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# POLICIES & PROCEDURES

## REGION 12



# POLICIES AND PROCEDURES

## I. Membership

All REALTOR® and REALTOR® Associate Members of the California Association of REALTORS® who hold their primary membership in Region 12 Association are automatically members of Region 12, as long as their membership with their Association and C.A.R. are in good standing.

## II. Region 12 Decision Making Bodies

### Delegate Body:

A. Presided over by current Region Chair

B. Shall be comprised of current Association Presidents or any other C.A.R. Director from their respective Association as appointed by their Board of Directors (one vote per Association). Association Executives will be invited to attend as a non-voting member.

C. Established for the purpose of:

- Selecting Region 12 NAR Director(s) in Training (DITs);
- Review year-end financials
- Review proposed budget for the ensuing year.

D. Delegate Body to convene at C.A.R. Winter Meetings, at a time and place appointed by the Region Chair, to conduct business at hand.

### Region 12 Directors:

The voting body for all other decisions for Region 12 shall include:

- All Region 12 C.A.R Directors
- All Region 12 C.A.R Directors-at-Large
- All Region 12 C.A.R Honorary Directors
- All Region 12 Immediate Past Chair

**Note:** The Regional Chair may vote to break a tie or create a tie, in which case the motion would die per Robert's Rules.

## III. Regional Chair

A. **Authorization:** Article III, Section 2 of the C.A.R. Bylaws state, in part, "The Regional C.A.R. Directors from the respective Region shall annually select one Regional Chairperson.

B. **Qualification:** The Regional Chair must be a member of Region 12 for the previous 2 years and have been a Director of the C.A.R. for at least two (2) years of the past 5 years prior to assuming office.

C. **Election:** The current Assistant Regional Chair will automatically ascend to the office of Regional Chair.

D. **Term of Office:** The Regional Chair shall take office on the day following the official closing of the NAR Fall Convention, following their election, and shall hold office for one year or until their successor has been elected and takes office.

# POLICIES AND PROCEDURES

**E. Duties:** It shall be the duty of the Regional Chair to:

1. Call and preside over the annual Region 12 meeting. (In accordance with Section VI. Annual Region 12 Meeting.)
2. Ensure Minutes of the Annual Meeting are distributed to Region 12 AEs.
3. Ensure results of election of Regional Reps is communicated to C.A.R. Governance Immediately following the C.A.R. Spring Business Caucus Meeting.
4. Call and preside over the Regional Caucuses at the State Directors' meetings.
5. Coordinate and appoint task force/working group/committee to address issues or concerns affecting our Region-wide REALTOR® membership.
6. Install local Association officers in the Region, upon request.
7. Act as liaison between Region 12 and the President, Officers and Executive Committee of the C.A.R.
8. Arrange and host the annual visit of the C.A.R. President as necessary.
9. Within 30 days following NAR's fall meetings, Regional Chair shall submit a year-end accounting of all Region 12 income and Expenditures to the incoming Regional Chair and each Association (c/o the AE). Any remaining reserve/carryover funds, to be forwarded to the incoming Region Chair in care of the host Association Executive Officer.
10. Carry out other duties such as the title, by general usage, would indicate and such may be assigned to them by the Region, this document and the Constitution and Bylaws of the C.A.R. The Regional chair shall attend NAR meetings, if the budget allows.
11. Serve as the C.A.R. Nominating Committee Representative while holding the position as immediate past chair.

**F. Funding:** Region 12 shall allocate a stipend to cover Region Chair's attendance at NAR's two (2) yearly meetings (stipend to be equal to C.A.R.'s current stipend allocation for State Funded NAR director(s). In addition, the Region Chair's attendance at C.A.R. meetings shall be funded by the Region including, hotel accommodation, travel and meals not to exceed the amount as budgeted. The Regional Chair may also be reimbursed for expenses incurred in performing official duties with in the Region, as budgeted.

## IV. Assistant Regional Chair

**A. Rotation:** It is the policy of Region 12 to rotate the Chair between Member Associations in the following manner:

1. In the first year of rotation, the Assistant Regional Chair will come from Bakersfield.
2. In the second year of rotation, the Assistant Regional chair will come from a small Association.
3. In the third year of rotation, the Assistant Regional Chair will come from Fresno.
4. In the fourth year of rotation, the Assistant Regional Chair will come from a small Association.
5. The rotation then repeats itself.
6. If, in any year, the Association(s) entitled to nominate the Assistant Regional Chair does not submit a qualified nominee by March 31st, then any member Association may nominate a qualified nominee for the position.

# POLICIES AND PROCEDURES

**B. Qualification:** To be nominated Assistant Regional Chair, a Member must:

1. Have been a Director of C.A.R. for at least two (2) years, of the past five years, prior to assuming office and have been a member of Region 12 for the previous 2 years.
2. Must adhere to the attendance requirements as set forth in C.A.R. Regional Chair Handbook, when applicable.
3. Have his/her primary C.A.R. Membership in an Association eligible to nominate the Assistant Regional Chair that year.
4. Be nominated by the Board of Directors in his/her primary Association.
5. Have the resolution of nomination conveyed in writing to the Regional Chair by March 31st.

**C. Nomination:** No later than March 31st, the current Regional Chair shall:

1. Notify all Member Association Presidents and Executive Officers of the names of all qualified nominees who have met the qualifications.
2. In the event no nominations are received, then any qualified member may be nominated by bringing to the annual C.A.R. Spring Business Caucus Meetings a written resolution of nomination from the Board of Directors of his/her primary Association.

**D. Election:** Election of the Assistant Regional Chair Shall be:

1. Held at the annual C.A.R. Spring Business Caucus Meeting.
2. By secret written ballot.
3. By majority vote of those present and eligible to vote (as defined in Section VI. F. #2). If no Candidate receives a majority vote on the first ballot, the candidate receiving the fewest number votes will be dropped from the ballot and a second vote shall be taken so on until a candidate receives a majority.

**E. Term of Office:** The Assistant Regional Chair shall assume office on the day following official closing of the NAR Fall Convention after their election and shall hold office for one (1) year or until their successor has been elected and takes office.

**F. Duties:** It shall be the duty of the Assistant Regional Chair to:

1. Assume the duties of the Regional Chair in his/her absence.
2. Assist the Regional Chair as necessary.
3. Serve as the Alternate C.A.R. Nominating Committee Representative.
4. Upon receipt of the financials from the current regional chair the Assistant Regional Chair shall prepare a proposed budget for the following year to be presented to the Region's AEs to distribute to the delegate body by January 15, for review.
5. Carry out other duties such as the title, by general usage, would indicate and such may be assigned to them by the Region, this document and as set forth in the Region Chair's Handbook.

## **V. NAR Director in Training (DIT) to be moved to section V**

**A. Purpose:** To maintain a stronger and more effective presence for our Region at both state and national levels. DIT shall report to Region 12 caucuses at the C.A.R. meeting immediately following the NAR meeting.

# POLICIES AND PROCEDURES

**B. Qualifications:** to be nominated for NAR – DIT, a member must:

1. Be a member of Region 12.
2. Be a C.A.R. State Director two of the past three years, and adhere to the attendance requirements as set forth for C.A.R. Directors.
3. Submit a resume and list of C.A.R. positions held and acceptance of the standards of accountability as set forth in the California NAR Directors “Being an Effective Representative”
4. Be nominated by his/her Board of Directors.
5. Have the AOR nomination conveyed in writing to the Regional Chair by December 15th prior to the election year.

**C. Appointment:** Shall be made by a vote of the Region’s Delegate Body at the winter C.A.R. meeting of the election year.

**D. Term:** Term of appointment shall be for two (2) years.

**E. Duties of the Director in Training:**

1. DIT shall report to Region 12 Caucuses at the CAR meeting immediately following the N.A.R. meetings.
2. DIT shall submit a written report on the N.A.R. meetings on which they attended to the Region Chair for dissemination to all Region Association, along with the Expense Reimbursement request.
3. Region Chair may assign duties and committee assignments to DIT.

## VI. Annual Region 12 Meeting

**A. Authorization:** Article III, Section 3 of the C.A.R. Bylaws state, in part, “It shall be the duty of the Regional Chair to call and preside over Meetings of the Region as necessary.” In the case of the annual meeting the Regional Chair shall plan and conduct the annual meeting in conjunction with the assistant Regional Chair.

**B. Policy:** Region 12 shall hold a general membership meeting at least once a year

**C. Date:** Election to be held at the Winter Business Meetings to comply with C.A.R. Governance and Business Meeting Deadlines.

**D. Place:** The meeting shall be held in the Region at a place determined by the Assistant Regional Chair, he/she (Assistant Regional Chair) shall submit the agenda pertaining to the following years business to the Regional Chair for approval and shall preside over that portion of the annual regional meeting.

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**E. Notice:** The Regional Chair shall notify, in writing, each Association (Association Executive) in the Region of the date, time and place of the Annual Membership meeting at least thirty (30) days in advance of the meeting to be forwarded to current and incoming C.A.R. Directors.

# POLICIES AND PROCEDURES

## **F. Participation:**

1. All members of Region 12 shall be invited to the meeting.
2. Only those members who will be eligible to vote at the C.A.R. Directors' Meeting the following year shall be eligible to vote. Lunch will be provided at no cost (budget permitting) for C.A.R. Directors and their Association Executive Officer/Staff Member.

## **G. Purpose:** The purpose of the meeting shall be to:

1. Elect Regional Representative to C.A.R. Committees for the following year.
2. Conduct such other business that may come before the body.

## **VII. Regional Dues**

**A. Authorization:** The C.A.R. Leadership Reference Guide in the Chapter entitled "Regional Chairs" states, in part, "Local Associations may contribute money to the Regional Chair for expenses if the Region adopts such a policy."

**B. Policy:** In order to provide the opportunity of becoming the Regional Chair to all members who qualify, whether they are from a small or large Association, it is hereby agreed that all Associations in Regional 12 shall contribute to help defray the expenses of the Regional Chair in the following manner:

1. Before the end of the calendar year, but no earlier than November 1st of the current year, the Assistant Regional Chair shall obtain the Membership numbers of each Association from C.A.R. and bill each AOR accordingly, the basis of which shall be used in creating a budget for the next year.
2. The Regional Chair shall then submit a statement to each Association Executive for an amount equal to six dollars (6.00)\* per Member to cover Region Chair expenditures. This assessment can be modified annually upon the majority vote of the Region 12 Delegate Body.
3. The dues are payable to the Regional Chair at the time of receipt and shall become delinquent if not paid prior to the June C.A.R. Directors meeting.
4. All members of any Association that is delinquent in paying said dues should be considered NOT in good standing as Members of Region 12 while the dues remain unpaid.

**C. Funding:** Region 12 shall allocate a stipend to cover DIT's attendance at NAR's two (2) yearly meetings (stipend to be commensurate to C.A.R.'s current stipend allocation for State Funded NAR director(s)). The stipend is to be funded by a \$6 (six dollar) contribution from each REALTOR® members within Region 12.

## **VIII. C.A.R. Committee Assignments**

**A. Authority:** Article VII, Section 1.2 of the C.A.R. Bylaws states, in part, "The President shall appoint Committee Members..." "The Leadership Reference Guide states, in part, "Recommendations for the 32 Regional Committee Representatives for each standing Committee are made to the President of C.A.R. by the Regional Chairs."

## **B. Regional Representatives:**

1. At the Annual meeting, each Association may nominate members for the Regional Representatives to the various

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\*Assesment for 2020 will be \$6 per member

# POLICIES AND PROCEDURES

Committees, then vote shall be taken. The Assistant Regional Chair shall recommend the Region's choice to the President of C.A.R. In the event a Regional Representative is appointed to a higher position after the Regional 12 Annual Meeting, the incoming Region Chair will appoint a replacement for the Regional Representative position at his/her discretion.

2. It is the duty of a Regional Representative to:
  - a. Prior to the meetings be informed on all issues of the C.A.R. briefing packet.
  - b. Attend all meetings of their respective Committees.
  - c. Report action items and other pertinent information at the Region Caucus.
  - d. To act as a liaison between the Committee and Region 12.

## C. Members-At-Large

1. Individuals must submit their own application online to C.A.R. for committee membership. Members-At-Large are selected by the President of C.A.R. and are appointed because of their particular interest, ability, or experience in the Committee work.
2. It is the duty of each Member-At-Large of a Committee to:
  - a. Prior to the meetings be informed on all issues of the C.A.R. briefing packet.
  - b. Attend all meetings of the Committee.
  - c. Aid the Regional Representatives in his/her liaison and reporting duties.

## IX. Local Board Installations

**A. Authority:** Article III, Section 3 (duties) of the C.A.R. Bylaws state, in part, "It shall be the duty of the new Regional Chair, if requested, to install the local Association officers in their Regions"

**B. Policy:** The policies of Region 12 regarding inviting and utilizing the new Regional Chair as the installing officer at their ceremonies shall be as follows:

1. The date and time of the Installation and an invitation should be communicated to the new Regional Chair as soon as possible.
2. If the Association does not want to use the new Regional Chair at their Installation, this too should be communicated as soon as possible.
3. The spouse, or escort, of the new Regional Chair should be invited to attend Installation.
4. Even if the new Regional Chair is not to be the installing Officer, he/she should be invited.
5. If the Installation is to include a meal, it should be offered gratis to the new Regional Chair and his/her spouse, or escort.

## X. Absentee Policy

All Region 12 Directors are expected to be in attendance at all assigned meetings, including Board of Directors meeting. It is up to each individual association to implement and/or enforce a policy regarding attendance for their Regional Director.

# REGION12

