

Rules of Order

Agenda ensures that important business is covered and discussions are on topic.

Motions are proposals for action, beginning with, "I move we..."

A **Second** is required for the motion to be discussed.

Amendments may be made to most motions if they improve the intent or clarify the original motion.

Tabling lays the motion aside.

Calling the Question refers to ending the discussion and voting on the motion.

Voting is the official action after discussion to adopt, amend, kill, or table the motion.

Minutes protect the organization by recording the time and location of the meeting participants, and the outcome of the motions. They are not a place to record conversations, assignments, reports, etc. (including reports and discussions that can incriminate.)

A **Quorum** is the number of directors required to conduct business.

Common Sense

1. It's a team; no individual has an agenda more important than the group.
2. Respect the chairperson
3. Bring a calendar to meetings
4. Be respectful and arrive on time.
5. Prepare for meetings; read, read, read!
6. Stick to the agenda; no sidebars.
7. Listen more than you speak.
8. Speak when you have an essential, clear point.
9. Respect the rules of order.
10. Leave personal and political agendas at the door.
11. Respect confidentiality.
12. Don't speak for the organization without authority.
13. Support the actions of the Association; don't bad-mouth any action or person. Dissenting votes may be noted in the minutes – not outside the meeting.

Committee Policies & Procedures

1. All Committees shall operate under Robert's Rules of Order.
2. Committees supplement the work of the Board of Directors. They provide knowledge, time, and resources that the Board and staff may not have.
3. Committees get their authority from the governing documents; and their assignments from the Board of Directors.
4. OC REALTORS® Standing Committees: Bylaws, Finance, Grievance, Credentials, Professional Standards, MLS, and Executive

Quorum

1. The majority of Committee members constitutes a quorum. As per Robert's Rules of Orders, a quorum only needs to be established at the beginning of a meeting.

General Operational Policies and Procedures

1. Chairperson for the following year shall be selected by the President-Elect, except as otherwise provided in the Bylaws of Policies and Procedures Manual and confirmed by the Board of Directors.
2. No Committee may contractually or financially bind or obligate OC REALTORS®.
3. All correspondence, contracts, and advertisements must be directed to OC REALTORS® business office address to the attention of the CEO.
4. All correspondence and/or press releases shall be approved by the President and/or CEO and proceed through office staff.
5. OC REALTORS® Stationery shall not be used without the express written permission of the CEO.
6. If provided by OC REALTORS®, Committee Chairs and Vice Chairs shall attend an orientation regarding legal duties provided by OC REALTORS®.
7. Committee Chairs, Vice Chairs, members, and guests shall sign OC REALTORS® Confidentiality Agreement, Anti-Trust Agreement and Conflict of Interest Agreement.
8. Committee Liaisons keep open communications between the board and the committee and serve as an advocate.
9. A staff liaison is assigned to serve as a resource and promote progress. Liaisons do not replace the Committee Chair.
10. Minutes shall be maintained for all committee and task force meetings.

Meeting Call and Notice

1. May be called by the Chair, any two Committee members, or the President.
2. Shall be scheduled through OC REALTORS® office and held in an OC REALTORS® facility, during regular OC REALTORS® office hours.
3. Meeting notice is to be sent out by OC REALTORS® staff at least one week prior to the meeting. All Committee Chairs and members shall have electronic mail capacity to receive notices and other information.

Meeting Attendance

1. Any committee member, who misses three (3) consecutive or five (5) total meetings within a (12) month period, will have been deemed to resign their position, subject to Board of Directors approval, unless said committee member provides to the committee chair, in writing, justification for missing the meetings and said justification is accepted by the committee chair. Committee members are volunteers and have other personal and professional commitments that may require them to miss meetings, so OCR asks each member to communicate with the committee chair, vice chair, or staff liaison if they need to miss a meeting. The vacancy shall be filled as provided for original appointees.
 - Plan to attend all meetings of your Committee. If you cannot attend, advise the chair, the vice chair or the staff liaison in advance of the meeting.
 - Complete assignments on a timely basis. Be accountable for your commitments.
2. Occasionally, time sensitive matters may necessitate an electronic vote, as determined by the Committee Chair. The Chair shall seek a motion and second. Once the matter is moved and seconded, the Committee shall vote. A deadline for voting shall be set. For the motion to pass, there shall be a unanimous vote in favor, excluding abstentions. Should there be debate or discussion, the matter shall be calendared to the next committee meeting.

COMMITTEE CHAIR DUTIES

Organizational Meeting of the Committee

1. Conduct an organizational meeting as soon as possible.
2. Meet with staff liaison and/or board liaison prior to the organizational meeting and determine how the committee will be organized.
3. Ask the President/President-Elect about current year charges and performance expectations for your committee.

Committee Meetings

1. Arrange dates and locations with the liaisons. Try to schedule meetings when the liaisons can attend. It is recommended that meetings be scheduled for the entire year – in advance.
2. Meeting notices are sent to committee members. Do not change a meeting date, time, or location without advising all persons and ensuring the change is OK.
3. Prepare an agenda and distribute it in advance of the meeting to committee members.
4. Maintain attendance records for all meetings.

Minutes

1. A staff liaison shall serve as 'Secretary' to prepare the minutes. The liaison should submit typed minutes to the committee chair no later than ten (10) days after the meeting.
2. The Chair should edit the minutes and send a final version to the staff Liaison.
3. Staff Liaisons will reproduce the minutes and email copies to the Board of Directors for ratification. A permanent record for all committee minutes is maintained in the Association office.
4. Consult with liaisons in preparing reports or proposals to the Board of Directors.

RESPONSIBILITIES OF COMMITTEE MEMBERS

Committee Charge

1. Be familiar with the objective and activities of the committee.
2. Be familiar with the general responsibilities of all committees.

Committee Meetings

1. Plan to attend all meetings of your committee. If you cannot attend, advise the chair and/or staff in advance of the meeting.
2. Complete assignments on a timely basis. Be accountable for your commitments.

Policies and Procedures

1. Understand the policies and procedures that relate to the work of the committee.
2. Seek help on interpretations or questions.

Correspondence/Communications

1. Abide by the policy on public statements, especially regarding official communications and speaking for OC REALTORS®.

Reporting

1. All Committee recommendations must be forwarded to the CEO for presentation to the Board of Directors.