meet at a time and place as necessary to carry out its function and purpose.

## **LEADERSHIP DEVELOPMENT WORKING GROUP**

**ORGANIZATION:** The Leadership Development Working Group shall have a Chair appointed annually by the Executive Committee and shall oversee the selection, participation and evaluation of the program. One member of the working group shall be an Illinois REALTORS® past president who has been specifically designated to the working group by the Executive Committee. Other working group members may be selected from those members with specific leadership training and skills. The Chair and Vice Chair of the Leadership Development Working Group may not serve on the Nominating Committee during the same administrative year. The Illinois REALTORS® officers shall serve on the working group in an *ex officio* capacity. On an annual basis, the Executive Committee shall recommend funding for activities related to the overall Leadership Development Program.

**DUTIES:** This working group, working with the Executive Committee, shall develop and implement a systematic approach for the identification, placement and training of future Illinois REALTORS® leaders. Illinois REALTORS® leaders are those members who through their Illinois REALTORS®, local association or other organization

involvement are perceived to possess the skills, aptitude, interests and motivation to become a committee Chair or Illinois REALTORS® elected officer. The program is designed to further develop an individual's leadership skills in a structured program that offers training and critical evaluation.

**PARTICIPATION IN THE LEADERSHIP DEVELOPMENT PROGRAM:** Any member may request to participate in the program and any member may be requested to apply to participate by a member of the Leadership Development Working Group. The Leadership Development Working Group member who is the past president designated by the Executive Committee may appoint a member to participate in the Leadership Development Class. The program shall be limited to 12 new participants each year. NOTE: It must be very clear that participation in this program is for self-improvement and does not in any manner project or guarantee that a participant will receive preferential treatment by the Illinois REALTORS® Nominating Committee in the event that the participant decides to pursue Illinois REALTORS® elected office.

Each applicant shall complete an application form to establish their past level of participation and involvement in the Illinois REALTORS®, their local association and other groups. The core requirements of the program shall consist of attendance at the Illinois REALTORS® Leadership Academy and all scheduled leadership training modules.

**REPORTING:** The Working Group shall report and make recommendations to the Executive Committee.

**MEETING SCHEDULE:** The Leadership Development Working Group may meet during the business meetings of the Association or they may meet at a time and place as necessary to carry out their functions and purpose.

### **LOCAL GOVERNMENT INDEPENDENT EXPENDITURES COMMITTEE**

**ORGANIZATION:** There shall be established for each local election cycle a committee consisting of eight (8) at-large members who have either served on the former Public Policy and Government Affairs Member Involvement Group, as Chair or Vice Chair of the Business Issues or Public Policy Forums, as Chair of the Local Governmental Affairs Committee, on the REALTORS® Political Involvement Committee (formerly, Working Group) the RPAC Trustees, or on the Leadership Development Working Group, together with the Chief Executive Officer of Illinois REALTORS® and any other staff members designated by the Chief Executive Officer. The term for members of this Committee shall commence on December 1<sup>st</sup> of even-numbered years and shall conclude on November 30<sup>th</sup> of the next even-numbered year.

**DUTIES:** The committee shall have the express authority to initiate and receive recommendations to conduct an independent expenditure campaign on behalf of any candidate for local or county government. The committee shall have the single authority to recommend funding whether the funding source is Illinois REALTORS®, the National Association of REALTORS® or both.

**REPORTING:** The actions of the committee shall be reported to the Board of Directors after the conclusion of the independent expenditure campaign.

**MEETING SCHEDULE:** The committee may meet at a time and place as necessary to carry out its function and purpose.

### **PERFORMANCE AND COMPENSATION REVIEW COMMITTEE**

**ORGANIZATION:** The Performance and Compensation Review Committee shall consist of the Immediate Past President, President, the President-elect, Treasurer and five members of the Advisory Council, other than the Immediate Past President. The most recent past president, other than the Immediate Past President, shall have a one-year term on the committee and serve as Chair of the committee. The four remaining members from the

Advisory Council, chosen by the Executive Committee, shall serve three-year staggered terms. No past president shall serve as Chair in two successive years. In the event that a vacancy in an elected office would cause a past president to serve as Chair in two successive years or the past president who would normally serve as Chair of the committee is not able or willing to serve on the committee, the members of the Executive Committee shall choose any Past President who is not otherwise already on the committee to serve as Chair.

**DUTIES:** The purpose of the committee shall be to review the performance of the Chief Executive Officer of the Association and fix the terms of compensation and conditions of employment for the Chief Executive Officer.

**REPORTING:** The committee shall be authorized to take final action subject to requests for information from the Executive Committee or Board of Directors or affirmative action to the contrary by the Executive Committee and Board of Directors.

**MEETING SCHEDULE:** The committee shall meet no later than December 15<sup>th</sup> of each year.

### **REALTOR® OF THE YEAR (ROTY) WORKING GROUP**

**ORGANIZATION:** The REALTOR® of the Year Working Group shall consist of five members of the Association who are previous REALTORS® of the Year (ROTY), appointed by the Executive Committee, and three at-large members who are not previous ROTY recipients. As part of the selection process, the Executive Committee may consider factors such as recent recipients of the ROTY award and those who are currently active participants in Illinois REALTORS®. The working group shall be appointed to three-year staggered terms and members may be reappointed to additional terms. The Chair of the working group shall be appointed by the Executive Committee for a two-year term and may be reappointed. The three at-large members shall be appointed by the Executive Committee. Any member of the working group, who after receipt of the nomination forms, is currently or has been in the last ten years a business partner, spouse, relative, employer or employee of a nominee shall recuse themselves from consideration for that year's award selection.

**NOMINATION PROCESS:** Each local association shall, on forms prescribed by the ROTY Committee, submit names for nomination for the REALTOR® of the Year. Each local association is encouraged to submit only one name for consideration by the ROTY Committee. Any past Illinois REALTORS® or NAR President from Illinois who is not a past recipient of the award shall annually be considered as nominated. The ROTY Committee shall make their selection public at the appropriate time.

**CRITERIA:** The ROTY working group shall determine criteria to evaluate nominees for the REALTOR® of the Year Award. The criteria shall be listed on forms provided by Illinois REALTORS® that must be submitted by a local association before a nominee can be considered. Failure to complete the required forms will disqualify a nominee. The criteria may include a demonstration of professionalism, personal leadership, service to the real estate industry, political, civic and community involvement and charitable causes.

**AWARD PRESENTATION AND REIMBURSEMENT:** The ROTY recipient shall be honored at an Illinois REALTORS® meeting or convention. Illinois REALTORS®, in its discretion, may allow related not-for-profit foundations to host the award ceremony.

### **ADVISORY COUNCIL**

**ORGANIZATION:** The Advisory Council shall be composed of all past presidents of Illinois REALTORS®. The current President, President-elect, Treasurer and Chief Executive Officer of the Association shall be guests of the Advisory Council. The members of the Advisory Council shall annually elect their own Chair. The Immediate Past President shall serve as liaison between the Executive Committee and the Advisory Council, provided, however that in the event the position of Immediate Past President is vacant, the highest-ranking Officer shall serve as liaison.

**DUTIES:** The Council's purpose shall be: (1) to provide a medium of exchange of ideas and concepts among past presidents; (2) to consider all long-range plans and strategy; (3) to provide a source of counsel to the Executive Committee; (4) to develop plans for the continued influence and status of the Association within the National Association of REALTORS®; and (5) to be a source of advice and counsel to any Association committee, group or staff.

**REPORTING:** The Advisory Council's recommendations shall be forwarded by the liaison to the Executive Committee for review and consideration and the taking of such action as deemed appropriate by that Committee.

**MEETING SCHEDULE:** The Advisory Council meetings are closed and may be held during the business meetings of the Association or they may meet at a time and place as necessary to carry out their functions and purpose.

### **REALTORS® POLITICAL INVOLVEMENT COMMITTEE**

**ORGANIZATION:** Members of the REALTORS® Political Involvement Committee shall be appointed by the Executive Committee.

**DUTIES:** The REALTORS® Political Involvement Committee is responsible for:

- Organizing and mobilizing the key Illinois REALTORS® legislative contacts and contact teams;
- Providing a structure and reporting for Illinois REALTORS® grassroots mobilization through Illinois REALTORS® Calls to Action, Capitol Conference participation and Broker Involvement registration in support of Illinois REALTORS® and NAR public policy priorities; and
- Providing liaison of grassroots efforts in concert and cooperation with the RPAC Fundraising Group to further enhance RPAC fundraising.

**REPORTING:** The REALTORS® Political Involvement Committee shall report to the Executive Committee.

**MEETING SCHEDULE:** The Committee may meet during the business meetings of the Association or at a time and place necessary to carry out their function and purpose.

### **STRATEGIC PLANNING COMMITTEE**

**ORGANIZATION:** Members of the Strategic Planning Committee, including its Chair and Vice Chair shall be appointed by the Executive Committee for three-year terms. The elected Officers of the Association, including the Immediate Past President, shall serve as *ex officio* members of the Strategic Planning Committee. Appointments to the Strategic Planning Committee shall be made at the Association's annual Fall Business Meetings and shall coincide with the end of the second year of the Association's Strategic Plan. Prior to the end of the second year of the Association's Strategic Plan, the Chief Executive Officer shall submit his or her recommendations for members of the Strategic Planning Committee to the Executive Committee for their consideration and approval.

**DUTIES:** The purpose of this Committee is to assist Association staff in the development and formulation of the Association's three-year Strategic Plan and to monitor the Association's adherence to the Strategic Plan. The Committee shall provide input, advice, and opinions on the content of the Strategic Plan. After its completion, the Committee shall vote to recommend the Strategic Plan to the Board of Directors, which shall consider and vote on the Strategic Plan at its next annual meeting.

**MEETING SCHEDULE:** The Strategic Planning Committee shall meet at least once during the first year of the members' term. The Committee may meet at the call of the President or on an as-needed basis for the remainder of the members' term.

### **III. Special Committees**

#### **COMMERCIAL AND PROPERTY MANAGEMENT COMMITTEE**

**ORGANIZATION:** Members of the Commercial and Property Management Committee, including the Chair and Vice Chair, shall be appointed by the Executive Committee. The Chair and Vice Chair shall be ratified by the Board of Directors at its annual meeting. The Committee shall consist of fifteen (15) voting members (including the Chair and Vice Chair). During their term, neither the Chair, nor the Vice Chair shall serve on any other Special Committee.

**DUTIES:** The purpose of this Committee is to study and analyze, on a comprehensive basis, issues, topics and proposals related to issues which may impact the commercial or property management sectors or member services for non-residential members. The Committee's review may include, but is not limited to matters such as member services meant to enhance the productivity of the non-residential members, new products or services, or proposed legislation affecting the commercial and/or property management sectors.

**REPORTING:** At the annual meeting of the Board of Directors, the Chair shall deliver a report, summarizing the activities of the committee, the issues or subjects studied or reviewed and any conclusions reached or recommendations made by the committee.

**MEETING SCHEDULE:** The Commercial and Property Management Committee will meet on three (3) occasions, once at the Association's annual Winter Meetings, once at the Association's annual Fall Business meetings and at a mid-year meeting scheduled by the Association.

#### **AFFORDABLE HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE**

**ORGANIZATION:** Members of the Affordable Housing and Community Development Committee, including the Chair and Vice Chair, shall be appointed by the Executive Committee. The Chair and Vice Chair shall be ratified by the Board of Directors at its annual meeting. The Committee shall consist of fifteen (15) voting members (including the Chair and Vice Chair). During their term, neither the Chair, nor the Vice Chair shall serve on any other Special Committee.

**DUTIES:** The purpose of this Committee is to study and analyze, on a comprehensive basis, issues relating to the creation of housing opportunities and the removal of regulatory and other barriers to the development of and access to affordable housing, in addition to methods and practices meant to encourage strong, vibrant local communities.

**REPORTING:** At the annual meeting of the Board of Directors, the Chair shall deliver a report summarizing the activities of the committee, the issues or subjects studied or reviewed and any conclusions reached or recommendations made by the committee.

**MEETING SCHEDULE:** The Committee will meet on three (3) occasions, once at the Association's annual Winter Meetings, once at the Association's annual Fall Business meetings and at a mid-year meeting scheduled by the Association.

#### **LOCAL GOVERNMENTAL AFFAIRS COMMITTEE**

**ORGANIZATION:** The members of the Local Governmental Affairs Committee, including the Chair and Vice Chair, shall be appointed by the Executive Committee. The Chair and Vice Chair shall be ratified by the Board of Directors at its annual meeting. The Committee shall consist of fifteen (15) voting members (including the Chair and Vice Chair) and two (2) additional non-voting members of the Committee, who are also members of the Board of Directors. Directors shall not serve as the Chair or Vice Chair. During their term, neither the Chair, nor the Vice Chair shall serve on any other Special Committee.

**DUTIES:** The purpose of this Committee is to study and analyze, on a comprehensive basis issues, topics, or proposals affecting members of the Association or the real estate industry and which are commonly addressed, regulated, or governed by local governments and municipalities.

**REPORTING:** At the annual meeting of the Board of Directors, the Chair shall deliver a report summarizing the activities of the committee, the issues or subjects studied or reviewed, and any conclusions reached, or recommendations made by the committee.

**MEETING SCHEDULE:** The Committee will meet on three (3) occasions, once at the Association's annual Winter Meetings, once at the Association's annual Fall Business meetings and at a mid-year meeting scheduled by the Association.

#### **IV. Other Groups and Forums**

##### **YOUNG PROFESSIONALS NETWORK (YPN)**

**ORGANIZATION:** Members of the Young Professionals Network, including a Chair and Vice Chair, shall be appointed by the Executive Committee. The Chair and Vice Chair shall be ratified by the Board of Directors at its annual meeting.

**DUTIES:** Illinois REALTORS® recognizes that younger members are an integral part of the future growth of the REALTOR® association. The Young Professionals Network (YPN) was created to provide education and support and to create a forum where younger REALTORS® can share ideas and network with each other to expand their business potential. To that end, in addition to fostering a networking community, this group shall also have as its purpose the exploration and study of issues and ideas that particularly impact younger professionals and newer members of the profession. The Network, led by its Chair and Vice Chair shall be responsible for developing informative and educational programming for both the Associations' annual Winter Meetings and annual Fall Business Meetings.

**REPORTING:** The Young Professionals Network shall report to the Executive Committee.

**MEETING SCHEDULE:** The Young Professionals Network, led by the Chair and Vice Chair, shall lead two sessions in conjunction with the annual meetings of the Association or at a time and place necessary to carry out their function and purpose.

##### **BUSINESS ISSUES FORUM**

**ORGANIZATION:** The Business Issues Forum shall consist of a Chair and Vice Chair, appointed by the Executive Committee and whose appointment shall be ratified by the Board of Directors at their annual meeting.

**DUTIES:** The Business Issues Forum is an opportunity to meet and discuss current real estate business practices in the context of the application of the Illinois Real Estate License Law and its regulations. While complying with the laws regarding anti-competitive practices, the Forum will identify best practices that comport with the existing law and regulations as well as identify new issues or practices that might warrant recommended changes to existing

laws and regulations. The Forum will be open to all of those attending to the Association’s public policy meeting.

**REPORTING:** The Business Issues Forum shall report to the Executive Committee.

**MEETING SCHEDULE:** The Business Issues Forum shall take place twice each year, first at the Association’s annual Winter Meetings and again at the Association’s annual Fall Business Meetings.

## **PUBLIC POLICY FORUM**

**ORGANIZATION:** The Public Policy Forum shall have a Chair and Vice Chair, both to be appointed by the Executive Committee and ratified by the Board of Directors at its annual meeting.

**COMMITTEE DUTIES:** The primary purpose of this Forum is to provide an opportunity for Association Government Affairs staff to update and educate members on important and timely legislative issues, changes to or reviews of Association public policy positions, proposed rules and regulations, and electoral and political issues, which may impact the Association, its members, or the real estate industry. Additionally, when appropriate, the Chair and Vice Chair of the Forum, together with the President of the Association, the Chief Executive Officer, and any other member selected by the Chief Executive Officer, shall serve as the *ad hoc* Public Policy Advisory Group. The Public Policy Advisory Group shall serve on an as-needed basis to consider public policy issues raised by pending or proposed legislation or rulemaking, on which the Association requires a determination of its public position. During each meeting of the Forum, a report shall be given summarizing any meetings of the Public Policy Advisory Group and any such recommendations or determinations made by it.

**MEETING SCHEDULE:** The Public Policy Forum shall take place twice per year, once at the Association’s annual Winter Meetings and again at the Association’s annual Fall Business Meetings. The Public Policy Advisory Group may meet at any time and place as necessary to carry out its functions and purpose.

## **GLOBAL BUSINESS FORUM**

**ORGANIZATION:** The Global Business Forum shall consist of a Chair and Vice Chair appointed by the Executive Committee whose appointment shall be ratified by the Board of Directors at its annual meeting.

**DUTIES:** The Global Business Forum is an opportunity to meet and discuss global economic and industry trends, issues and ideas as they relate to or might impact Illinois or other U.S. sectors, and to suggest strategies to increase awareness of the State of Illinois and the real estate profession as key variables in the global economy. While the Global Business Forum may identify opportunities for members within Illinois to engage with international organizations for the benefit of the Association’s members, it should also be focused on stimulating discussion on international issues and ideas that are or may have an impact on Illinois and the real estate industry.

**REPORTING:** The Global Business Forum shall report to the Executive Committee.

**MEETING SCHEDULE:** The Global Business Forum shall be virtual and shall be held at least once each year.

## **V. Related Foundations and Organizations**

### **ILLINOIS REALTORS® PLAZA, INC.**

**ORGANIZATION:** The Association is the sole shareholder of ILLINOIS REALTORS® Plaza, Inc. ILLINOIS REALTORS® Plaza, Inc. shall have seven (7) directors elected by the sole shareholder, the Association. The directors shall be

nominated by the Executive Committee and approved by the Directors of the Association. The directors of Illinois REALTORS® Plaza, Inc. shall elect their own officers. ILLINOIS REALTORS® Plaza, Inc. may establish appropriate Limited Liability Corporations as necessary to carry out the management of any real property asset.

**DUTIES:** ILLINOIS REALTORS® Plaza, Inc. is a separate entity established to hold title to and operate the Association's headquarters building, Bicentennial Plaza and any ancillary facilities. Decisions regarding the operation of the headquarters building, Bicentennial Plaza, or any ancillary properties or facilities shall be made by the directors of ILLINOIS REALTORS® Plaza, Inc.

**REPORTING:** As a separate entity, ILLINOIS REALTORS® Plaza, Inc. reports informationally to the Executive Committee and Board of Directors.

**MEETING SCHEDULE:** ILLINOIS REALTORS® Plaza, Inc. meets in conjunction with the Illinois REALTORS® business meetings and on the call of its President.

### **REAL ESTATE EDUCATIONAL FOUNDATION (REEF)**

**ORGANIZATION:** The business and affairs of the Real Estate Educational Foundation is managed by the President and Vice President of the Foundation, together with a Board of Directors consisting of eighteen (18) Directors, who must be members of the Association in good standing. The terms of the Directors of the Foundation shall be for three years and are staggered so that members are appointed each year. The election of Directors shall be at the annual meeting of the Foundation's Directors and be conducted by the Foundation's current Directors.

**DUTIES:** The Real Estate Educational Foundation (REEF) is a not-for-profit foundation, rather than an Illinois REALTORS® committee. It is supported by voluntary contributions from individuals and firms as well as financial assistance from Illinois REALTORS®. It provides financial support through scholarships for the advancement of real estate education in the fields of real estate, urban economics and land economics through the cooperation and support of, and dialogue with, the colleges and universities of the state of Illinois. The foundation encourages and participates in research and studies in the field of real estate, educational development programs and all allied areas. REEF also is responsible for the publishing and distribution of addresses, reports, treatises and other literary works on the subject of real estate. In addition, REEF may plan and promote a fundraising banquet honoring the state and local Board recipients of the REALTOR® of the Year award.

**REPORTING:** As a separate entity, REEF only reports informationally to the Board of Directors.

**MEETING SCHEDULE:** REEF meets in conjunction with the business meetings of the Association and on the call of its President.

### **REAL PROPERTY ALLIANCE**

**ORGANIZATION:** Real Property Alliance is a not-for-profit corporation, whose business and affairs are governed by at least five (5) but not more than ten (10) Directors. Directors shall be elected or reelected by majority vote of the Directors, including those Directors whose terms are coming to an end, at the annual meeting of the Alliance's Board of Directors. The terms of the Directors of the Alliance shall be for three years and are staggered so that Directors are appointed each year at its annual meeting. The Illinois REALTORS® Immediate Past President, once-removed, shall serve as an *ex-officio* member of the Board of Directors for a term of one year.

**DUTIES:** Real Property Alliance is a non-profit, educational organization that provides insight and analysis for Illinois property owners. RPA provides a voice for establishing sound real estate policy that promotes growth and seeks to limit taxes and regulations, which can make it harder to live and work in the state.



**REPORTING:** As a separate entity, RPA only reports informationally to the Board of Directors.

**MEETING SCHEDULE:** The members of Real Property Alliance may meet in conjunction with the Illinois REALTORS® Business Meetings and on the calls of the President/Chairman.

### **REALTORS® RELIEF FOUNDATION**

**ORGANIZATION:** The business and affairs of the REALTORS® Relief Foundation shall be managed by a Board of Directors consisting of at least five (5) and not more than ten (10) Directors, who are elected or reelected by majority vote of the Directors, including those Directors whose terms are coming to an end, at the Annual meeting of the Board. The terms of the Directors of the Foundation shall be for three years and are staggered so that Directors are appointed each year.

**DUTIES:** The Foundation assists individuals and communities adversely affected by natural and other disasters throughout the state of Illinois and surrounding areas. The Foundation coordinates with other relief agencies to provide immediate assistance in the initial hours, days and weeks after a disaster by providing food, temporary shelter and other necessary relief. In the longer term, the Foundation provides assistance to individuals, businesses and communities affected by disaster as they strive to move forward and begin to rebuild their lives and communities.

**REPORTING:** The REALTORS® Relief Foundation only reports informationally to the Board of Directors.

**MEETING SCHEDULE:** The Foundation holds two meetings each year, including the Annual meeting at a time designated by the Board to manage the business of Foundation. A special meeting of the Board may be called by or at the request of the President or any two (2) Directors.