



NATIONAL ASSOCIATION OF REALTORS®

REGION 12 POLICIES

(AS ADOPTED BY REGION 12 ON MARCH 3, 2016)

Section 1. MEMBERS

Region 12 shall be comprised of the members of the state REALTOR® associations of Alaska, Idaho, Oregon, Montana and Washington.

Section 2. PURPOSE

To provide a structural process for the exchange of ideas; discussion of content and importance of NAR issues/programs; discussion of regional concerns; coordination of education on issues at NAR director meetings; and RVP elections.

Section 3. MEETINGS AND ACTIVITIES

Region 12 shall meet at the NAR Mid-Year Meetings, Annual Convention, and at an annual Region 12 meeting each spring. The Region 12 Executive Committee may also determine to host other meetings and activities that further the purpose of the Region, i.e.: Regional Reception for all members of the Region; Regional Reception following the Regional Caucus; Regional Reception open to members from other states; and meetings of the Executive Committee held at the NAR Mid-Year Meetings and Annual Convention, and at the annual Region 12 Spring meeting.

Section 4. VOTING

All current NAR Directors from each of the Region 12 states and voting members of the Region 12 Executive Committee (the Regional Vice President, the Immediate Past Regional Vice President, the Regional Vice President-Elect, and the President and President-Elect of the five state associations) shall be eligible to vote. Individuals must be present to cast their vote; proxies are not permitted.

Section 5. QUORUM

A quorum shall be those voting members present.

Section 6. RULES OF ORDER

Robert's Rules of Order, latest edition, shall be recognized as the authority governing all meetings of the Caucus except where otherwise provided in this policy.

Section 7. REGIONAL VICE PRESIDENT

Duties: The general purpose, duties, authority and responsibilities of the Regional Vice President shall be in accordance with the NAR Regional Vice President published job description. The Regional Vice President shall share NAR's monthly Leadership Talking Points with the NAR Directors and Region 12 Executive Committee. Consistent with *Roberts Rules of Order*, the Regional Vice President has the authority to appoint ad hoc work

groups or task forces to address issues of regional significance, including but not limited to development of Region 12 members for service at the national level.

Regional Vice President Candidates: Beginning with the election for 2019 Regional Vice President, any Region 12 REALTOR® may run to become the Regional Vice President nominee to be submitted to the NAR Credentials and Campaign Rules Committee, provided: the REALTOR® must have received their state's endorsement, must at least meet the requirements NAR has established for the position and must have completed the then-current NAR Officer Candidate Form. Elections for the Region 12 Regional Vice President nominee will be held at the Region 12 Caucus at the NAR Annual Convention.

Regional Vice President Credentials and Election Committee: Region 12 shall have a Regional Vice President Credentials and Election Committee to certify that candidates for Regional Vice President meet the above criteria and have completed the required Officer Candidate Form. The Committee shall be chaired by the immediate past Regional Vice President and composed of one National Director selected by each of the five states in the Region. States shall determine their own method of selecting members for this committee. Candidates for Regional Vice President may not serve as members of the Committee.

Regional Vice President Campaigns and Election Timeline: States shall identify their representative to the Regional Vice President Credentials and Election Committee Chair not later than January 15 annually.

Not later than January 15, candidates shall submit to the Chair a completed copy of the current NAR Officer Candidate Form.

Not later than February 10, the Committee shall meet, preferably by conference call, to review and certify that candidates for Regional Vice President meet the above criteria. Once candidates have been certified, the Committee shall report its findings to the current Regional Vice President, who will report those findings to the Caucus at the Region 12 Spring meeting.

Certified Candidates for Regional Vice President may address the Region 12 Caucus at the Region 12 Spring meeting, the NAR Mid-Year meeting, and the NAR Convention.

The Region 12 Caucus will vote for the Regional Vice President nominee by secret ballot at the Region 12 Caucus during the NAR Convention. Election shall be by majority vote of the Region 12 voting members present and voting, however, if no candidate achieves a majority then there shall be a run-off vote of the two candidates receiving the most votes.

Upon election of the candidate by the Region 12 voting members, the Regional Vice President will forward the recommendation to the NAR Credentials and Campaign Rules Committee.

Incapacity or Absence: Should the Regional Vice President be unable to perform the duties of the office at any time during the term, NAR policy provides that the NAR President will appoint a replacement. The Region 12 Executive Committee may submit a recommendation to the NAR President, provided that the proposed replacement meets the qualifications for office of Regional Vice President as established by NAR.

In the event of the absence of the Regional Vice President at a Region 12 meeting, the most recent Region 12 Regional Vice President in attendance shall serve as chair of the meeting.

Section 8: REGIONAL EXECUTIVE COMMITTEE

The Executive Committee of Region 12 shall be the Regional Vice President, the Immediate Past Regional Vice President, the Regional Vice President-Elect, and the President, President-Elect, and executive officer of the five state associations. The Regional Vice President shall serve as Chair of the Executive Committee. The state executive officers shall serve as ex-officio without a vote. Additionally, any Past President of the National Association of REALTORS® who is a member of Region 12 shall serve as a member of the Executive Committee in an advisory capacity without a vote.

The duties include furthering the purposes of Region 12 as stated in Section 2 above, addressing issues of regional and national concern between regularly scheduled meetings of the Region 12 Caucus, and administering the Regional Fund. Executive Committee members are expected to attend the NAR Midyear Meetings and Annual Convention and all Region 12 functions at those conferences, the annual Region 12 Spring meeting, and to be available for conference call meetings on an as-needed basis during the course of the year.

All members of the Executive Committee are entitled to a single vote except for voting on (1) whether to discontinue, increase or decrease the annual assessment described in Section 9.1 below and (2) expenditures from the Regional Fund for the support of candidates or issues. In those two cases, each State President's vote shall be weighted, based on the number of Region 12 voting members in their state.

Section 9: REGION 12 REGIONAL FUND and STRATEGIC RESERVE

The Region authorizes the creation of a Regional Fund for the purpose of promoting the goals and objectives of the Region as set forth in Section 2 above, including Regional operations and meetings.

1. The custodian of the Regional Fund shall be the state association of which the then-current Regional Vice President is a member. The Executive Committee shall be provided budget reports at the Executive Committee meetings in May and November.

2. The Immediate Past Regional Vice President shall present a brief verbal or written financial report to the Region 12 Executive Committee and Region 12 Caucus at the annual Region 12 Spring meeting.
3. Electronic balloting of the Executive Committee shall be permitted on all matters related to the Regional Fund.

The Regional Fund may include a Strategic Reserve for providing financial support for approved regional issues or to candidates from within Region 12 or from outside Region 12 for national office, provided that:

1. By February 15 of each year, the State Associations contribute the assessment established in the Region 12 budget, based on the NAR membership count of September 30 of the previous year.
2. Pre-approval by a majority vote of the Executive Committee pursuant to the proportional voting described in Section 8 above shall be required for: selection of all issues of region-wide significance to support; all expenditures of the Fund in support of such issues or of candidates for national office; and continuation of support to all issues or candidates.
3. Any requests for issue(s) support be submitted to the Executive Committee in writing from a state association with a detailed description of their issue(s) activities and projected expenses for initial and all subsequent funding.
4. State associations contribute to their issues(s) campaign(s) an amount equal to at least one-half of the funds contributed from the Strategic Reserve.
5. Any disbursements from the fund will be paid to the requesting state association, with proper attribution given to Region 12.

Should the Executive Committee decide to not support an issue or candidate, not approve expenditures, or withdraw support, the state associations will be notified in writing.

Section 10. REGION 12 BUDGET

The Regional Vice President-Elect shall prepare a budget for the following year, which includes projected operating expenses and provisions for operating and strategic issues reserves, and shall submit the proposed budget to the Executive Committee by November 1. The Executive Committee shall forward the proposed budget, with any recommended revisions, to the Region 12 Caucus at the NAR Convention. The voting members of the Caucus shall have final approval of the budget.

Section 11. REGIONAL RECORDING SECRETARY

The executive officer of the state of the Regional Vice President shall serve as regional recording secretary. In the event the state executive officer is unable to serve, the Regional Vice President shall appoint a regional recording secretary. The regional recording secretary is responsible for:

1. Minutes of each meeting and disbursement to the voting members and state executive officers within the Region within 30 days of the next meeting.
2. Notification of all regional meetings.
3. Submittal of proper paperwork to the NAR Credentials and Campaign Rules Committee, as required or requested, of Region 12's nominee for Region 12 Regional Vice President and Region 12's designee for the NAR Credentials and Campaign Rules Committee.
4. Compiling any documentation from the year and passing it along as history to the next regional recording secretary.

Section 12. REPRESENTATION ON NAR CREDENTIALS AND CAMPAIGN RULES COMMITTEE
The Immediate Past Regional Vice President shall be Region 12's designee to the NAR Credentials and Campaign Rules Committee. NAR shall be notified of the designee as set forth in Section 11.3 above.

If the Immediate Past Regional Vice President is unable to serve, then the Region 12 Executive Committee may submit a qualified past Regional Vice President as an alternative recommendation to the NAR President.

Section 13. ENDORSEMENT OF NAR OFFICERS
The Region may endorse candidates for NAR offices in accordance with the timeframes outlined in the policies of the National Association of REALTORS®. Regional endorsements shall be determined by a unanimous vote of the states, with each state having one (1) vote. However, absent a unanimous vote, there will be no regional endorsement. Any state may make endorsements directly to the NAR Credentials and Campaign Rules Committee in addition to, or absent of, a regional endorsement. Each state shall determine the process by which it provides endorsements.

Section 14. AMENDMENTS
These policies may be amended at any meeting of the Region by an affirmative majority vote of the voting members, provided that written notice of the substance of any proposed amendment shall first have been delivered by the Executive Committee to each voting member in the Region and the Regional Vice President at least thirty (30) days in advance of the meeting.