



Manual Of Procedures

As Amended Through August 15, 2024

Manual of Procedures

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SACRAMENTO ASSOCIATION OF REALTORS® MANUAL OF PROCEDURES

COMMITTEE STRUCTURE

Appointment Committee

- a) Purpose. The SAR Appointment Committee shall be a standing committee of the association whose purpose is to evaluate applications to serve on SAR committees and in SAR leadership positions. The committee will recommend slates for ratification to the SAR Board of Directors for the following positions:
- i. SAR Committee Chairs and Vice Chairs
 - ii. SAR Government Relations Committee
 - iii. SAR Nominating Committee
 - iv. C.A.R. Directors
 - v. NAR Large Board Representative Directors
 - vi. MetroList Directors
- The committee will also review and approve all member applications and seats on all other SAR standing committees.
- b) Meetings. Committee meetings shall take place as needed throughout the calendar year. Meetings shall be closed to maintain confidentiality. A majority of members must be present to constitute a quorum.
- c) Organization. SAR President-Elect will serve as Chair and SAR Secretary/Treasurer will serve as Vice-Chair. SAR President, SAR Immediate Past President, and the Diversity, Equity, Inclusion, and Fair Housing Committee Chair will serve as members of the committee. The incoming Secretary/Treasurer-Elect, once the annual election vote is ratified each year, shall serve as a non-voting member of the committee, and will not affect the number to reach a necessary quorum. Staff as assigned by CEO.

Awards Selection Committee

- a) Purpose. The purpose of the Awards Selection Committee shall be to select recipients for the Category Awards and review the nominations for Major Awards.
- b) Meetings. The Committee shall meet as necessary to fulfill its purpose. Meetings shall be closed to protect the confidentiality of the process.
- c) Organization. The Committee will be chaired by the most recent REALTOR® of the Year, and vice-chaired by the most recent Preferred Partner of the Year, available and willing to serve. The SAR President will recommend at least three (3) other members whose selection must be ratified by the Board of Directors. One of these three at-large committee members must be a DEI & FH committee chair or DEI & FH committee member appointed by the DEI & FH chair.

CanTree Committee

- a) Purpose. The purpose of the CanTree Committee is to provide the maximum amount of benefit to the underserved in the community by REALTOR® and Preferred Partner efforts to solicit contributions of money and other items for charitable purposes. This Committee will coordinate with SAR Staff to enhance the REALTOR® image both within and outside SAR through publicity regarding the efforts of the CanTree Committee.
- b) Organization.
 - i. The Committee shall have a Chair and Vice-Chair appointed by the appointment committee for a term of one year. The committee shall be comprised of REALTOR® and Preferred Partner Members of SAR. The committee shall have no more than 30 voting members.
 - ii. The committee may have non-voting liaisons from SAR member companies to coordinate their independent fund-raising efforts such as crab feed and auction sponsors.
 - iii. The committee may also invite non-voting members of charitable organizations designated to receive contributions to attend meetings as appropriate.
 - iv. The committee may also create task forces to handle individual tasks such as CanTree construction. These task forces will be Chaired by committee members but may include non-committee members of SAR as appropriate.

Community Outreach Committee

- a) Purpose. The purpose of the Community Outreach Committee is to enhance the REALTOR® image with housing and community involvement supporting the efforts of SAR Government Relations and volunteer activities. The committee shall review volunteer opportunities and recommend adoption of those opportunities that will enhance the SAR image in the community. The committee may develop working relationships with outside agencies such as Rebuilding Together to develop and coordinate community projects. The Committee shall develop rosters of REALTOR® and Preferred Partner volunteers to be contacted to participate in sponsored activities as needed.
- b) Organization.
 - i. The Committee shall have a Chair and Vice-Chair appointed by the appointment committee for a term of one year. The committee shall be comprised of REALTOR® and Preferred Partner Members of SAR. A minimum of 2 committee members must simultaneously serve on the Government Relations Committee. The committee shall have no more than 14 voting members.
 - ii. The committee may also invite non-voting members of outside organizations designated to co-sponsor projects with the committee to attend meetings as appropriate.
 - iii. The committee may also create task forces to handle individual tasks such as housing rehabilitation. These task forces will be Chaired by committee members but may include non-committee members of SAR as appropriate.

Diversity, Equity, Inclusion, and Fair Housing Committee

- a) Purpose. The purpose of the Diversity, Equity, Inclusion, and Fair Housing Committee acts as an advisory/research group to the Association and its committees. The committee shall organize and promote seminars and events focused on housing affordability, fair housing, and down payment assistance. The committee shall participate in regional events that support/celebrate the diversity within the Greater Sacramento area. Charges of the committee are:
 - i. To monitor and evaluate legislative, legal, and regulatory trends in areas related to equal access to shelter for all individuals and make recommendations to other committees and task forces as appropriate.
 - ii. To identify the concerns and needs of minority members of SAR and to assist in the development of actions to address those concerns and needs.
 - iii. To coordinate the Association's activities to increase diversity within the real estate profession and the SAR membership.
 - iv. To share diversity knowledge, expertise, analysis, and information with other SAR committees as appropriate.
- b) Organization. The Committee shall have a Chair and Vice-Chair appointed by the appointment committee for a term of one year. The committee shall be comprised of REALTOR® and Preferred Partner Members of SAR. Sibling Organizations operating with current Memorandum Of Understanding with SAR shall each be designated one seat on the committee. The committee shall have no more than 24 members.
- c) The committee shall coordinate with the Education Committee to ensure at least one live seminar regarding affordable housing and one live seminar regarding fair housing, equal opportunity, or diversity is offered by SAR each calendar year. The committee shall coordinate with the Government Relations committee regarding issues of equal access to all housing, especially affordable housing.

Election Tellers

- a) Purpose. The Election Tellers shall count paper ballots and verify electronic ballots for election of Officers and Directors.
- b) Meetings. The Tellers shall meet as necessary to fulfill their purpose.
- c) Organization. Each year three (3) REALTORS® Members who are not candidates for office shall be appointed by the President with confirmation of the Board of Directors to serve as Election Tellers for the Annual Election. The Election Tellers shall continue to serve for any Special Election until appointment of the Election Tellers for the next Annual Election.

Executive Committee

- a) Purpose. The Executive Committee will meet monthly, before the meeting of the Board of Directors and at such other times as deemed necessary to transact business of the SAR and other responsibilities as may be delegated to it by the Board of Directors.
- b) Organization. The President, President-elect, Secretary/Treasurer, and the Immediate Past President shall constitute the Executive Committee. The Chief Executive Officer is an ex-officio non-voting member of the Committee. The Secretary/Treasurer Elect upon certification of the election shall join the Executive Committee as a non-voting member.

Government Relations Committee

The Government Relations Committee (GRC) serves as the policy-making body on legislative and regulatory issues affecting private property rights and the ability of REALTORS® to do business locally. In addition, the committee supports C.A.R. and NAR legislative efforts and annual REALTOR® Action Fund (RAF) fundraising. The Committee shall have the latitude to set such policies without Board of Director approval. However, when time is not of the essence, the Government Relations Committee shall forward its recommendations to the Board for ratification.

- a) Purpose.
 - i. Support local and state legislative and regulatory matters that would concern property owners, REALTORS® and their Associates.
 - ii. Oppose matters that would be counter to the best interests of the Membership and property owners.
- b) Meetings. Committee meetings shall be closed so that discussions can remain confidential as appropriate.
- c) Organization.
 - i. The Committee shall have no more than 20 voting members, including the Chair of the GRC, all current voting members of the Local Candidate Recommendation Committee and up to two current Preferred Partner Members of SAR.
 - a. Non-voting alternative and ex-officio members of LCRC must serve as ex-officio non-voting members of GRC, unless they have been appointed as voting members of GRC.
 - ii. The Chair and the Vice-Chair of the Committee and Members will be appointed by the appointment committee with the confirmation of the Board of Directors for a one-year term. At least three (3) of these Members will be Past Presidents available and willing to serve. In the event that three (3) of the six (6) most recent Past presidents are not available, the President may, with the confirmation of the Board of Directors, appoint up to three (3) REALTOR® Members to these “Past Presidents” positions.
 - iii. A quorum for the transaction of business at any meetings of the GRC shall consist of a majority of the voting Committee Members.
 - iv. SAR Members holding leadership positions that impact the Sacramento Association’s political efforts may serve on the Government Relations Committee as ex-officio non-voting Members. These would be SAR Members serving as Key Contacts or as CREPAC or IMPAC Trustees at C.A.R.; or as Federal Political Coordinators at NAR. Those in the leadership positions noted above could attend without affecting quorums and without being governed by the attendance policy while serving as strong communications links.

The Government Relations Committee shall deal with issues of immediate concern and shall also generate broad policy statements on issues that are permanent or emerging.

Grievance Committee

- a) Purpose. The Grievance Committee shall be a standing committee of the Association and considers allegations of unethical conduct in accordance with the procedures established in the *California Code of Ethics and Arbitration Manual and Implementation Guidelines – Discipline*.
- b) Meetings.
 - i. Committee meetings shall be closed to maintain confidentiality.
 - ii. Meetings will take place monthly. The Chair has discretion to cancel meetings if no cases are available to review.
 - iii. Meetings shall be conducted in accordance with Robert’s Rules of Order.
 - iv. A majority of committee members must be present to constitute a quorum. A quorum shall be required in order to act.
- c) Organization.
 - i. The Committee shall be comprised of REALTOR® members in good standing and pass the SAR Administrative Screening policy.
 - ii. Members are required to be full-time real estate licensee and REALTOR® member for at least five (5) years with at least two (2) years as a member with SAR.
 - iii. Committee must have at least five (5) members and no more than fifteen (15) members.
 - iv. Members shall be appointed by the President, subject to confirmation of the Board of Directors, for staggered three (3) year terms. First year appointees shall be a provisional member for one (1) year. Provisional members may be appointed to a full term with recommendation of the Chair and Vice-Chair to the President, subject to confirmation of the Board of Directors.
 - v. First time appointees will be non-voting for four (4) meetings. First time appointees are defined as those who have never sat on the committee at any point in time.
 - vi. Members must complete annual Professional Standards Training provided by SAR or C.A.R. in order to remain on the committee.

All other procedures shall be used in accordance with the Manual and/or Implementation Guidelines.

Leadership Academy

- a) Purpose. The purpose of the Leadership Academy is for interested Members to gain exposure to a wide variety of SAR’s internal committees, forums, and charitable events while learning about our external partners like C.A.R., MetroList, and city/county governments. You will become well versed in the Association’s operations and take on a leadership role in propelling SAR into the future.
- b) Meetings. The Committee shall meet as necessary to fulfill its purpose. The Academy shall run approximately February through November.
- c) Organization. The Committee shall have a Chair and Vice-Chair appointed by the appointment committee for a term of one year. Applications for students shall be made available in January.

Nominating Committee

Each year a Nominating Committee of the three (3) most recent Past Presidents of SAR who are available and willing to serve plus two (2) Elected Directors, four (4) non-Director REALTOR® Members and up to two (2) Preferred Partner Members shall be appointed by the President with confirmation of the Board of Directors. Members of the Nominating Committee will not be eligible for nomination to any office. The Nominating Committee shall be chaired by the most recent Past President, other than the Immediate Past President, who is available and willing to serve. Members of the Nominating Committee shall continue to serve for any special elections until appointment of the next Nominating Committee.

Preferred Partner Advisory Committee

- a) Purpose. The purpose of the Preferred Partner Advisory Committee is to develop programs and make recommendations to enhance the value of Preferred Partner membership in SAR. The Committee shall provide outreach to Preferred Partners to determine what benefits they are looking for by becoming Preferred Partner Members.
- b) Meetings. The Preferred Partner Advisory Committee shall meet as necessary, at the Call of the Chair, to advance the purpose of the Committee.
- c) Organization. The Committee shall have a Chair and Vice-Chair appointed by the appointment committee for a term of one year. The Committee shall be comprised of no more than 15 current Preferred Partner Members of SAR. The members shall represent at least four categories of Preferred Partner membership. No single category of Preferred Partner membership shall constitute more than 50% of the total number of members on the committee. The Chair of the Committee shall serve as the ex-officio Preferred Partner Chair member of the SAR Board of Directors.

Professional Development Committee

- a. Purpose.
 - i. The Professional Development Committee's purpose is to recommend educational and relevant content in all real estate disciplines. The committee will help market courses, seek qualified instructors for SAR staff, and serve on subcommittees when necessary. The committee will support the SAR Internship Program which is in partnership with the Los Rios Community College District.
 - ii. The Internship Subcommittee will aim to develop guidelines, market the program, recruit, and support mentors, create assignments, evaluate program effectiveness, and other duties as necessary to make the internship program successful.
- a. Organization.
 - i. The Committee shall have a Chair and Vice-Chair appointed by the Appointment Committee for one year. The committee shall be comprised of REALTOR® and Preferred Partner Members of SAR. The committee shall have not less than 8 and not more than 24 voting members.
 - ii. The committee may invite non-voting professors, community college representatives, instructors, or education providers to attend meetings and discuss potential content.

- iii. The committee may create subcommittees to focus on specific tasks such as marketing classes and coordinating education or internship-related recognition events or programs.

Professional Standards Committee

- a) Purpose. The Professional Standards Committee shall be a standing committee of the Association and is charged with the responsibility of conducting disciplinary and arbitration hearings in accordance with the procedures established in the *California Code of Ethics and Arbitration Manual, Implementation Guidelines – Discipline*, and *Implementation Guidelines – Arbitration*.
- b) Meetings.
 - i. Committee meetings shall be closed to maintain confidentiality.
 - ii. The Chair may call periodic meetings of the full committee.
 - iii. Meetings shall be conducted in accordance with Robert’s Rules of Order.
 - iv. A majority of committee members must be present to constitute a quorum. A quorum shall be required in order to act.
- c) Organization.
 - i. The Committee shall be comprised of REALTOR® members in good standing and pass the SAR Administrative Screening policy.
 - ii. Committee must have at least nine (9) members and have served on a Grievance Committee for at least three (3) years .
 - iii. Members shall be appointed by the President, subject to confirmation of the Board of Directors, for staggered three (3) year terms. First year appointees shall be a provisional member for one (1) year. Provisional members may be appointed to a full term with recommendation of the Chair and Vice-Chair to the President, subject to confirmation of the Board of Directors.
 - iv. First time appointees must attend at least three (3) disciplinary hearings and three (3) arbitration hearings as an observer prior to being appointed as a hearing panelist or alternate.
 - v. Members must have participated in a minimum of four (4) hearings as a panelist to be appointed as a Presiding Officer.
 - vi. Members must complete annual Professional Standards Training provided by SAR or C.A.R. in order to remain on the committee.

All other procedures shall be used in accordance with the Manual and/or Implementation Guidelines.

REALTOR® Action Fund Fundraising

- a) Purpose. The REALTOR® Action Fund Fundraising Committee is tasked with formulating and implementing fundraising and member outreach plans to boost RAF’s financial efforts. The Committee aims to not only meet but exceed C.A.R.’s financial benchmarks, while acknowledging major contributors. RAF will ensure that SAR remains aligned with the REALTOR® Party’s core mission and vision.

b) Organization.

- i. The Committee shall have at least nine (9) but no more than thirteen (13) voting members, including the Chair and Vice-Chair, with at least one representative from the Local Candidate Recommendation Committee.
- ii. All members during the year of service must contribute to the “cost of doing business”.

Strategic Planning and Finance Committee

a) Purpose.

- i. The Committee shall, in consultation with the Chief Financial Officer, develop and recommend a strategic plan, an annual budget, a capital budget and reserve allocations to the Board of Directors (BOD). These items are only recommendations until ratified by the BOD.
- ii. The Committee shall hold meetings, as necessary, to review the strategic plan and financial condition of the association.
- iii. The Committee shall develop capital asset and reserve accounts as necessary to provide for sustained operations of the association and its facility and equipment.
- iv. The Committee shall monitor the investment portfolio to ensure compliance with existing policy and recommend changes to policy as appropriate.
- v. Periodically the Committee may make recommendations to the BOD that the strategic plan and/or current budget be revised as necessary to ensure that appropriate plans for the association are maintained.

b) Organization.

- i. The Secretary/Treasurer of the Association shall serve as Chair of the Committee. In the absence of the Secretary/Treasurer, the President-Elect shall chair the meeting.
- ii. The Committee shall consist of not more than fifteen members including the members of the Executive Committee. The remaining members of the Committee shall be selected by the President. The Secretary/Treasurer Elect upon certification of the election shall join the Strategic Planning and Finance Committee as a non-voting member.
- iii. The appointed members shall serve staggered two-year terms with the terms of five members expiring at the end of each calendar year.
- iv. Appointed members may serve no more than two consecutive full two-year terms. After being absent from the Committee for at least one year a former member may be eligible for reappointment.
- v. Members completing service on the Executive Committee shall be limited to serving one additional two-year term before the required one-year absence.

Young Professional Network (YPN) Advisory Committee

a) Purpose. The purpose of the YPN is to provide networking, social, and educational opportunities to young Members, paving a path to success and innovative growth in the real estate industry. The YPN Advisory Committee is the leadership team responsible for planning the Network’s forums, events, and volunteer opportunities for the year.

b) Meetings. The Committee shall meet as necessary to fulfill its mission.

- c) Forums. The Committee shall plan periodic forums providing education and networking opportunities for YPN members.
- d) Mixers. The Committee shall plan networking mixers as necessary to fulfill the mission of the YPN.
- e) Committee membership:
 - i. The Committee shall have a Chair and Vice-Chair appointed by the leadership team for a term of one year.
 - ii. The Committee shall be composed of REALTOR® and Preferred Partner Members of SAR. The committee shall have no more than 15 voting members.
 - iii. The Committee may have non-voting liaisons from SAR member companies to coordinate their independent fund-raising events.
 - iv. The Committee may also invite non-voting members of charitable organizations designated to receive contributions to attend meetings as appropriate.
 - v. The YPN is focused on meeting the particular needs of newer members. Any member is welcome to participate.
 - vi. Committee members must participate in YPN activities, i.e., attend monthly Forums and work YPN fundraising events.

ADDITIONAL PROCEDURES

Meeting Structure

The Chair, Vice-Chair, and Staff Liaison will meet before the end of the year to determine the dates and times for each Committee meeting for the following year. The Committee Members will be notified of these meeting dates and times by the end of January of the following year.

Requirements for SAR appointment to Large Board Representative NAR Director

1. Completed application submitted by the deadline.
2. REALTOR® member of NAR in good standing for a minimum of 5 years.
3. REALTOR® member of SAR in good standing for a minimum of 4 years.
4. Minimum service of 1 year out of the last 5 years in a qualified SAR leadership position as:
 - a. Chair of a SAR standing committee, or,
 - b. Elected or Appointed Officer or member of the SAR Board of Directors, or,
 - c. Elected or Appointed Officer or member of the SAR Charitable Foundation Board, or,
 - d. A Past President of SAR, regardless of the year in which service was completed.
5. Minimum service of 3 years of service as a C.A.R. Director
6. Minimum service of 1 year in a qualified C.A.R. leadership position during the member's membership tenure as:
 - a. Vice Chair, or Chair of a C.A.R. standing committee, Forum, or PAC, or,
 - b. Member of the C.A.R. Executive Committee or Strategic Planning & Finance Committee
7. Minimum service of 1 year on the C.A.R. Federal Committee.
8. Contribute a minimum of the NAR (Chartered) Sterling R RPAC contribution for the last 3 years.

Not required, but extra consideration is given to applicants who are:

1. RPAC Major Investors at the (Chartered) Crystal R, Golden R, and Platinum R.
2. RPAC President's Circle Members.
3. Currently serving as a Federal Political Coordinator to a member of Congress or US Senate.
4. Currently serving as a NAR Director in a leadership role as a Standing Committee or Forum Vice Chair, Chair, Liaison, or Regional Vice President, or Vice President.
5. Currently serving as a member of the NAR Executive Committee, or NAR Finance Committee.
6. Currently serving on a NAR Presidential Advisory Committee (PAG).
7. Appointed member of the SAR Local Candidate Recommendation Committee.
8. Currently serving as National President of one of SAR's sibling organizations.

Requirements for SAR appointment to C.A.R. Director

1. Completed application submitted by the deadline.
2. REALTOR® member of NAR in good standing for a minimum of 5 years.
3. REALTOR® member of SAR in good standing for a minimum of 4 years.
4. Minimum service of 1 year out of the last 5 years in a qualified SAR leadership position as:
 - a. Chair of a SAR standing committee, or,
 - b. Elected or Appointed Officer or member of the SAR Board of Directors, or,
 - c. Elected or Appointed Officer or member of the SAR Charitable Foundation Board, or,
 - d. A Past President of SAR, regardless of the year in which service was completed.
 - e. C.A.R. Director for Life
5. Contribute a minimum of the "True Cost of Doing Business" RPAC contribution for the last 3 years.

Not required, but extra consideration may be given to applicants who are:

1. RPAC Major Investors at the Silver Bear, (Chartered) Sterling R, Crystal R, Golden R, and Platinum R levels.
2. RPAC President's Circle Members.
3. Currently serving as a Key Contact to a member of the California Legislature.
4. Currently serving as C.A.R. Directors in a leadership role as a C.A.R. Standing Committee or Forum Vice Chair, Chair, Liaison, or Region Chair.
5. Currently serving as C.A.R. Directors in the role of C.A.R. CREPAC or IMPAC Trustee, Legal Foundation Trustee, Executive Committee member, Nominating Committee member or alternate, or Strategic Planning & Finance Committee member.
6. Appointed member of the SAR Local Candidate Recommendation Committee.
7. Currently serving as local chapter President of one of SAR's sibling organizations.

Requirements for SAR appointment to MetroList Director

1. Completed application submitted by the deadline.
2. Pass the General Administrative Screening.
3. REALTOR® member of NAR in good standing for a minimum of 5 years.
4. REALTOR® member of SAR in good standing for a minimum of 4 years.
5. REALTOR® member must NOT be concurrently serving as a member of the SAR Executive Committee.
6. Minimum service of 1 year out of the last 5 years in a qualified SAR leadership position as:
 - a. Chair of a SAR standing committee, or,
 - b. Elected or Appointed Officer or member of the SAR Board of Directors, or,
 - c. Elected or Appointed Officer or member of the SAR Charitable Foundation Board, or,
 - d. A member of the SAR Masters Club, or,
 - e. A Past President of SAR, regardless of the year in which service was completed.
7. Contribute a minimum of the "True Cost of Doing Business" RPAC contribution for the last 3 years.

Applicants also must have ONE of the following:

1. A California real estate broker license
2. A completed 4-year degree from an accredited educational institution
3. 1 year of experience on a non-profit or for-profit board of directors other than SAR.

MetroList Directors shall be appointed to 2-year staggered terms. Directors may serve 3 consecutive terms and then must take at least one year off before re-applying.

California Association of REALTORS® (C.A.R.) Directors

- a) The Appointment Committee shall appoint the C.A.R. Directors up to the allotted number determined by C.A.R. based on the Association's Membership count as of April 1 of each year. Directors' names must be submitted to C.A.R. by September 1st for service the following year. Directors may be appointed to either Reimbursable or Non-reimbursable positions.
- b) Reimbursement shall be in accordance with SAR policy in effect at the time that expenses are incurred.

- c) Directors appointed to reimbursable positions are expected to participate in the following activities:
 - i. Attend a pre-meeting at SAR a few days prior to each C.A.R. meeting.
 - ii. Attend all scheduled Region 3 evening caucuses.
 - iii. Attend at least one C.A.R. Committee meeting, including any Committee of which the Director is a Member, each day for which you will receive reimbursement.
 - iv. Attend all C.A.R. Director sessions as scheduled at each meeting.
 - v. Attend the Region 3 dinner as scheduled at each meeting.
 - vi. Attend the C.A.R. Inaugural as scheduled at the January meeting.
 - vii. Contribute at least \$148 to the REALTOR® Action Fund prior to or while attending the January Meeting.

- d) Non-reimbursed Directors are expected to participate in the following activities:
 - i. Attend a pre-meeting at SAR a few days prior to each C.A.R. meeting.
 - ii. Attend all scheduled Region 3 evening caucuses.
 - iii. Attend the C.A.R. Director sessions as scheduled at each meeting.
 - iv. Attend the Region 3 dinner as scheduled at each meeting.
 - v. Attend all meetings of assigned C.A.R. Committees

- e) Arrangements.
 - i. Hotel reservations will be made by SAR Staff for all C.A.R. Directors for the two annual CAR meetings held outside of Sacramento unless otherwise requested.
 - ii. C.A.R. Directors are expected to:
 - 1. Arrange their own transportation.
 - 2. If appointed to a reimbursable position, submit expense reports for hotel and other appropriate expenses within 30 days after the meeting.
 - 3. Review the C.A.R. website for committee materials and schedules.
 - 4. Sign up for committees through the Region 3 Chair-Select
 - 5. Maintain an updated profile on the CAR website.
 - 6. Report on discussions occurring at the meetings not resulting in BOD action items to SAR with their requests for reimbursement.

Annual Awards

- a) Selection Committee

The Awards Selection Committee shall be formed to select candidates for the awards listed below. The Committee will be chaired by the most recent REALTOR® of the Year, and vice-chaired by the most recent Preferred Partner of the Year, available and willing to serve. The SAR President will recommend at least three (3) other members whose selection must be ratified by the Board of Directors. One of these three at-large committee members must be a DEI & FH committee chair or DEI & FH committee member appointed by the DEI & FH chair..

Major Awards include:

- REALTOR® of the Year
- Preferred Partner of the Year
- Lifetime Service
- Rising Star
- DEI Excellence - SAR Community Ally
- DEI Excellence - SAR Member

Category Awards include: Political Involvement
Education Excellence
Community Involvement
Local Association Activities
State Association Activities
National Association Activities

b) Eligibility Timeline

Recipients for Category Awards must not have received the same Category Award within the past five years. Current executive committee members cannot be nominated for any Major Awards.

c) Awards Criteria

REALTOR® OF THE YEAR

1. Active participation in SAR activities during the award year by serving on committees, subcommittees, task forces and/or the Board of Directors.
2. A demonstrated commitment to SAR through a period of years of volunteerism in more than one SAR activity.
3. A demonstrated ability to generate participation by others in SAR activities through enthusiastic and effective leadership.
4. Participation in charitable, public service, or legislative activities outside the SAR organization that enhance the image of the REALTORS® in the community.
5. Recipient must not have been a past recipient of this Award.

* Note: Not all criteria need be met in the award year, but all criteria should have been demonstrated within the past 5 years.

PREFERRED PARTNER OF THE YEAR

1. Active participation in SAR activities during the award year by serving on committees, subcommittees, task forces and/or the Board of Directors.
2. A demonstrated commitment to SAR through a period of years of volunteerism in more than one SAR activity.
3. A demonstrated ability to generate participation by others in SAR activities through enthusiastic and effective leadership.
4. Participation in charitable, public service, or legislative activities outside the SAR organization that enhance the image of the REALTORS® in the community.
5. Participation above and beyond the responsibilities of nominee's paid position.
6. Recipient must not have been a past recipient of this Award.

* Note: Not all criteria need be met in the award year, but all criteria should have been demonstrated within the past 5 years.

LIFETIME SERVICE

1. May be awarded annually to no more than one member satisfying all the criteria established below. However, for the years 2003 - 2007, the award may be given to no more than two members per year. This award is not necessarily given each year.
2. Recipient must have been a member of SAR for at least 15 years and a member of NAR for at least 20 years at the time of selection.
3. Recipient must have actively contributed to SAR for at least 10 of those years.
4. Recipient must not be serving as an officer or officer-elect at the time of selection.
5. Recipient must be a current member of SAR.
6. Recipient must not have been a past recipient of this award.
7. The award may be given posthumously.

RISING STAR

Recognizes a REALTOR® who has been a Member of SAR for five years or less, who has provided exemplary service to the Association and who exhibits leadership ability.

DEI EXCELLENCE AWARD - Community Ally

1. Has made significant contributions to Diversity, Equity, & Inclusion initiatives throughout the year and through various avenues such as: volunteer work, community service, community advocacy.
2. Has made a positive impact through local, state, or national DEI activity.
3. The recipient must not have been a past recipient of this award in the past 5 years.
4. This award may be given posthumously.

DEI EXCELLENCE AWARD - SAR MEMBER

1. Is an active SAR Member.
2. Has made significant contributions to Diversity, Equity, & Inclusion initiatives throughout the year and through various avenues such as: leadership, volunteer work, community service, community advocacy.
3. Has made a positive impact through any real estate DEI activity on a local, state, or national level.
4. The recipient must not have been a past recipient of this award in the past 5 years.
5. This award may be given posthumously.

CATEGORY AWARDS

Category awards are given in recognition of outstanding service by the recipient during the award year. Preferably only one but not more than three individuals shall be recognized in a Category except for National Association Activities where only one individual may be recognized. No individual shall receive more than two Category awards in any given year.

Political Involvement: Effective work in local political efforts including but not limited to assistance with drafting legislation, testify, raising PAC funds, chairing a PAC event and active involvement in the municipalities within SAR's jurisdiction.

Educational Excellence: Contributing to the body of knowledge in the evolving real estate; or developing an innovative topic or format for an education program; or for serving as an exceptional instructor or panelist at SAR, C.A.R. or NAR.

Local Association Activities: Contributing time, talent, and energy to SAR's organized efforts to advance the profession or improve the community. This service above self sets the recipient apart as an inspiration to colleagues and an example to the public.

State Association Activities: Participation in the activities of the California Association of REALTORS® sets the individual and SAR apart as leaders in the industry.

National Association Activities: Participation in the activities of the National Association of REALTORS® that furthers the objectives of the National Association.

PRESIDENT'S AWARD

This award is not selected by the Awards Selection Committee. It may be awarded by the President to a person selected by the President.

1. It May be awarded annually at the discretion of the President to not more than one person that the President determines has made outstanding contributions to SAR during the period of the President's term of office.
2. The President is strongly discouraged from selecting a Past President or giving the award posthumously unless the recipient provided services which benefitted the Association far above those contributions of any other potential recipient during the President's term of office.

Nominating Committee Procedures

The following is a summary of the Nominating Committee duties and procedures which have been established as Association policy:

- a) The Chair shall receive in care of the SAR office all correspondence on nominations and classify nominations for presentation to the Committee.
- b) The Chair serves as a voting member.
- c) Roberts Rules of Order are to be followed.
- d) A list of nominees will be submitted to Nominating Committee Members. This material is to be held in confidence.
- e) Meetings are open to Nominating Committee Members only. A majority of the appointed members shall constitute a quorum. The act of a majority of the Committee members present at a meeting shall be the act of the Committee.
- f) In fairness to Members and Nominees, Committee Members must consider discussions within the Committee as strictly confidential.

- g) Nominating Committee Members are designated to represent the interests of the entire Association rather than the interest of any single person. Therefore, Members should seek out and nominate the most qualified candidates for office. Committee Members are to come to meetings uncommitted to any one candidate and are expected not to make or be bound by any advance commitments. Members should not become involved in participating in a candidate's campaign. However, Members may discuss the candidates and their particular qualifications among themselves.
- h) The Nominating Committee shall meet and select at least one (1) candidate for President-Elect and at least one (1) candidate for Secretary/Treasurer and at least one (1) candidate for each Elected Director position to be filled. The Nominating Committee shall take the restrictions of Article X, Section 6(f) into consideration when making their nominations.
- i) The Committee shall, by notice in SAR's newsletter or otherwise in writing to REALTOR® Members, invite Members to submit applications as an Officer or Elected Director. The Committee shall not be limited in its selection of nominees to those persons submitting applications on their behalf but may consider persons proposed by the Committee or other Members, provided the candidate complies with all application procedures.
- j) Qualifications & Applications Package.
 - i. Persons intending to be candidates for the SAR officer and Elected Director positions shall submit to SAR a complete application package (using the most recent version prescribed by the Nominating Committee and approved by the Board of Directors) which asks for information on a variety of issues needed in order for the Nominating Committee to evaluate the qualifications on those interested in serving as a director or officer of the Association.
 - ii. Additional Information.
 1. All declared candidates for Officer positions will be given an Enhanced Administrative Screening.
 2. All declared candidates for Elected Director positions will be given an Administrative Screening.
 3. All petition candidates will be given an Enhanced or Administrative Screening depending on whether they are seeking an Officer or Elected Director position.
 4. The Administrative Screening process for all candidates who are Brokers, will include verification that agents in their offices are REALTORS®
 5. Results of the Screenings will be known only by the Committee Chair and Chief Executive Officer or designated staff person.
 6. The SAR Bylaws require that all candidates remain qualified and in good standing throughout their terms.
 7. No Elected Director shall serve more than four consecutive two-year terms without being absent for at least one year election cycle before being eligible for reelection. The years served as an Officer or as a Designated Director shall be disregarded in making the determination of consecutive years served.

k) Review of Qualifications.

The qualifications of all Elected Director and Officer candidates who have completed the application package will be reviewed to determine their eligibility to serve as an Officer or Elected Director of the Association. The review shall include the following:

- i. The application package submitted by each applicant.
- ii. An interview of each applicant
- iii. The appropriate level of Administrative Screening

Note: The Chair of the Nominating Task Force must always exercise extreme discretion in any comments made to its Members.

Written and Electronic Balloting Procedures

- a) Balloting Time Requirements. In the case of any Director or Officer election by written or electronic ballot or matter or issue submitted to the REALTOR® Members for approval by written or electronic ballot, the written or electronic ballots shall be distributed to every REALTOR® Member entitled to vote on the matter at least ten (10) days prior to the date established for the return and canvassing of the ballots. The time fixed for the return and canvassing of written or electronic ballots may only be extended if the Board so notifies the Members in the balloting material originally sent to Members and then for no more than thirty (30) days.
- b) Content of Written Ballots.
 - i. Officer and/or Director Elections. Written ballots used in any elections of Officers and/or Directors shall set forth the names of the candidates whose names have been placed in nomination at the time the ballot is issued.
 - ii. Other Matters. Any written ballot distributed to the Members to vote on any issue other than the election of Officers and /or Directors shall set forth the proposed action and provide an opportunity to specify approval or disapproval of the proposal.
 - iii. Time for Return of Written Ballot. All written ballots shall provide a reasonable time within which to return the written ballot to the Association and shall state, on the face of the ballot, the date by which the written ballot must be returned in order to be canvassed.
- c) Solicitation Rules. Written ballots shall be solicited in a manner consistent with the requirements of Bylaws Article VIII, Section 5, pertaining to the issuance of notice of Members' meetings. All solicitations of written ballots shall indicate
 - i. the number of responses needed to meet the quorum requirement for said action,
 - ii. the return date by which the written ballot must be received by the Association in order to be canvassed, and
 - iii. in the case of any written ballot distributed to vote on matters other than the election of directors, the percentage of affirmative votes necessary to approve the measure submitted for Membership approval.
- d) Prohibition on Revocation. Once cast, a written ballot may not be revoked.

- e) Notification of Results of Balloting Process. After canvassing and tabulation of the written ballots, the Board shall notify the Members of the outcome of the election within thirty (30) days following the close of the balloting process and tabulation of the ballots. If the number of written ballots cast with respect to any matter is insufficient to constitute a quorum, the Board shall so notify the Members.
- f) Disclosure of Vote Totals. Upon written request from a member the results of the election, to include the total votes cast and the number of votes received by each candidate in the race requested, shall be disclosed to the requesting member.

Membership Application and Acceptance Procedures

The procedure for acceptance to membership shall be as follows:

- a) The Membership Department shall determine whether the applicant is applying for the appropriate class of membership. It shall also determine if the applicant is qualified for that class of membership. New Members will be approved by the Board of Directors at its monthly meeting. Their names will be published to the Membership in the monthly newsletter.
- b) In the event an applicant lacks qualifications as set forth in the SAR_Bylaws, the Membership Department shall notify the applicant with specific reasons.
- c) In the event an objection is received following publication of any new Member's name, the Chief Executive Officer will invite any objecting Member to appear before a panel comprised of Directors and substantiate their objections. Objections, which are not substantiated, shall be totally disregarded. The Chief Executive Officer must: (1) inform the applicant in advance, in writing, of any objection and identify the objecting Member; and (2) give the applicant an opportunity to appear before the Panel of Directors and establish their qualifications. The Panel shall thereafter make a written report of its findings. The Panel shall conduct all proceedings with strict attention to the principles of due process and compliance with the SAR Bylaws.
- d) Within twenty (20) days, the Panel shall report its recommendation to the applicant and the full Board of Directors in writing. If the recommendation is to reject the application, the reasons shall be specifically stated. The applicant shall also be notified of their right to appear before the Board of Directors with an appeal.
- e) In an appeal, the Board of Directors shall review the qualifications of the applicant and the recommendations of the Panel and then vote on the applicant's eligibility for Membership. If the applicant appears, counsel may represent them, call witnesses on their behalf, and make such statements, as they deem relevant. If the applicant is represented by counsel, the Board of Directors may also have counsel present. If the applicant receives a majority vote of the Board of Directors, they shall be declared accepted as a Member and shall be advised by written notice.
- f) If the Board of Directors determines that the application should be rejected, it shall record its reasons. If the Board of Directors believes that denial of Membership to the applicant may become the basis of litigation and a claim of damage by the applicant, it may specify that

denial shall become effective upon entry, in a suit by the SAR for a declaratory judgment by a court of competent jurisdiction, of a final judgment declaring that the rejection violates no rights of the applicant.

- g) The Board of Directors may grant “provisional” membership to an applicant in instances where ethics complaints or arbitration requests or hearings are pending in other associations or where the applicant for membership has unsatisfied discipline pending another association provided all other qualifications for membership have been satisfied. Associations may reconsider the membership status of provisional Members when all pending ethics and arbitration matters, and related discipline have been resolved or is such matters are not resolved within six months from the date that provisional membership is approved. Provisional Members shall be considered REALTORS® and shall be subject to all of the same privileges and obligations of REALTOR® membership.

If a Member resigns from another state or local associations of REALTORS® with an ethics complaint or arbitration request pending, the Board of Directors may condition Membership on the applicant’s certification that he or she will submit to the pending ethics or arbitration proceeding, in accordance with the procedures of the SAR, and will abide by the decision of the hearing panel.