



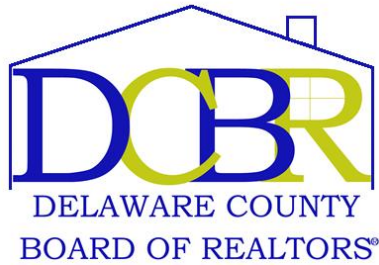
# POLICY MANUAL

*Updated 7/15/23*



# Table of Contents

<b>ABOUT US</b>	3
Mission Statement	
Contact Us	
<b>BOARD OFFICE</b>	4
Rental Policy	
<b>MEMBERSHIP</b>	5
Types of Membership, Primary/New Member Dues & Fees	
Primary/Secondary Member Benefits	
Secondary Members, Returning Members, Realtor Transfers, Tour Members, MLS	
Affiliate Member Dues & Benefits	
Emeritus Status, Membership Withdrawal, Termination of Membership	
<b>CODE OF ETHICS</b>	10
Cycle Training, New Member Orientation, Professional Standards & Arbitration	
<b>BOARD OFFICERS &amp; DIRECTORS</b>	11
Duties of Officers	
Election of Officers & Directors, Vacancies of Officers & Directors	
Removal of Officers & Directors	
<b>MEETINGS</b>	14
Board of Directors, Membership, Tour, Weather Policy, Clothing	
<b>FINANCIAL POLICIES</b>	16
Financial Review, Budget, Board Accountant, Accepted Payments, Credit Cards, Dues	
<b>DCBR AWARDS</b>	18
Realtor of the Year, Realtor Citizen of the Year, Affiliate of the Year, Rookie of the Year	
Distinguished Realtor of the Year, Million Dollar Club	
<b>DCBR COMMITTEES</b>	19
Standing Committees, Special Committees, Organization, Budget, Committee Members	
Committee Descriptions	
<b>MISC POLICIES</b>	24
Social Media, Political Endorsements	
<b>EXECUTIVE OFFICER</b>	25
EO Succession Plan, EO Search Committee	



This Policy handbook is a guide for members of the Delaware County Board of Realtors (DCBR), created and approved May 2022. It contains information important to help members understand procedures and guidelines. These Policies may be amended by the Board of Directors with a majority vote. While this handbook attempts to summarize the framework of our Bylaws, DCBR is governed by our Bylaws and we strongly encourage you to read and refer to them directly. The link to our Bylaws is located on the DCBR website or available by request to the Executive Officer.

**We are the Delaware County Board of Realtors, hereinafter referred to as “the Board.”**  
An Ohio Domestic Nonprofit Corporation. Incorporated on March 3, 1975.

### **MISSION STATEMENT**

*To promote mutual interest and development of the Realtors doing business in Delaware County and advance the real estate profession by education and public relations work and doing all lawful acts for this purpose.*

### **CONTACT US**

21 N. Sandusky Street  
Delaware, Ohio 43015

Office Hours:  
Tuesdays 9am – 2pm  
Wednesdays 8am – 1pm  
Fridays 9am – 2pm

Phone: (740) 363-3227

Email: [dcbroffice2@gmail.com](mailto:dcbroffice2@gmail.com)

Website: [dcbrohio.com](http://dcbrohio.com)

## **BOARD OFFICE**

The property located at 21 N. Sandusky Street, Delaware, OH 43015 is owned by the Board.

No animals are permitted in the building, except for service dogs or with advanced special permission from the Directors.

### **RENTAL POLICY:**

Board Office may be rented for private community purposes by Members and non-members. To rent the Board Office, the *Release of Liability/Rental Application* must be submitted and approved. Application is available upon request at the Board Office.

### **RENTAL FEES:**

#### Members

\$50 for first 3 hours

\$25 for each additional hour

#### Non-Members

\$75 for first 3 hours

\$25 for each additional hour

## **MEMBERSHIP**

### **TYPES OF DCBR MEMBERSHIP AVAILABLE:**

Primary Member  
Secondary Member  
Tour Member  
Affiliate Member

### **PRIMARY AND SECONDARY MEMBERSHIP:**

All real estate companies joining DCBR must designate one Broker licensee as the company's "designated Broker."

Applications are available at the Board office or via the Board website.

### **PRIMARY MEMBER FEES:**

Primary Members pay Local, State, and National dues thru the Board office.

Dues are prorated throughout the year for newly joining members.

Renewal invoices are distributed annually by November 1<sup>st</sup> and are to be paid by December 31<sup>st</sup>. Late charges will apply after December 31<sup>st</sup> (see policy).

Acceptable payments include cash, check, credit card\*, or Venmo.

\*Credit cards incur a 4% convenience fee, if over \$50

### **YEARLY DUES:**

Local (DCBR)	\$175
State (Ohio Realtors)	\$220
National (NAR)	\$185

*\*Yearly dues subject to change*

### **NEWLY LICENSED PRIMARY MEMBERS:**

Newly licensed Realtor members are required to pay the following application fees in addition to the Local/State/National Yearly dues:

### **APPLICATION FEES:**

Local (DCBR)*	\$150
State (Ohio Realtors)	\$50

*Fees subject to change*

\*\$50 to be reimbursed upon completion of the New Member Orientation class which is held twice annually in the Spring and Fall.

**PRIMARY AND SECONDARY MEMBER BENEFITS:**

REALTOR Members *in good standing* shall receive the following:

- Voting rights
- Membership with National Association of REALTORS®
- Membership with Ohio Realtors
- Option to join the Columbus and Central Ohio Regional MLS
  - (MLS fees are paid directly thru Columbus Realtors)
- DCBR TOUR membership
- Availability of Equal Housing brochures
- Option to purchase lockboxes
- Monthly membership meetings (September – May)
- Annual social events
  - Summer After Hours (June-August)
  - Annual Holiday and Awards Party (December)
- Join/Chair Board Committees
- Opportunities for community outreach and collaboration with fellow Members/Affiliates
  - PR Committee activities
  - Realtor Care Day (annually in June)
- Recognition by both the Community and the Ohio Realtors as actively supporting Delaware County
- Serve on the Board of Directors, after serving on a committee
- DCBR Award recognition
  - Realtor of the Year
  - Rookie of the Year
  - Realtor-Citizen of the Year
  - Million Dollar Club
  - RPAC Contribution
- Ohio Realtors Award recognition
  - Realtor of the Year
  - Presidents Sales Club
  - RPAC recognition
- Mediation resources through Ohio Realtors and DCBR Grievance and Professional Standards Committees
- Board of Directors dedicated to the promotion of high standards of Ethics
- Board Executive Officer for support
- Affiliate Members
- Local Board Orientation and Continuing Education Classes
- Board Attorney
- Board owned building and meeting space, rental availability
- Listed on REALTOR® Membership Roster & Board Website

**SECONDARY MEMBERS:**

Licensed Realtors who are Primary Members of another Board or Realtor Association in Ohio are **not** required to pay an application fee. By paying the local DCBR dues of \$175/year, Realtor is then considered a *Secondary Realtor Member*.

**RETURNING MEMBERS:**

Licensed Realtors who have previously been a DCBR Member and have been inactive, for one reason or another, but choose to be activate their membership again.

If Realtor has been inactive for less than one (1) year, the Local and National dues will be prorated. State reinstatement requires full amount of yearly dues.

If Realtor has been inactive for more than one (1) year, Local, State and National dues are prorated at the time they re-join, and there is a State application fee of \$50.

**REALTOR TRANSFERS:**

If Realtor Member transfers his/her license to a new brokerage, they must notify the Executive Officer of such change. A \$30 transfer fee must be paid and *Status Change* forms, completed by both brokerages, returned to the Board Executive Officer within thirty (30) days.

If Realtor Member joins a brokerage whose Broker is not a current member of the Board, a designated Broker must become an active member, or the transferring Realtor becomes a Secondary Member.

**TOUR MEMBERSHIP:**

Affiliates and Licensed Realtors who are members in good standing of another Ohio Realtors Multiple Listing Service (MLS), may join the DCBR Tour group for \$20 per calendar year. This amount is not prorated.

A potential Tour member may attend one complimentary meeting, before joining. Tour members may place a home on the tour request list by emailing the Tour Director by Monday at NOON, prior to the next tour meeting. See "TOUR" for more information.

**MULTIPLE LISTING SERVICE (MLS):**

The Board's Multiple Listing Service is provided by the Columbus REALTORS®. The Board of Directors designates a representative for meetings of the Columbus REALTORS® MLS. DCBR members who elect to become members of the Columbus Board of REALTORS® Multiple Listing Service shall observe all its rules and regulations. DCBR members are responsible to pay Columbus REALTORS® directly for this service.

**AFFILIATE MEMBERSHIP:**

**YEARLY DUES:**

First representative	\$150*
Each addl. representative	\$25

**\*QUARTERLY DUES PRORATION SCHEDULE**

January 1 – March 31	\$150
April 1 – June 30	\$112
July 1 – September 30	\$75
October 1 – December 31	\$31.25

**AFFILIATE MEMBER BENEFITS:**

Affiliate Members *in good standing* shall receive the following:

- DCBR TOUR membership
- Monthly membership meetings (September – May)
- Annual social events
  - Summer After Hours (June-August)
  - Annual Holiday and Awards Party (December)
- Join/Chair Board Committees
- Opportunities for community outreach and collaboration with fellow Members/Affiliates
  - PR Committee activities
  - Realtor Care Day (annually in June)
- Recognition by both the Community and the Ohio Realtors as actively supporting Delaware County
- Serve on the Board of Directors as Affiliate Representation
- DCBR Award recognition
  - Affiliate of the Year
- Board Executive Officer for support
- Board owned building and meeting space, rental availability
- Listed on Affiliate Member Roster & Board Website

Affiliate members DO NOT have voting rights.



**EMERITUS STATUS:**

NATIONAL EMERITUS

Realtor member of NAR for a cumulative period of forty (40) years as a Realtor and has completed at least one (1) year of service at the National level as an officer, director, or committee member, may apply. With a completed and approved application to NAR, this member status will be exempt from paying National dues.

STATE EMERITUS

Realtor member of Ohio Realtors of forty (40) years as a Realtor and has served at least one year at the State level as an officer, director, or committee member may apply. With a completed and approved application to Ohio Realtors, this member status will be exempt from paying State dues.

LOCAL EMERITUS

Realtor member of DCBR of forty (40) years of membership as a Realtor that has served on a DCBR committee will be exempt from paying yearly dues.

**MEMBERSHIP WITHDRAWAL**

If a REALTOR Member, Affiliate Member with a past due balance withdraws their membership in the Delaware County Board of Realtors or has their membership suspended, reinstatement will follow the policy in Article X, Dues & Assessments, Section 4. Any REALTOR Member, Affiliate Member who withdraws their membership in the Delaware County Board of Realtors shall not be entitled to any refund of any dues or fees already paid to the Delaware County Board of Realtors.

**TERMINATION OF MEMBERSHIP:**

Should any Realtor or Affiliate member have their membership revoked from the Board, as determined by the DCBR Board of Directors, their membership is terminated for life.

## **CODE OF ETHICS**

All DCBR members, Realtor or Affiliate, are required to know, understand, and follow the NAR Code of Ethics. This code defines the expectations of all members during all DCBR meetings and events.

### **ETHICS CYCLE TRAINING:**

Realtor Members must complete a 3-hour Ethics training class, for each 3-year cycle, and submit a certificate of proof to the Board Executive Director for submission to NAR. Cycles are established through NAR.

Cycle 7: 1/1/2023 – 12/31/2025

Cycle 8: 1/1/2026 – 12/31/2028

Failure to satisfy the required periodic Ethics training shall be considered a violation of a membership duty and will result in suspension of membership for the first two (2) months (January and February) of the year following the end of any three (3) year cycle or until the requirement is met, whichever occurs sooner.

Realtor members with National Emeritus Status are exempt from this requirement.

### **NEW MEMBER ORIENTATION:**

New Realtor members shall complete a two (2) hour and thirty (30) minute orientation program on the Code of Ethics. New Member Orientation classes are offered by the Board twice annually (Spring and Fall). Failure to satisfy this requirement within 365 days of the date of application will result in termination of membership.

### **PROFESSIONAL STANDARDS AND ARBITRATION:**

The responsibility of the Board and of Board Members relating to the enforcement of the Code of Ethics, the disciplining of Members, and the arbitration of disputes, and the organization and procedures incident thereto shall be governed by the Code of Ethics and Arbitration Manual of the NATIONAL ASSOCIATION OF REALTORS®, as amended from time to time, which is by this reference incorporated into the Board's Bylaws, provided however, that any provision deemed inconsistent with state law shall be deleted or amended to comply with state law.

It shall be the duty and responsibility of every REALTOR® Member of this Board to abide by the Constitution and Bylaws and the Rules and Regulations of the Board, the Constitution and Bylaws of the State Association, the Constitution and Bylaws of the NATIONAL ASSOCIATION OF REALTORS®, and to abide by the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the duty to arbitrate controversies arising out of real estate transactions as specified by Article 17 of the Code of Ethics, and as further defined and in accordance with the procedures set forth in the Code of Ethics and Arbitration Manual of this Board as from time to time amended.

## **BOARD OF DIRECTORS**

The affairs of the Board shall be administered by the Board of Directors which shall consist of the elected officers together with the immediate past President.

The Board of Directors may hire such employees, independent contractors, and professional advisors as it deems prudent with such compensation as it deems reasonable. The Board may designate one or more of its officers or Directors to direct, supervise or coordinate the efforts of any employees, independent contractors, or professional advisors. In the absence of any such designation, the President shall be responsible for directing, supervising, and coordinating such persons or entities.

The Board of Directors consists of the following offices:

President

Vice President

Secretary

Treasurer

State Director (2-year term)

Alternate State Director (Past-President)

Board Directors (3)

Affiliate Representative (non-voting member)

## **DUTIES OF OFFICERS**

### **PRESIDENT**

President shall preside at all meetings of the Board of Directors and membership meetings and shall be one of the voting members on matters involving the NATIONAL ASSOCIATION OF REALTORS® and the OHIO REALTORS®. The President shall be an ex-officio member of all standing committees and shall be notified of their meetings.

### **VICE PRESIDENT**

Vice President shall perform the duties of the President in his/her absence. Vice President is not a voting member on matters concerning the NATIONAL ASSOCIATION OF REALTORS® and the OHIO REALTORS®. Vice President serves as Chair of the Program Committee, member of Core Standards committee, and member of the Nominating Committee.

### **TREASURER**

Treasurer shall supervise the maintenance of financial records of the Board and provide monthly accountings (Treasurer's Report) to the Board of Directors and Membership, as requested. Treasurer serves as Chair of the Budget & Finance Committee and is a member of the Core Standards Committee.

### **SECRETARY**

Secretary shall take minutes of all Board of Directors meetings and Membership meetings which shall be shared prior to the next scheduled meeting for vote of approval. Minutes and reports to be shared with Board Executive Officer prior to next scheduled meeting.

### **STATE DIRECTOR**

State Director shall be one of the voting members on matters involving the NATIONAL ASSOCIATION OF REALTORS® and the OHIO REALTORS®.

#### ALTERNATE STATE DIRECTOR

Alternate State Director (Past-President) shall be one of the voting members on matters involving the NATIONAL ASSOCIATION OF REALTORS® and the OHIO REALTORS® should the State Director be unavailable.

#### AFFILIATE REPRESENTATIVE

Affiliate Representative is a non-voting member that represents and reports feedback, issues, or ideas presented by Affiliate members. Affiliate Representative shall schedule at least four (4) free continuing education (CE) classes for Realtor Members (one per quarter). Affiliate Representative reports any feedback, issues, or ideas to the Directors from Affiliate members.

#### **ELECTION OF OFFICERS & DIRECTORS**

The President automatically succeeds to Alternate State Director, and the Vice-President automatically succeeds to President. One (1) State Director candidate will be selected every other year by the Nominating Committee to serve a two (2) year term.

The Nominating Committee shall select *at least* one candidate for each office to be filled on the Board of Directors. The Nominating Committee shall report nominees for the Board offices at the September Board of Directors meeting for a vote to approve. The Nominating Committee or the Board shall email the slate of its nominees to all REALTOR® Members at least fourteen (14) days prior to the October Membership meeting. Additional nominations may be made from the floor at the October Membership meeting. All nominees must personally notify a member of the Nominating Committee that he or she will accept the office for which they are nominated, if elected. Should there be more than four (4) candidates nominated for the three (3) positions of Board Director, then the three (3) candidates receiving the most votes shall be elected.

REALTOR® Members shall vote by secret ballot for Officers and Directors of the Board.

The election shall be conducted by the Nominating Committee at the November Membership Luncheon, and they shall announce the results. In case of tie or ties, another ballot shall be conducted for such office or offices. If a tie or ties still exist after a second ballot, the tie or ties shall be decided by a drawing lot between those who are tied for office or offices.

All officers are to be installed by December 31 and shall take office on January 1 of the following year. If an officer is not sworn in before Board Members prior to December 31, they are to be sworn in at the following Board of Directors meeting, and if they choose, may again be sworn in at the following Membership meeting.

#### **VACANCIES OF OFFICERS OR DIRECTORS:**

Vacancy among the Officers and the Board of Directors shall be filled by a simple majority vote of the Board of Directors. The vacancy filled shall serve until the next annual election.

**REMOVAL OF OFFICERS OR DIRECTORS:**

In the event that an Officer or Director is deemed to be incapable of fulfilling the duties for which elected, but will not resign from office voluntarily, the Officer or Director may be removed from office under the procedures outlined in the Article X1, Section 6 of the DCBR Bylaws.

## **MEETINGS**

### **BOARD OF DIRECTORS MEETINGS**

The Board of Directors meet at 9am, the Friday following the second (2<sup>nd</sup>) Tuesday of each month at the Board office. Absence from two (2) consecutive regular meetings or three (3) regular meetings for the entire year shall be construed as resignation therefrom. Any member of the Board of Directors shall give advance notice to the President, or his/her substitute, if he/she is unable to attend a scheduled meeting.

The President may call for a special Directors meeting upon five (5) calendar days advance notice.

### **MEMBERSHIP MEETINGS**

Regular monthly membership meetings are held the third (3<sup>rd</sup>) Tuesday of each month, October thru May. There needs to be a minimum of 7 membership meetings per year. Meetings cost \$5 and include lunch and a speaker.

The annual holiday/awards banquet is held in December, with date to be determined by Board of Directors, and VP, who is chair of the Program Committee.

Notification for meetings will be sent out electronically at least 7 days in advance.

Weather advisory. If the Delaware CITY Schools are closed due to weather, all scheduled meetings for the same day at DCBR, will be cancelled. In regard to a 2 hour delay, all meetings remain on schedule.

### **TOUR MEMBERSHIP**

Tour meetings are held at the DCBR office every Wednesday morning, starting at 9am. Doors open at 8:30am for networking. There is a \$2 room charge for all attendees per meeting. Opportunity to pay for the full year is available.

Tour meetings are run by the Tour Director, as appointed by the DCBR President. Weekly Tour sheets will be provided.

Tour membership include Realtor and Affiliate members. A potential member of Tour may attend one complimentary meeting, before joining.

Opportunities for Affiliates to sponsor breakfast and/or to purchase ads on the tour sheet are available by contacting the Tour Director. They will be first come, first serve. Breakfast sponsorships allow for the Affiliate to have the undivided attention of those in attendance for the first 10+/- minutes of the meeting. Only Breakfast Sponsors are permitted to distribute promotional materials during the meeting for that given day. Realtors may also sponsor breakfast.

Realtor members may place a home on Tour by emailing the Tour Director by Monday at NOON, prior to the next tour meeting. Homes on tour must be within the Delaware County boundaries.

Listing agent must be present on the day of the Tour and must attend the entire Tour that day. A minimum of five (5) Realtor members must go on Tour or homes shall be subject to cancellation that day, unless listing agent chooses to Tour with less members. Caravan style tour will leave the DCBR building within ten (10) minutes of the meeting ending.

### **WEATHER CANCELLATIONS**

If the Delaware City School District is closed due to weather, all scheduled meetings for the same day at DCBR, will be cancelled. Should Delaware City School District be placed on a 2-hour delay, all meetings remain on schedule.

### **CLOTHING**

When attending DCBR sponsored public events in which members are representing the Board (e.g., community outreach, volunteering, parades, First Fridays), no company or broker branded clothing is to be worn. This does not apply to DCBR Member events such as tour, luncheons, after hours, committee meetings, etc.

## **FINANCIAL POLICIES**

### **FINANCAL REVIEW**

Being a non-profit organization in the State of Ohio, the financial statements, tax returns and financial information concerning the Board shall be made available to the Board membership. The Treasurer shall supervise the maintenance of the financial records of the Board and provide a monthly report to the Board of Directors and the Membership at regularly scheduled meetings.

The membership shall have the opportunity to review a current Balance Sheet/Profit & Loss Statement at the January membership meeting or as needed with an end of year report or current year statement. The report will be presented by the Board Treasurer or appointed representative.

### **BUDGET**

An annual budget will be prepared in December for the upcoming year and will be presented to the Board of Directors at the January directors' meeting for approval. The annual budget will be drafted by the Budget & Finance Committee consisting of the Treasurer, Executive Officer, a minimum of two Realtor members and an affiliate, if available. It is the goal of the Treasurer to have 40% of operating expense in reserve savings.

The Board shall utilize the accrual accounting method and recognizes that revenue is posted as received funds and not necessarily income.

It is the policy of the Board that any expense or purchase up to \$500.00 will not be capitalized or depreciated.

The Board of Directors shall not borrow money on behalf of the Board without first following Article X, Section 6 of the Delaware County Board of Realtors Bylaws.

### **BOARD ACCOUNTANT**

The Board shall hire an accountant to prepare and file the required 990 tax return on behalf of the Board. The accountant shall also prepare and file quarterly tax returns, payroll taxes, Delaware City income tax returns, unclaimed funds reports, workers compensation, state and federal unemployment returns and any other required forms or reports. A copy of all forms and reports shall be provided to the Executive Officer.

Additionally, the Board shall employ a Certified Public Accountant to conduct an Annual Compilation Report which will be reviewed by the Board of Directors.

### **ACCEPTED PAYMENTS**

The Board shall accept cash, checks, Venmo or credit cards as accepted forms of payment. For accounting and security purposes cash will not be accepted for payments over \$50.00.



**CREDIT CARDS**

All credit card transaction must exceed the \$50 minimum amount.

All credit card transaction will include a convenience fee as detailed below:

<u>TRANSACTION AMOUNT</u>	<u>FEE</u>
\$50 - \$100	\$5
\$101 - \$150	\$6
\$151 - \$200	\$8
\$201 - \$250	\$10
\$251 - \$300	\$12
\$301 - \$350	\$14
\$351 - \$400	\$16
\$401 - \$450	\$18
\$451 - \$500	\$20
\$501 - \$550	\$22
\$551 - \$600	\$24
\$601 - \$650	\$26
\$651 - \$700	\$28
\$701 - \$750	\$30

**DUES COLLECTION**

The policy for the collection of dues, fees and all payments to the Delaware County Board of Realtors are stated in Article X of the Delaware County Board of Realtors Bylaws.

All dues payments must be made by December 31.

If dues are not paid within one (1) month after the due date, the non-paying Member is subject to suspension or may be terminated at the discretion of the Board of Directors (in writing).

Two (2) months after the due date, membership of non-paying Member shall automatically terminate unless within that time the amount due is paid. Accuracy of the amount owed must first be confirmed by the Board of Directors.

A late payment of the annual Board dues local portion (\$175.00) shall be assessed a 50% penalty fine (\$87.50), due prior to acceptance of said annual dues.

Non-sufficient fund checks shall be assessed amount owed plus any additional charges by the Board’s bank within fifteen (15) days. *(Adopted 5/23)*

## **DCBR AWARDS**

### **REALTOR OF THE YEAR**

Selected annually in May and submitted to Ohio Realtors by June for recognition at the fall State Conference, then recognized at the annual Awards party in December. Award based on Member's activity in their local board, state association, national association, civic endeavors, and business and educational involvement. Member may be named once in a 5-year period.

### **REALTOR CITIZEN OF THE YEAR**

Awarded to a Realtor Member involved with community organizations, or is a member of a board that aids, supports, and strengthens non-profit efforts. Award presented at annual Awards party in December.

### **AFFILIATE OF THE YEAR**

Awarded to an Affiliate Member who shows outstanding commitment and activity within the Board. Award presented at annual Awards party in December.

### **ROOKIE OF THE YEAR**

Awarded to a DCBR Realtor member who has less than 3 years of experience and has shown involvement and commitment to the DCBR Board.

### **DISTINGUISHED REALTOR OF THE YEAR**

Awarded to a Realtor member who....

### **MILLION DOLLAR CLUB**

Recognizes Realtor members who have achieved outstanding sales performance.

Rules and regulations are posted on the DCBR website. Realtors are encouraged to fill out an entry form each year to accumulate sales totals. The first milestone is the One-Million Dollar Club, with increments of \$5 million thereafter. Once the amount of \$300 million is earned, awards will be given in \$100 million increments.

## **DCBR COMMITTEES**

### **STANDING COMMITTEES**

President shall appoint from among the members of the Board, the following Committee Chairs:

Budget & Finance  
Building & Grounds  
CORPAC Representative  
CORE Standards  
Del City/County Governmental Affairs  
Education/Orientation  
Grievance  
Legislative/RPAC  
MLS Board Director (must be a Broker)  
MLS Representative  
Nominating  
President's Advisory  
Professional Standards  
Program  
Public Relations/Equal Housing  
Realtor Protection  
Sales Advisory  
State Political Coordinator  
Technology  
Tour

Chairs are chosen by the incoming President in November or December and are to have committees in place by the January Board of Directors meeting. New Chair to meet with outgoing Chair and obtain copies of the minutes from Executive Officer or previous Chair. Chairs are to be enthusiastic and have open discussions, encouraging participation, delegating responsibility, and rely on members to produce results. Be candid and equitable, by listening and respecting individual opinions. Be prepared and know the committee's purpose and goals, review minutes of previous meetings, provide a background of the committee's decisions, actions, and recommendations. Establish an agenda to focus on and work in an orderly manner. Chair sets meeting dates & time and gives ample advance notice to committee members of meetings and agenda. Chair to coordinate meeting dates & times with E.O. to ensure available use of DCBR Office and to keep calendar up to date. (*Rev. 5/23*)

President shall be an ex-officio member of all standing committees and shall be notified of their meetings.

### **SPECIAL COMMITTEES**

President shall appoint, subject to confirmation by the Board of Directors, special committees as deemed necessary.

## **ORGANIZATION**

All committees shall be of such size and shall have duties, functions, and powers as assigned by the President or the Board of Directors, except as otherwise provided in the Bylaws.

All meetings are to be held at the Board office Minutes and attendance to be kept.

Monthly reports are given to the President and/or Executive Officer to be presented at the Board of Director's meeting. Committee Chair to give monthly report at the monthly Membership meetings.

Meetings need to start on time and kept focused. Meeting minutes to be taken and given to Executive Director at the end of the year for record retention.

## **BUDGET**

Those committees with a budget are to work within their budgeted amount. Should there be excess funds at the end of the year, that amount is absorbed and is not additional funds for the following years budget nor is it to be arbitrarily spent. The only exception is the Program Committee of which has a separate checking account.

## **COMMITTEE MEMBERS**

Committees are to be widely represented by as many offices/companies/brokerages as possible, including Affiliate members. There should not be a dominance of any individual office or brokerage. All members should welcome new ideas, suggestions, and alternative plans.

Members are to attend all meetings and notify the chair if unable to attend. All meetings are to be held at the Board office Minutes and attendance to be kept.

## **COMMITTEE DESCRIPTIONS**

### **BUDGET & FINANCE**

Treasurer to Chair, plus Executive Officer and two to four additional members. Meet prior to January Director's meeting, forming the upcoming budget for Board. Meet quarterly to determine if budget is on track.

### **BUILDING & GROUNDS**

Chair plus possible co-chair. Coordinate the maintenance of the Board building and grounds at 21 N. Sandusky Street, Delaware, OH 43015 and make recommendations to the Board of Directors as to any upkeep the building or grounds may require.

### **COLUMBUS MLS BOARD OF DIRECTOR**

Must be a Broker Member. Attends MLS Director meetings on behalf of the DCBR, give input, and report back to the DCBR Board of Directors and Membership.

## CORE STANDARDS

Chair plus, President, Vice President, Treasurer and Executive Officer. If an individual holds 2 positions, one position is to be filled by another Board Director. All information to satisfy NAR's Core Standards requirements is to be uploaded to NAR by Executive Officer prior to the December 1st deadline each year. Committee to conduct a yearly evaluation of the E.O.

## CORPAC (Central Ohio Realtor Political Action Committee)

Representative to attend meetings on behalf of the Board, reporting back anything of interest affecting Realtors® and the rights of homeownership.

## EDUCATION

Chair, optional co-chair, plus up to two other members. Prepare and present up to two orientation classes for new Realtor® members or transferred members per year.

## GRIEVANCE

Chair plus five members, only one per company. Members commit to staggered three-year terms. All new members are required to attend annual training sessions and returning members are encouraged as well. Committee members can opt to serve at the state level by completing an application to serve.

## OMBUDSMAN

Realtor member with minimum of five years Realtor experience. This position is a three-year term with a six-hour Ombudsman course taken once every three years, and yearly refreshers on other years. When a written ethics complaint in the appropriate form is received, it can be initially referred to the Ombudsman, who will attempt to resolve the matter. Ombudsman required to follow NAR guidelines in assessing and resolving complaints.

## DELAWARE CITY/COUNTY GOVERNMENTAL AFFAIRS

Chair plus any members interested. Members to attend city, township, and county meetings on behalf of the Board, reporting back to the Board of Directors. Interest in zoning issues, development, private property rights, and other issues affecting Realtors® and homeownership.

## LEGISLATIVE/RPAC (Realtor® Political Action Committee)

Chair may have co-chair. Keep members aware of legislation news affecting the real estate industry and homeownership. Solicit RPAC monies for legislation and candidates for the benefit of homeownership by creating Board events.

## SPC (State Political Coordinator)

One per board, this representative will meet with legislators 4 times per year, attend in-district events, respond to all Calls to Action, participate in training as required by Ohio Realtors, and attend Ohio Realtor Legislative Conferences.

## MLS REPRESENTATIVE

Chosen for a two (2) year term, to attend monthly MLS (Multiple Listing Service) meetings of the Columbus Realtors® and to report back to the Board of Directors and Membership. Reports

to be made on information, changes, problems, etc. of interest and in turn take our request and concerns back to the MLS Committee.

### NOMINATING

Vice President automatically one of five members of the committee. Committee shall select "at least" one candidate for each office to be filled on the Board of Directors. The committee shall report nominees for the Board offices at the September Board of Directors meeting. The Nominating Committee or Executive Officer shall mail or e-mail the slate of its nominees to all REALTOR® Members at least fourteen (14) days prior to the October Membership meeting. All nominees must personally notify a member of the Nominating Committee that he or she will accept the office for which they are nominated, if elected. October Membership meeting nominations may be made from the floor. At the November Annual Membership Meeting, vote will be taken on slate plus any nominations from October meeting. Should there be more than three candidates nominated for the three positions of the Board of Director, then the three candidates receiving the most votes shall be elected. Election shall be conducted by the Committee, and they shall announce the results.

### PRESIDENT'S ADVISORY

Chair shall advise the President on matters of possible concern to the Board.

### PROFESSIONAL STANDARDS

Consists of six members, staggered three-year terms, only one from a company and should not be a member of the Board of Directors. All new members are required, and returning members are encouraged, to attend an annual Professional Standards training. Committee members can opt to serve at the State level by submitting as application to serve. Appointments to the Professional Standards Committee and Grievance Committee shall be consistent with the cooperative professional standards enforcement agreement of the Board. ALL MATTERS ARE STRICTLY CONFIDENTIAL AT ALL TIMES!!!

### PROGRAM

Vice President to automatically Chair, plus at least five other members. Provides meetings of interest to the membership and promotes regular attendance at these meetings. Choose topics, employ speakers, and handles logistical arrangements for meetings. Membership meetings are October thru May, Christmas party in December and may arrange other activities during summer months.

### PUBLIC RELATIONS/EQUAL HOUSING

Chair, plus at least five other members. To promote REALTORS® and Affiliates of the Board. Develop programs and activities to increase public awareness and respect for REALTORS. Support other worthy projects where the Board can comply with Core standard requirements. Post activities on social media to the public, within guidelines of our social media policy.

### REALTOR PROTECTION

Chair plus two to four other members. Purpose being to ensure that all documents and forms of the Board are current, including the Board Bylaws. Committee should meet annually, preferably in January or February, to determine if any updates need to be made; otherwise, meet as needed.

### SALES ADVISORY

Chair plus four other members. Shall meet as needed for:

Realtor or the Year – When guidelines are released by OR, all members will be notified of a deadline to submit entries.

Local DCBR awards such as Million Dollar Club, Affiliate of the Year, Rookie of the Year, and Realtor-Citizen of the Year. All entries and nominations due by October 31<sup>st</sup>. Awards presented at the annual Christmas party. Committee to update rules and applications as needed.

### TECH WEBSITE

Chair plus other members. To develop/maintain website for Board. Maintain tools needed to keep Board website secure.

### TOUR DIRECTOR

Chair plus other members. Conduct weekly TOUR meetings. Ensure those in attendance are either REALTOR®, Affiliate or TOUR members of the Board; if not, give them direction as to how to join the Board for compliance.

Tour committee sets up weekly breakfast sponsors, sells and produces Affiliate ads on the weekly tour sheets, collects tour fees, and submits accounting to the Board Office in a timely fashion.

Director submits a weekly tour sheet by 2pm on Tuesday to the Executive Officer to be distributed to all members. Director responsible for scheduling properties to be toured in a timely fashion.

## **MISC POLICIES**

### **SOCIAL MEDIA**

The Board of Directors for the Delaware County Board of Realtors at their sole discretion shall appoint yearly, in January, approved administrators to provide content for all forms of social media used by the Delaware County Board of Realtors.

Any use or posting on social media on behalf of the Delaware County Board of Realtors shall be appropriate in nature and will not promote the Delaware County Board of Realtors in a negative aspect.

Any use or posting on social media on behalf of the Delaware County Board of Realtors shall **not** be self-promoting of any individual or office member for the benefit procuring business for that individual or office.

Any use or posting on social media promoting any individual or office member shall be for the benefit of promoting involvement or cause on behalf of the Delaware County Board of Realtors.

Any inquiry from the public from any form of social media used by the Delaware County Board of Realtors shall be immediately directed the Delaware County Board of Realtors website or Executive Officer or if necessary, to the Board of Directors for the Delaware County Board of Realtors. Normal communication or replies to the public are acceptable.

Any violation of the Policies and Rules for social media of the Delaware County Board of Realtors by and individual or office member will result in the immediate suspension of said individual or office member from all forms of social media administered by the Delaware County Board of Realtors. Any further disciplinary action shall be at the discretion of the Board of Director for the Delaware County Board of Realtors.

### **POLITICAL ENDORSEMENTS**

DCBR has chosen not to endorse any candidate for political positions. Local, District, or State issues will be considered, and possibly endorsed, with proper requests to the Board or Directors.

Organization to submit their request for endorsement to the board office, and or funds. Board of Directors may request an in-person interview for more information. The issue will then be presented to the membership Board for a secret ballot vote as to endorse or not.



## **EXECUTIVE DIRECTOR**

Delaware County Board currently employs 1 part-time employee to oversee and manage the Board activities, and to ensure all requirements are met to maintain Board state status. The Executive Director is responsible for paying Board expenses, keeping records, recruiting, maintaining Member NAR profiles. Additionally, the Executive Officer will oversee the websites, social media, and the Board office schedule and events which include committee meetings.

### **DCBR EO SUCCESSION PLAN**

This policy is to establish a succession, should the Executive Officer (EO) position of the Delaware County Board of Realtors become vacant or the Executive Committee/Board of Directors 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 the process to fill the 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.

### **TEMPORARY ABSENCE**

In the event of a temporary EO absence, either through temporary incapacitation or a leave of absence that is long enough that the DCBR Board of Directors deems the need to enact the Temporary EO Succession Plan.

The Interim EO shall ensure that the Board continues to operate with minimal disruption and that all organizational commitments previously made are adequately executed. The Interim EO shall have the full power of the Board Bylaws and policies, and its subsidiaries provide.

Because DCBR only employs 1 staff person, the appropriate interim is the Chair of Core Standards, along with the current President of DCBR.

#### Announcement of Temporary Absence

- 1) Circumstances of departure, if appropriate to share
- 2) Appointment of Interim EO or person temporarily responsible until EO has returned
- 3) President, in concert with the interim EO, shall provide information to members.

Within the first 2 weeks, the President should convene a meeting of the Directors, to make any recommendations for temporary or bonus pay for the Interim EO.

## UNPLANNED DEPARTURE

Circumstances that trigger implementation of the Emergency Succession Plan:

- Death of EO
- EO becomes permanently incapacitated.
- EO's employment ends and its effective date is not enough time to implement the Planned Departure Succession Plan.

Follow the temporary absence plan above, and additionally get a written memo out to the Members from the President explaining events and anticipated actions. Memo should include:

- a. Announcement of EO departure.
- b. Circumstances of departure, if appropriate to share
- c. Appointment of Interim EO (Core Standards Chair)
- d. President, in concert with the Interim EO, shall provide information to members.
- e. Process for hiring new EO
- f. When and how additional information will be provided.

If EO was terminated, the following steps should be taken immediately:

- Secure cash and checks
- Secure employee file
- Change security codes, passwords and combinations.
- Safeguard personal property of departing EO
- Cancel or change credit cards and authorization cards.
- Change signature cards at banking institutions.

Within the first 2 weeks:

- President will appoint members of the EO Search Committee and will name the chairman of the EO Search Committee (see EO Search Committee Guidelines)
- President should convene a meeting of the Board of Directors to discuss any recommendations to the Board of Directors for temporary or bonus pay for the Interim EO; 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.
- EO Search Committee Chair calls initial meeting of the committee and the committee considers the following:
  - a. Establish a timeline for the process.
  - b. Identify attributes and characteristics that are needed in the next Executive Officer.

## PLANNED DEPARTURE

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

- EO announces retirement or departure at a date the Planned Departure Succession Plan can be implemented
- EO'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 Directors should immediately convene. If timeline provides a gap between when the EO leaves and a new one is in place, the Board of Directors will confirm the Core Standards Chair as Interim EO effective on a particular date.

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

To do immediately:

- President and EO should meet and go over the Planned Departure EO 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 EO in place.
- If there is an anticipated gap, the Interim EO as outlined by policy should be notified and brought into discussions
- A written memo to the Members from the President explaining events and anticipated actions. The memo should include:
  - a. Announcement of EO departure;
  - b. Appointment of Interim EO if needed, per timeline.
  - c. President in concert with interim EO provide information to members.
  - d. Process for hiring new EO;

Within the first 2 weeks:

- President will appoint members of the EO Search Committee and will name the chairman of the EO Search Committee;
- The President should convene a meeting of the Directors to discuss any recommendations for temporary or bonus pay for the Interim EO; 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.
- EO 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 Office

### **CEO SEARCH COMMITTEE**

The Search Committee shall be comprised of:

- Current Leadership Team (President, President-elect, Treasurer)
- Two (2) DCBR Past Presidents
- Two (2) At-large appointments
- Chair is not a member of the current or incoming Board of Directors

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