

CABOR RULES & REGULATIONS

100 MEMBERSHIP

100-1 CONFIDENTIALITY OF MEMBER RECORDS

Source: Board of Directors, February 25, 1987
Revised by Board of Directors, October 28, 1987
Revised by Board of Directors, January 30, 1997

Information in the membership files maintained by CABOR is confidential and shall be made available at the CABOR office during business hours with proper notification and identification upon court order or authorization by the Chief Executive Officer. A member may review his/her own file at the CABOR office during business hours with proper notification and identification. Unless there is an emergency, proper notification shall be in writing and shall be given at least four business days prior to the review. Identification for members shall be a driver's license and if appropriate the Ohio Division of Real Estate file number. For review of records that are not one's own, a court order or the written permission of the Chief Executive Officer along with official identification shall be needed.

100-2 MEMBERSHIP ORIENTATION

Source: Board of Directors, June 24, 1987
Revised by Board of Directors, October 28, 1987
Revised by Board of Directors, April 28, 1994
Revised by Board of Directors, January 30, 1997

Membership Orientation shall be coordinated by the Chief Executive Officer who will ensure that new members receive the appropriate orientation material.

100-3 DUES

Source: Board of Directors, June 25, 1980
Revised by Board of Directors, October 28, 1987
Revised by Board of Directors, July 27, 1989
Revised by Board of Directors, August 30, 1990
Revised by Board of Directors, April 28, 1994
Revised by Board of Directors, January 30, 1997

A. The Board of Directors shall approve the amount due for the following year's dues by September 1 of the current year including but not limited to any special offers related to dues payments.

B. Each Designated REALTOR[®] member shall be billed annually for dues at the time and in the amount prescribed by the Board of Directors. Each Designated REALTOR[®]'S dues obligation shall be the prescribed dues multiplied by the number of licensees with such Designated REALTOR[®] or office. Amounts received by CABOR from individual agents shall be credited against the amount due from the Designated REALTOR[®] or company with which such individual is licensed.

C. Bills for dues will be sent to each REALTOR[®] individually. The initial bill for the subsequent year's dues will be mailed to members on or about October 1 with a due date of December 31. A second notice shall be sent to members who still owe dues on or about October 31. Individuals

1 with dues not paid by the first business day in January are subject to suspension and/or
2 termination in accordance with the Bylaws, Article X, Section 4. The Board will supply the
3 Designated REALTOR[®] with a roster of members associated with his firm who are not paid.
4

5 D. 1. REALTOR: Dues that qualify for being pro-rated, based on the date the person was
6 licensed, will use the date an agent's license was issued to a member firm by the Ohio Division of
7 Real Estate within the current fiscal year as the basis for pro-ration.

8 2. INSTITUTE AFFILIATE: Dues for Institute Affiliate members are billed through the
9 National Association of REALTORS.

10 3. ALL OTHER CLASSES OF MEMBERSHIP: shall use the computation date given in the
11 CABOR Bylaws Article X, Section 3.
12

13 E. In extreme circumstances, the Chief Executive Officer is authorized to accept installment
14 payments on approved terms with payment due in full by the last day in February. Members
15 serving in the Armed Forces while actively deployed shall be exempt from the payment of dues.
16

17 **100-4 PAYMENT OF DUES AND ACCOUNTS**

18 **Source:** Board of Directors, February 25, 1981
19 Revised by Board of Directors, October 28, 1987
20 Revised by Board of Directors, July 27, 1989
21 Revised by Board of Directors, April 28, 1994
22 Revised by Board of Directors, January 30, 1997
23

24 The Cleveland Area Board of REALTORS[®] may accept payment by credit card, check, cash, or
25 money order. The Chief Executive Officer shall determine the credit card companies to be
26 accepted and the terms for acceptance.
27

28 **100-5 DUES AND APPLICATION FEE REFUNDS**

29 **Source:** Board of Directors, September 24, 1980
30 Revised by Board of Directors, October 28, 1987
31 Revised by Board of Directors, February 29, 1991
32 Revised by Board of Directors, April 28, 1994
33
34

35 A. The application fee for membership is non-refundable, except under extreme
36 circumstances.
37

38 B. The unused portions of a member's current year dues are non-refundable. However, the
39 Chief Executive Officer may consider written requests following death of a member, illness, or
40 relocation out of the state. The Chief Executive Officer may authorize pro-rated refunds of local
41 dues based on the quarter unused. NAR and OAR refunds are based on their current policy.
42 Institute Affiliate and Associate (NAR Affiliate) dues are non-refundable but may be transferred to
43 another employee of the Affiliate company for the remainder of the year. All requests for current
44 year's dues shall be received by January 31.
45

46 **100-6 MEMBER RESIGNATIONS**

47 **Source:** Board of Directors, June 25, 1980
48 Revised by Board of Directors, October 28, 1987
49 Revised by Board of Directors, April 28, 1994
50 Revised by Board of Directors, January 30, 1997
51

1 A. Any member submitting a resignation who is indebted to CABOR for dues, fines, or other
2 assessments of CABOR shall not be considered as resigning in Good Standing but shall be
3 considered terminated for Nonpayment.

4
5 B. If a member resigns from CABOR or otherwise causes membership to terminate with an
6 ethics complaint pending, the Board of Directors may condition the right of the resigning Member to
7 reapply for membership upon the applicant's certification that he or she will submit to the pending
8 ethics proceeding and will abide by the decision of the hearing panel.

9
10 C. If a member resigns or otherwise causes membership to terminate, the duty to submit to
11 arbitration continues in effect event after membership lapses or is terminated, provided that the
12 dispute arose while the former member was a REALTOR.

13
14 **100-7 TRANSFER OF MEMBERSHIP STATUS**

15 **Source:** Board of Directors, February 25, 1981
16 Revised by Board of Directors, October 28, 1987
17 Revised by Board of Directors, July 27, 1989
18 Revised by Board of Directors, April 28, 1994
19

20 Any REALTOR® member of The Cleveland Area Board of REALTORS® who desires to transfer
21 from REALTOR® to Designated REALTOR® status may do so by submitting a new company
22 application. The transfer will take place upon approval of the Board of Directors, without any fee or
23 further membership requirements, except that any REALTOR® member of The Cleveland Area
24 Board of REALTORS® who desires to transfer from REALTOR® to Designated REALTOR® status,
25 due to the establishment of a new company, may do so by submitting a new application form and
26 paying the appropriate processing fee for the new company. The transfer will take place
27 immediately without any further membership requirements or approval.
28

29
30 **100-8 GUIDELINES FOR SUSPENSION AND TERMINATION OF MEMBERSHIP**

31 **Source:** Board of Directors, February 25, 1988
32 Revised by Board of Directors, April 28, 1994
33 Revised by Board of Directors, January 30, 1997
34

35 **A. REALTOR® MEMBERSHIP SUSPENSION AND TERMINATION**

36 1. Dues: Dues not paid by the first business day in January will be assessed a mandatory \$25 late
37 fee. On or about January 20 a notice will be sent indicating that dues are delinquent along with the
38 late fee charge that must be paid by January 31 or suspension of the membership and company
39 will result. A fee of \$50 may be assessed a company for reinstatement, along with payment of all
40 dues, including late fees.
41

42 If the amount due is paid within the 60 days from the date of the invoice (except annual dues) and
43 no appeal in writing concerning the accuracy of the invoice has been received by the Chief
44 Executive Officer, the agent's REALTOR® membership and the company may be suspended. Both
45 the Designated REALTOR and the member will be informed of this action by a means to be
46 determined by the Chief Executive Officer.
47

48 If the amount due is not paid within the 60 days, and no appeal in writing concerning the accuracy
49 of the invoice has been received by the Chief Executive Officer, the agent's REALTOR®
50 membership shall be terminated. The agent will be informed of this action. To again become a
51 REALTOR® member, the agent will be required to reapply for membership, submitting a new

1 member application, and all amounts due at the time that their membership was terminated. The
2 Designated REALTOR® will be sent a copy of the agent's termination notice and will be advised
3 that this constitutes a second and final notice to the Designated REALTOR® for the non-member
4 dues assessment for that agent and that if this dues assessment is not paid within 30 days, the
5 Designated REALTOR®'s membership will be subject to suspension as described in section B.
6

7 2. Other Charges (Printing and Sponsorship etc.): These amounts are billed "Payable within 10
8 days"; at 30 days past due, and monthly thereafter a late charge equal to 1-1/2% of the balance
9 with a minimum of \$5.00 may be added to the balance due. Suspension may be invoked in the
10 same manner described in section A-1 60 days after the date of the original invoice.
11

12 **B. DESIGNATED REALTOR® MEMBERSHIP SUSPENSION & TERMINATION**

13 1. Dues: The Designated REALTOR® 'S membership may be suspended 90 days after the due
14 date of a dues invoice for the Designated REALTOR®'S dues or for an invoice for a non-member
15 agent dues assessment to the Designated REALTOR®. The Designated REALTOR® will be mailed
16 a statement indicating that the dues are delinquent, that a mandatory \$25.00 late fee has been
17 assessed, and that suspension of membership has been invoked. Suspension will involve the
18 temporary loss of REALTOR® status and the associated rights and privileges including but not
19 limited to the following: Subscription to the *Cleveland REALTOR®* magazine and other membership
20 mail, arbitration rights, voting rights, the right to run for and to hold CABOR office or appointed
21 position, group insurance/cellular phone program eligibility, and access to the Multiple Listing
22 Service.
23

24 If the amount due is paid within the 60 days, the Designated REALTOR®'S membership status is
25 reinstated. The amount due shall include the mandatory \$25.00 late fee and any returned check
26 fees that may have been assessed related to any earlier dues invoice(s). An additional company
27 reinstatement fee of \$50 will also be due.
28

29 If the amounts due are not paid within 30 days, and no appeal in writing concerning the accuracy of
30 the invoice has been received by the Chief Executive Officer, the Designated REALTOR® will be
31 notified that his/her membership is terminated without further notice, and that NORMLS will be
32 notified at 9:00 a.m. on the following day that the Designated REALTOR® is no longer a member of
33 CABOR. The membership of all other principals, partners, or corporate officers shall suspend or
34 terminate during the period of suspension of the disciplined Member, or until readmission of the
35 disciplined Member, or unless connection of the disciplined Member with the firm, partnership or
36 corporation is severed, whichever may apply. Further, the membership of REALTORS® other than
37 principals who are employed by or affiliated as independent contractors with the disciplined
38 Member shall suspend or terminate during the period of suspension of the disciplined Member or
39 until readmission of the disciplined Member or until connection of the disciplined Member with the
40 firm, partnership or corporation is severed, or unless the REALTOR® Member (non-principal) elects
41 to sever his connection with the disciplined Member and affiliate with another Designated
42 REALTOR® in good standing with the Board. REALTOR® members licensed with the company will
43 also be sent a notice by mail that they are no longer affiliated with a member company and cannot
44 be considered active members until they are again affiliated with a member company. To again
45 become a Designated REALTOR® member, the agent will be required to reapply for membership,
46 submitting a new member and all amounts due at the time their membership was terminated.
47

48 2. Other Charges (Printing, Sponsorship, etc.): These amounts are billed "Payable within 10 days."
49 At 30 days past due, and monthly thereafter a late charge equal to 1-1/2% of the balance with a
50 minimum of \$5.00 may be added to the balance due. Suspension may be invoked in the same
51 manner described in section B-1 60 days after the date of the invoice.

1
2 **C. DISHONORED CHECKS OR BANK CHARGES**

3
4 Any individual REALTOR®, Designated REALTOR® or Company whose check does not clear the
5 bank shall have their account sent to a third part collection agency.
6

7 **D. APPEALS CONCERNING THE ACCURACY OF AN INVOICE**

8
9 Appeals in writing to the Chief Executive Officer are to be promptly noted with the date of receipt.
10 Appeals are to be handled at the discretion of the Chief Executive Officer. In cases where an
11 appeal is denied, a new notice is to be sent by a means determined by the Chief Executive Officer,
12 in which the denial of the appeal is noted, and a new date for termination of membership would
13 have been invoked under the original notice when the appeal was received added to the date of
14 the new notice, but in no case less than five business days from the giving of the notice. If it is
15 determined that an appeal has been submitted solely to delay termination of membership, then at
16 the discretion of the Chief Executive Officer, the original membership termination date shall be
17 retained, with a notice to the effect being sent by certified mail to the agent.
18

19 **E. ACTION ON UNPAID ACCOUNTS**

20 **Source:** Board of Directors, November 26, 1980
21 Revised by Board of Directors, October 28, 1987
22 Revised by Board of Directors, April 28, 1994
23 Revised by Board of Directors, January 30, 1997
24

25 The Cleveland Area Board of REALTORS® may use all legal means to collect amounts due it from
26 members or others, including the use of collection agencies and lawsuits where appropriate.
27

28 **100-9 PUBLICATION OF DISCIPLINARY ACTION**

29 **Source:** Board of Directors, June 25, 1980
30 Revised by Board of Directors, October 28, 1987
31

32 The Chief Executive Officer shall notify the Northern Ohio Regional Multiple Listing Service of any
33 member who has been terminated or who has resigned within 24 hours of the termination or
34 resignation effective date.
35

36
37 **100-10 ASSOCIATE (NAR AFFILIATES) MEMBERS APPOINTMENT TO SPECIAL**
38 **COMMITTEES**

39 **Source:** Board of Directors, January 25, 1990
40 Revised by Board of Directors, September 30, 1992
41 Revised by Board of Directors, April 28, 1994
42 Revised by Board of Directors, January 30, 1997
43

44 The Chairman-Elect, in special circumstances and with approval of the Board of Directors, during
45 committee reorganization, may appoint CABOR Associate (NAR Affiliate) Members to special
46 committees, task forces or work groups, including appointment as co-chair or vice-chairman
47 providing a REALTOR® member is chairman. Only REALTOR members may hold appointment to
48 Standing Committees (see Bylaws Article XV, Section 1)
49

50 **100-11 NEW MEMBER APPLICATION PROCESSING**

51 **Source:** Board of Directors, January 26, 1995

1
2 The Chief Executive Officer is authorized to grant conditional approval of new member applications
3 in response to written request to enable applicants to secure NORMLS service on a timely basis.
4 Such conditional membership approvals require final approval at the next meeting of the Board of
5 Directors.
6

7 **100-12 HONORARY MEMBERSHIPS**

8
9 Honorary Memberships shall be awarded by the Board of Directors upon an affirmative two-thirds
10 vote. Honorary Life Membership shall require a unanimous vote of the directors present at a
11 meeting. These designations shall be given based upon the criteria established in the bylaws and
12 these Rules and Regulations (see 700-6).
13

14 **200 REGULATIONS OF BUILDING AND EVENTS**

15
16 **200-1 SMOKING POLICY**

17 **Source:** Board of Directors, March 28, 1984
18 Revised by Board of Directors, October 28, 1987
19 Revised by Board of Directors, 1993
20 Revised by Board of Directors, April 28, 1994
21

22 Smoking shall be prohibited in the CABOR building and at all meetings and education programs
23 sponsored or co-sponsored by CABOR.
24

25 **200-2 CABOR FACILITIES**

26 **Source:** Board of Directors, June 25, 1980
27 Revised by Board of Directors, October 28, 1987
28 Revised by Board of Directors, May 31, 1990
29 Revised by Board of Directors, January 30, 1997
30

31 A. Board facilities may be made available for use with the approval of the Chief Executive
32 Officer provided that the user pay all costs associated with such use and provided further that the
33 proposed use is consistent with CABOR principles and goals.
34

35 B. CABOR headquarters are under the control of the Chief Executive Officer and are not to be
36 accessed without prior authorization. Only employed staff members have access to the CABOR
37 facilities, supplies, equipment and offices.
38

39 **200-3 ALCOHOL CONSUMPTION**

40 **Source:** Board of Directors, March 25, 2004
41

42 A. Unlimited alcoholic drinks and open bars shall not be permitted at any CABOR
43 meetings/events/functions. CABOR members, officers and staff shall conduct themselves in an
44 accepted business manner and shall not expose CABOR to potential liability as a result of alcohol
45 consumption.
46

47 B. From time to time, companies may wish to sponsor CABOR meetings/events/functions.
48 Such sponsorship is appreciated and permitted. Sponsorships that provide for an open bar shall
49 not be permitted. No more than two drink tickets per person shall be allowed.
50

51 **200-4 ANNUAL BOARD MEETING, INSTALLATION, AND AWARDS CEREMONY**

1 **Source:** Board of Directors, October 28, 1987
2 Revised by Board of Directors, April 28, 1994
3 Revised by Board of Directors, January 30, 1997
4

5 The Annual Business Meeting of the Cleveland Area Board of REALTORS® shall be held in
6 October. The Installation of new directors shall be held in conjunction with the Annual Business
7 Meeting and awards ceremony.
8

9 **200-5 CANCELLATION OF A CLASS**

10 **Source:** Board of Directors, February 25, 1987
11 Revised by Board of Directors, August 25, 1988
12

13 If a person enrolled in a CABOR sponsored Institute, Society or Council designation class cancels
14 a reservation within 72 hours of the class, there shall be a \$50 cancellation fee. No refund shall be
15 made after the start of the class.
16

17 **200-6 CONTINUING EDUCATION FEE REFUND**

18 **Source:** Board of Directors, January 31, 1989
19 Revised by Board of Directors, October 28, 1987
20 Revised by Board of Directors, April 28, 1994
21 Revised by Board of Directors, January 30, 1997
22

23 Refunds shall not be made for CABOR continuing education seminars. If a person is unable to
24 attend a seminar and has notified the CABOR office within 72 hours of the seminar or is ill on the
25 day of the seminar, the fee for that seminar can be applied to another program within the 12
26 months following the date of the missed seminar. The participant shall notify the CABOR office
27 and make all arrangements for reapplying the seminar fee. Fees or vouchers for reapplying fees
28 shall accompany registration and shall be sent at least seven days prior to the beginning of the
29 class.
30

31 **200-7 PROHIBITION OF HANDGUNS**

32 Source: Board of Directors, February 26, 2004
33

34 CABOR reserves the right to prohibit the possession of firearms, deadly weapons or dangerous
35 ordnance on CABOR property or premises and at all CABOR meetings, conferences, events,
36 seminars, courses, functions and any other session or sessions whether the events and functions
37 are held at CABOR's facilities or off-site. All visitors to CABOR's office space and at CABOR
38 meetings, conferences, events, seminars, courses, functions and any other session or sessions
39 held on- and off-site are expected to be aware that carrying firearms, deadly weapons or
40 dangerous ordnance on the premises is considered to be a criminal trespass and a 4th degree
41 misdemeanor. The necessary signs advising that CABOR does not permit firearms, deadly
42 weapons or dangerous ordnance on its premises shall be posted.
43

44 **200-8 POLICY ON NON-MEMBER ATTENDANCE AT MEETINGS**

45 **Source:** Rules and Regulations Revision 2005
46

47 A. All Board of Directors, committee and task force meetings are closed affairs. Only actual
48 members of the Board of Directors, a committee or a task force are permitted to attend. The
49 Parliamentary Authority adopted in the CABOR Bylaws is very clear on the matter of who may
50 attend a meeting:
51

1 “A society [organization] has the right to determine who may be present at its meetings and to
2 control its hall while meetings are in progress ...” Robert’s Rules of Order Newly Revised Tenth
3 Edition, (RONR) page 625. “Nonmembers ... can be excluded at any time from part or all of a
4 meeting of a society, or from all of its meetings.” RONR, page 625. “During the actual
5 deliberations of the committee, only committee members have the right to be present.” RONR,
6 page 483.
7

8 B. Even though CABOR is incorporated, it is not a governmental entity and therefore not
9 bound by the Sunshine Laws. CABOR, nonetheless, desires to encourage participation and
10 interest in the work of its subordinate bodies (committees, taskforces, and its Board of Directors).
11 Therefore, except in situations where sensitive issues or matters of discipline are to be discussed,
12 CABOR shall permit voting CABOR Members (REALTOR Members and Associate Members) to
13 attend its committee, taskforce, and Board of Director Meetings when a request has been made in
14 writing to attend a particular meeting and a reason has been stated in the request. This request to
15 attend a specific meeting must be submitted to the Chief Executive Officer at least ten days prior to
16 the meeting. The Chief Executive Officer will evaluate the request and provide a timely response.
17

18 C. The fundamental principal known as “Having The Floor” articulated on page 28 of RONR
19 applies to all nonmembers admitted to a meeting:
20

21 “*“Having the floor”* means merely that a person is permitted to enter the hall. It carries no right to
22 speak or any other right of membership, except as may be determined by rules or action of the
23 body.”
24

25 D. If a nonmember wishes to address a committee, taskforce, or the Board of Directors, the
26 person, after being recognized by the chairman, shall state that he/she wishes to speak and briefly
27 give the nature of his/her remarks. The chairman shall then present the request of the nonmember
28 as a motion to be approved by the committee, taskforce, or Board of Directors members. A time
29 limit shall be imposed on the nonmember. If the nonmember is granted permission to address the
30 body, he/she shall abide by the set time limit, talk within the parameters of the stated topic, and
31 refrain from derogatory remarks. The nonmember cannot make a motion or demand a vote. At
32 meetings of the CABOR Board of Directors, a section of each meeting shall be set aside (titled For
33 the Good of the Order) to permit nonmembers who have been given permission to attend the
34 meeting an opportunity to address the Board. Unless given permission by a two-thirds vote, this is
35 the only time during the Board meeting that nonmembers can address the Board. During this
36 period, the procedure for speaking as outlined above will be followed. The purpose of the
37 speaking procedure is to protect the members from dilatory and distractive behavior by people who
38 have not been appointed or elected to carry on the work of the committee, taskforce, or Board of
39 Directors.
40

41 **300 FINANCES**

42 **300-1 FUNDED RESERVE POLICY**

43 **Source:** Board of Directors, June 25, 1980
44 Revised by Board of Directors, October 28, 1987
45 Revised by Board of Directors, April 24, 1991
46 Revised by Board of Directors, April 28, 1994
47
48
49

50 The Cleveland Area Board of REALTORS® shall maintain a funded reserve equal to one-half of the
51 current years budgeted operating expenses including depreciation. The reserve account shall

1 contain only cash and cash equivalents and the amount in this fund shall be determined as of
2 December 31 of each year. In any year that the amount in the reserve fund does not equal or
3 exceed the required amount, contribution to the reserve fund sufficient to bring it to the required
4 level shall be budgeted in the subsequent year's operating budget. The required contribution shall
5 not, however, in any year exceed five (5) percent of the budgeted expenses including depreciation
6 but without regard to the reserve contribution.
7

8 **300-2 EXPENSE ACCOUNT CONTROLS**

9
10 **Source:** Board of Directors, June 25, 1980
11 Adopted by Board of Directors, October 28, 1987
12 Revised by Board of Directors, April 28, 1994
13 Revised by the Board of Directors, January 30, 1997
14

15 The Treasurer shall review all expenses for travel and entertainment incurred by or paid to the
16 Chairman of the Board, Chairman-Elect and Chief Executive Officer in accordance with CABOR'S
17 Travel and Entertainment Policy. The Chief Executive Officer shall approve all expenses incurred
18 by staff members.
19

20 **300-3 PAYMENT OF TRAVEL EXPENSES**

21 **Source:** Board of Directors, June 25, 1980
22 Revised by Board of Directors, October 28, 1987
23 Revised by Board of Directors, April 28, 1994
24 Revised by Board of Directors, January 30, 1997
25

26 The Cleveland Area Board of REALTORS® will pay budgeted travel expenses in accordance with
27 CABOR'S Travel and Entertainment Policy for the Chairman of the Board and Chairman-Elect and
28 their guest for NAR and OAR meetings and shall pay for the Chief Executive Officer's travel
29 expenses per the CEO's contract. In addition, the Cleveland Area Board of REALTORS® will pay
30 other travel expenses as approved by the Board of Directors. All flight reservations made for travel
31 by officers and staff of the Cleveland Area Board of REALTORS® will be made for coach class
32 only.
33

34 **300-4 CHECK SIGNING POLICY**

35 **Source:** Board of Directors, June 25, 1980
36 Adopted by Board of Directors, October 28, 1987
37 Revised by Board of Directors, April 28, 1994
38 Revised by Board of Directors, January 25, 2001
39

40 Checks drawn on the accounts of the Cleveland Area Board of REALTORS®, in the amount of
41 \$2,000 or less for budgeted expenses may be issued with a single authorized signature. The
42 Treasurer will receive a monthly list of all checks issued. The Chief Executive Officer has check-
43 signing authority up to \$2,000 and the Chief Executive Officer is authorized to approve any out-of-
44 budget expense up to \$2,000 without Board of Director approval. Checks for amounts \$2000 or
45 more shall be countersigned by the Treasurer or another authorized officer-signor when the
46 Treasurer is unavailable.
47

48 **300-5 BUDGET DISCIPLINE**

49 **Source:** Board of Directors, June 25, 1980
50 Revised by Board of Directors, October 28, 1987
51 Revised by Board of Directors, April 28, 1994

Revised by Board of Directors, January 30, 1997

All projects, programs and/or events scheduled by the Cleveland Area Board of REALTORS® shall be budgeted for in advance and shall be reviewed by the staff liaison and the Chief Executive Officer at least sixty days prior to the date of such event, project or program. The Chief Executive Officer shall supervise all projects and shall have the authority to approve or reject unbudgeted expense requests up to \$2000.

300-6 CABOR INVESTMENT POLICY

Source: Board of Directors, June 25, 1980
Revised by Board of Directors, February 23, 1983
Adopted by Board of Directors, October 28, 1987
Revised by Board of Directors, April 24, 1991
Revised by Board of Directors, April 28, 1994
Revised by Board of Directors, January 30, 1997

A. The Board of Directors shall authorize a percentage for how investments are to be made. The Chief Executive Officer and the Controller shall manage the investments portfolio.

300-7 VICTIM ASSISTANCE

Source: Board of Directors, November 19, 1991
Revised by Board of Directors, April 28, 1994
Revised by Board of Directors, January 30, 1997
Revised by Board of Directors, April 27, 2000

A. CABOR may by action of the Board of Directors provide financial relief to REALTOR® members who are victims of crime or offer a reward to individuals identified as contributing valuable information to the arrest and conviction of persons charged with committing acts of violence and robbery against CABOR members in the conduct of their business.

B. Each case shall be reviewed separately by the Board of Directors.

C. CABOR shall endeavor to increase REALTOR® safety awareness through educational programs, publications, videotapes and all other practical means. CABOR shall maintain a file in which shall be recorded all reports of incidents in which the safety of any REALTOR® has been threatened.

300-8 ADVANCE DEPOSIT PAYMENTS

Source: Board of Directors, February 23, 1995
Revised by Board of Directors, January 30, 1997

The Chief Executive Officer shall be authorized to approve payment of advance deposits to secure site or program reservations on a timely basis for future CABOR events. This rule does not contravene the check signing policy requiring two authorized signatures for payments exceeding \$2,000.00. One signature will be the Chief Executive Officer and another Officer listed on the signature card. The Treasurer will always be one of the signatures on the signature card.

1 **300-9 CHARITABLE ORGANIZATIONS CONTRIBUTIONS**

2 **Source:** Board of Directors, June 25, 1980
3 Revised by Board of Directors, October 28, 1987
4

5 Each request for a charitable contribution shall be reviewed and approved individually by the Chief
6 Executive Officer.
7

8 **300-10 RECORDS RETENTION POLICY**

9 **Source:** Board of Directors, June 27, 1984
10 Revised by Board of Directors, October 28, 1987
11 Revised by Board of Directors, April 28, 1994
12

13 A. All documents shall be maintained for a full three years or as required by law. Documents
14 included in this category are committee minutes, correspondence and all other documents relating
15 to the general operation of CABOR, with the following exceptions:

16 1. Corporate minutes, including the backup, which is attached to the minutes, should be
17 maintained from the inception of the corporation. These should be maintained in chronological
18 order from the date of the first entry, including all CABOR bylaws which have been in effect at any
19 time.

20 2. Financial documents that relate to income, expense, receipts, disbursements and assets shall
21 be maintained in accordance with Generally Accepted Accounting Principles.

22 3. Capital assets of CABOR (CABOR-owned office building or equipment) are an exception to the
23 financial documents retention rule. These documents shall be maintained until the capital asset is
24 disposed of. All expenses for repairs and improvements to a particular capital asset shall also be
25 maintained. Financial documents relating to capital assets shall not be disposed of within the
26 seven-year period if the asset is still owned by CABOR. Upon disposition of the asset, the seven
27 years with respect to these financial records begins.

28 4. Documents of historical value, such as photographs of famous events or persons who have
29 been active in CABOR, can be kept in a separate category labeled "documents of historical
30 interest."

31 5. Documents relating to ethical complaints or proceedings which shall be disposed of after the
32 conclusion of an appeal period, provided that a permanent notation of such proceedings or
33 complaints shall be maintained in the membership file of the member to which they pertain.
34

35 **300-11 SUPPORT OF AFFILIATE ORGANIZATIONS**

36 **Source:** Board of Directors, January 31, 1989
37

38 A. CABOR shall provide operational support as far as practicable to affiliated organizations,
39 which are local or regional chapters of the Institutes, Societies and Councils of the National
40 Association of REALTORS® (Women's Council, Institute of Real Estate Management, Society of
41 Industrial and Office REALTORS® etc.).
42

43 B. CABOR staff assistance may be authorized by the Chief Executive Officer for chapter
44 publications and notifications, meeting planning and other mailings provided such projects do not
45 conflict with timely performance of CABOR operations.
46

47 C. Reimbursement to CABOR shall be required for direct expenses of postage, paper and
48 other materials used for affiliated organization chapter projects, with reimbursement amount
49 determined and invoiced by the CABOR Financial Services Director. Fees for services to support
50 affiliate organizations may be assessed.
51

1
2
3 **400 ETHICS, ARBITRATION, FAIR HOUSING**

4
5 **400-1 FINES DUE IN ETHICS CASES**

6 Source: Board of Directors, June 25, 1980
7 Adopted by Board of Directors, October 28, 1987
8 Revised by Board of Directors, April 28, 1994
9

10 All fines imposed by the Professional Standards Committee of The Cleveland Area Board of
11 REALTORS[®], in ethics cases, shall be remitted in one full payment by the date designated by the
12 Professional Standards Committee. Installment payments shall not be accepted.
13

14 **400-2 ETHICS APPEAL DEPOSITS**

15
16 **Source:** Board of Directors, January 28, 1988
17 Revised by Board of Directors, April 28, 1994
18 Revised by Board of Directors, January 30, 1997
19

20 CABOR shall charge a \$100.00 deposit fee to accompany request for appeals of decisions of
21 Ethics Hearing cases. Disposition of the deposits shall be according to Part Four, Section 24,
22 Letter C of the NAR Code of Ethics and Arbitration Manual.
23

24 **400-3 APPEALS BOARDS**

25 **Source:** Board of Directors, June 27, 1991
26

27 A. Consistent with NAR Professional Standards policy and due process requirements, CABOR
28 shall employ Professional Standards Appeal Boards to hear appeals and render decisions when
29 disputes involve larger member firms or franchises and pose a problem in attaining a quorum of
30 the Board of Directors as the appeal body.
31

32 B. Professional Standards Appeal Boards shall be comprised of five members of the Board of
33 Directors affiliated with disinterested firms appointed by the Chairman of the Board on a case-by-
34 case basis.
35

36
37
38 **400-4 TAPE RECORDING OF ETHICS HEARING**

39 **Source:** Board of Directors, June 24, 1987
40 Revised by Board of Directors, October 28, 1987
41 Revised by Board of Directors, April 28, 1994
42 Revised by Board of Directors, January 30, 1997
43

44 A. Consistent with the recommendations of the National Association of REALTORS[®] and legal
45 counsel, the Cleveland Area Board of REALTORS[®] shall regularly tape record ethics hearings.
46

47 B. All parties at hearings shall be apprised of tape recording. Hearing tapes shall be retained
48 as part of the case file only until expiration of time for all appeals, or until a date when any sanction
49 imposed by the Board has been completed and then shall be erased. All tapes are the exclusive
50 property of the Cleveland Area Board of REALTORS[®]. While held as part of a case file, hearing

1 tapes shall be retained in a cabinet secured by lock to assure confidential handling.
2

3 C. CABOR tape recording shall be considered the official record of the proceeding. Copies of
4 any tape recording or any transcript prepared from any tape recording of a hearing shall be used
5 only for the purpose of appeals. Any party to a hearing has the right to obtain a copy of the official
6 tape recording subject to payment of CABOR'S duplication costs and any duplication shall be
7 conducted under the supervision of CABOR. Unauthorized use of tape recordings or transcripts
8 other than for purposes of appeals may be construed as a violation of Article 14 of the NAR Code
9 of Ethics.

10
11
12 **400-5 LEGAL ACTIONS RESULTING FROM ARBITRATIONS**

13 **Source:** Board of Directors, May, 1982
14 Revised by Board of Directors, October 28, 1987
15

16 The Cleveland Area Board of REALTORS® shall not pay any legal costs incurred by members in
17 legal actions resulting from arbitrations. The Cleveland Area Board of REALTORS® may, however,
18 submit an amicus curiae brief in arbitration disputes.
19

20 **400-6 APPEALS OF ARBITRATION DISPUTES**

21 **Source:** Board of Directors, July 19, 1983
22 Adopted by Board of Directors, October 28, 1987
23 Revised by Board of Directors, January 30, 1997
24

25 In cases involving appeal hearings resulting from arbitration disputes, the following agenda shall be
26 adhered to:

- 27 A. The appellant shall have 10 minutes to present a brief on why due process was not afforded.
28 B. The other party to the arbitration shall have 10 minutes to present a brief why due process was
29 not afforded.
30 C. The hearing panel chairperson shall have 10 minutes to present information concerning due
31 process in the subject case.
32 D. All parties shall have 5-minute of rebuttals, in the same order as above.
33 E. The Board of Directors, acting as the appeal panel, shall have the opportunity to ask questions
34 of the parties.
35 F. All parties shall be dismissed from the meeting.
36 G. The Board of Directors shall meet in Executive Session.
37 H. The Board of Directors shall render their decision.
38
39

40 **400-7 POSTPONEMENT OF HEARINGS**

41 **Source:** Board of Directors, October 28, 1987
42 Revised by Board of Directors, June 27, 1991
43

44 A. In view of the inconvenience to other parties and to CABOR staff, and in light of due
45 process considerations, postponements of scheduled ethics or arbitration hearings shall not be
46 granted except in cases of the most extreme and unforeseeable personal emergency.
47

48 B. In the event an arbitration postponement is requested and granted, a charge of \$50 may be
49 assessed against the requesting party to defray the cost of scheduling and notification.
50

51 C. Legitimate requests for continuances shall be assessed by CABOR carefully to assure that

1 hearings will not be continued indefinitely. All ethics and arbitration cases shall be disposed of
2 within one year by hearing and CABOR shall routinely deny continuances that would require that a
3 hearing must be held after the specified deadline. The one year maximum time limit shall be
4 marked from date of filing of a grievance complaint in ethics cases and shall be marked from date
5 of acceptance of arbitration by the respondent in an arbitration case.
6

7 D. In the course of a year in which an ethics or arbitration case is pending, a limitation of three
8 continuances of hearing shall be imposed.
9

10 E. Circumstances which shall be considered acceptable for granting hearing continuances
11 shall include: personal illness of a close member of family, deaths in a family and funerals,
12 documented emergency business matters which cannot be handled by another member of the
13 firm, emergency loss of planned attendance of legal counsel, documented emergency loss of a
14 witness for the hearing.
15

16 F. A letter documenting the emergency shall accompany all requests for postponements. The
17 letter and the request shall be received by CABOR at least five business days prior to the
18 scheduling a postponed hearing date and time. When postponement is requested in non-
19 emergency situation, a written request for postponement must be received by CABOR to the
20 attention of the Chief Executive Officer or the professional Standards Administrator not less than
21 14 business days prior to the originally scheduled hearing. The Board of Directors shall consider
22 the request and may schedule a date and time for a postponed hearing.
23

24 **400-8 ESCROW ACCOUNTS IN ARBITRATION HEARINGS**

25
26 **Source:** Board of Directors, August 25, 1988
27 Revised January 30, 1997
28

29 A. In accordance with NAR recommended policy in Section 35 of the Code of Ethics and
30 Arbitration Manual, the Cleveland Area Board of REALTORS® shall require that non-prevailing
31 parties in arbitration disputes deposit contested funds with the CABOR Chief Executive Officer to
32 be held in a special CABOR escrow account whenever said funds are not to be paid to the
33 prevailing party within-10 days of notification of award decision by the arbitration panel.
34

35 B. Failure to satisfy the award or to deposit funds with CABOR within the 10-day period
36 following notification may be considered a violation of a membership duty, subjecting the non-
37 complying member to possible suspension from CABOR at the discretion of the Board of Directors
38 with existing rules of reinstatement invoked.
39

40 **400-9 GRIEVANCE MEMBERS EXCUSED**

41 **Source:** Board of Directors, February 25, 1988
42 Revised by Board of Directors, April 28, 1994
43

44 Any member of the Grievance Committee shall be excused from the meeting room when
45 discussion is being conducted regarding the company with which the member is affiliated.
46
47

48 **500 POLITICAL ACTION**

49 **500-1 CALL TO ACTION POLICY**

50 **Source:** Board of Directors, June 25, 1980
51

Revised by Board of Directors, October 28, 1987
Reaffirmed by the Board of Directors, September 28, 1988

A. Because of the frequent and urgency of calls to action emanating from the Legislative Department of the National Association of REALTORS® and the Ohio Association of REALTORS®, time may prevent the Board of Directors from reviewing these calls. When this happens, the Chairman of the Board and the Chief Executive Officer shall be authorized to review the calls to action. If both the Chairman and the CEO agree that immediate action should be taken by CABOR, they shall be authorized to send letters, facsimile, email or whatever is necessary to support these positions.

B. This power is vested in these two officers only in conjunction with the National and State Associations' calls to action.

500-2 CANDIDATE ENDORSEMENT POLICY

Source: Board of Directors, April 28, 1994

A. Because the Cleveland Area Board of REALTORS® (CABOR) participates in one of the largest Political Action Committees (i.e., membership, campaign contributions) (PAC) in the United States, and in Ohio, CABOR has developed a Candidate Endorsement Policy. The CABOR Board of Directors shall have the authority to endorse any candidate it chooses for any OAR office or position. The unit rule may be applied to bind the OAR Trustees regarding election of OAR officers or other elected OAR positions. OAR Trustees are always encouraged to share their knowledge of OAR issues and candidates with CABOR Directors prior to any issue or endorsement vote by the CABOR Board of Directors.

Within this policy, several types of support, short of endorsement, may be offered to qualified candidates:

- funding (through RPAC)
- fee services (i.e. mailing labels of REALTORS® per present policy)
- REALTORS® for. . . (i.e., limited staff consultation, mailing/phone lists of REALTORS®)

However, only candidates endorsed by CABOR shall be offered:

- use of the designation "Endorsed by CABOR"
- letter of support from Chairman of the Board on CABOR letterhead
- CABOR press release
- more intensive use of above resources and CABOR communications channels to organize member support
- request for OAR Opportunity Race support where applicable

Endorsement shall be the exception rather than the rule.

B. ENDORSEMENT PROCEDURES

The REALTORS Political Action Committee may select candidates to be considered for endorsement by CABOR'S Board of Directors.

CABOR'S REALTORS Political Action Committee upon proper notification of committee members and a two-thirds vote of those present and voting at a meeting of the committee may recommend to the Board of Directors a candidate for endorsement. The recommendation shall be in writing

1 and include reasons for endorsement. The following criteria shall be employed for such a
2 recommendation:

- 3
- 4 1) knowledge of and empathy for REALTOR® issues (i.e. mortgage interest tax deduction, sign
5 bans)
- 6 2) integrity and ethical conduct
- 7 3) competence
- 8 4) importance of the race or candidate
- 9 5) ability to win and serve effectively
- 10 6) positive effect of CABOR support for candidate as well as for CABOR

11 Use of candidate questionnaires, interviews and evaluation sheets is recommended.

12 The Board of Directors shall approve or not approve the endorsement based on the strength of the
13 REALTORS Political Action Committee's written recommendation.

14 **500-3 GOVERNMENT AFFAIRS COMMITTEE**

15 **Source:** Board of Directors, July 2003
16 Board of Directors, March 25, 2004

17 A. The Government Affairs Committee is a standing committee of the CABOR Board of
18 Directors. The committee shall have a maximum of twelve members and shall be appointed
19 annually by the Chairman of the Board with the approval of the Board of Directors. Members shall
20 serve no more than two consecutive terms and can serve again if at least one year has expired
21 since the member's last term. To be eligible for membership on the Government Affairs Committee,
22 a member shall be a REALTOR member in good standing and shall be an RPAC contributor.

- 23 1. The Governmental Affairs Committee shall develop annually a proposed platform for
24 lobbying and submit this platform to the Board of Directors for review and action. All
25 lobbying efforts shall be based on the Governmental Affairs Platform approved by the
26 Board of Directors. White Papers may be developed to support and explain items in the
27 official Platform, but these papers shall not go beyond or contradict positions in the
28 official Platform.
- 29 2. The official spokespersons for the Governmental Affairs Committee shall be the
30 CABOR Lobbyist and the Chairman of the committee. Individual members of the
31 Committee shall not express opinions or lobby on behalf of the Committee unless
32 authorized by the Board of Directors or the Governmental Affairs Committee chairman.
33 All opinions given by committee members must be in line with the approved
34 Governmental Affairs Platform.
- 35 3. The Governmental Affairs Committee shall review local, state, and national legislation
36 and rule making of significance to CABOR's interests and shall report its findings to the
37 Board of Directors. The Board of Directors shall determine how this information shall be
38 disseminated.
- 39 4. The Governmental Affairs Committee shall, with the approval of the Board of Directors,
40 assist OAR and NAR on legislative initiatives for local, state, and federal advocacy.
- 41 5. The members of the Governmental Affairs Committee shall at all time act in a
42 professional manner and represent the best interests of CABOR.
- 43 6. All Government Affairs Committee members shall attend committee meetings. Three
44 unexcused absences within one calendar year shall result in forfeiture of membership.
45 The Chairman of the Government Affairs Committee shall be empowered to grant
46 excused absences prior to the meeting.

- 1 7. CABOR shall hold an annual new member training seminar for new members of the
2 Governmental Affairs Committee. The CABOR paid lobbyist, the committee chairman,
3 and the Chief Executive Officer shall be responsible for planning, organizing, and
4 presenting this seminar.
5 8. All items for the committee meeting agenda shall be submitted to the chairman of the
6 committee at least one week in advance of each regular committee meeting. No other
7 business may be brought up during the meeting unless it relates to new legislation or
8 the committee's platform.
9

10 **600 BOARD OF DIRECTORS**

11
12 **600-1 DIRECTORS TO OBSERVE CONFIDENTIALITY**

13
14 **Source:** Board of Directors, June 25, 1980
15 Adopted by Board of Directors, October 28, 1987
16

17 If any Director of the Cleveland Area Board of REALTORS® reveals confidential information
18 received at or from a Board of Directors' meetings, when in executive session, without prior
19 authorization from the Chairman or Chief Executive Officer of the Cleveland Area Board of
20 REALTORS®, this dissemination of confidential information shall be considered cause for removal
21 of the Director. Proper notification shall be given to such Director and a hearing shall be held in
22 accordance with the Bylaws of the Cleveland Area Board of REALTORS®.
23

24 **600-2 ENDORSEMENT OF OAR AND NAR CANDIDATES**

25
26 **Source:** Board of Directors, June 25, 1980
27 Revised by Board of Directors, October 28, 1987
28 Revised by Board of Directors, April 28, 1994
29 Amended by Board February 23, 2006
30

31 All candidates for OAR or NAR office, requesting the endorsement of the Cleveland Area Board of
32 REALTORS®, shall be given the opportunity to appear before the Board of Directors. However,
33 such appearance may be required for endorsement. (See also Rule 600-19, Use of Unit Rule.)
34

35 **600-3 COMPLIMENTARY TICKETS**

36 **Source:** Board of Directors, December, 1983
37 Revised by Board of Directors, April 22, 1981
38 Revised by Board of Directors, December 19, 1983
39 Revised by Board of Directors, October 28, 1987
40 Revised by Board of Directors, April 28, 1994
41 Revised by Board of Directors, January 30, 1997
42

43 Directors shall be given one complimentary ticket to the Annual Business Meeting-Installation-
44 Awards Ceremony. The CABOR Chairman and Chairman-Elect may invite guests to CABOR
45 events. The ticket fee for their invited guests to these events shall be paid from the budget line
46 items for the Chairman and the Chairman-Elect.
47

48 **600-4 BOARD OF DIRECTORS MINUTES**

49 **Source:** Board of Directors, June 25, 1980
50 Adopted by Board of Directors, October 28, 1987
51

1 All motions adopted, or not adopted by the Cleveland Area Board of REALTORS® become the
2 action of the entire group of Directors. To that end, the minutes of the Board of Directors meetings
3 shall not include the names of those persons presenting or seconding the motion.
4

5 **600-5 TAPE RECORDING OF DIRECTORS MEETINGS**

6 **Source:** Board of Directors August 27, 1992
7 Revised by Board of Directors, January 30, 1997
8

9 The Chief Executive Officer shall have the responsibility for the minutes of the Board of Directors
10 meetings in accordance with Bylaws Article XII, Section 4, as the official and accepted record of
11 the proceedings of the meetings. Board of Directors meetings may not be tape recorded without
12 full knowledge and approval of the Board of Directors.
13

14
15
16 **600-6 GUIDELINES FOR BOARD OF DIRECTORS CANDIDATES**

17
18 **Source:** Board of Directors, September 27, 1990
19 Revised by Board of Directors, September 26, 1991
20 Revised by Board of Directors, March 26, 1992
21 Revised by Board of Directors, April 28, 1994
22 Revised by Board of Directors, January 30, 1997

23 The following guidelines apply to members aspiring to serve on the Board of Directors or as a
24 Board Officer.
25

26 **A. ELECTION PROCESS:** The Cleveland Area Board of REALTORS® is governed by an elected
27 Board of Directors consisting of thirteen Directors elected by the REALTOR and Associate (NAR
28 Affiliate) membership. Twelve of the Directors shall be REALTOR members and one shall be an
29 Associate (NAR Affiliate) member. Directors serve staggered three-year terms. The Affiliate
30 Director serves a two-year term. In addition to the elected Directors, the immediate Past Chairman
31 and the Chief Executive Officer shall serve as non-elected and non-voting officers. CABOR
32 officers shall be elected by the Directors from among the Board of Directors members. They serve
33 one-year terms.
34

35 The Board of Directors has the complete authority to govern and operate CABOR subject only to
36 CABOR bylaws. The bylaws and accompanying rules and regulations shall be reproduced each
37 year and made available to any member who requests them. The CABOR Nominating Committee
38 shall meet each year beginning in January to interview applicants for nomination. The Nominating
39 Committee shall nominate at least one candidate for each position to be filled on the Board of
40 Directors. In July, the recommendations of the Nominating Committee shall be mailed or
41 electronically transferred to all CABOR members eligible to vote. Additional candidates for the
42 position of REALTOR Director may be placed in nomination by petition signed by at least 400 of
43 the REALTOR Members eligible to vote. Additional candidates for the position of Associate (NAR
44 Affiliate) Director may be placed in nomination by petition signed by at least 50 Associate (NAR
45 Affiliate) Members eligible to vote. The petition shall be filed with the Chief Executive Officer at
46 least 45 days prior to the election. The Chief Executive Officer shall send notice of all candidates
47 (both those nominated by the Nominating Committee and those nominated by legitimate petition)
48 to all members eligible to vote at least fifteen days prior to the election.
49

50 The election shall be held by ballot at a place and time to be determined by the Board of Directors
51 prior to the annual meeting. REALTOR members elected shall serve three-year terms beginning in

1 the following January. The Associate (NAR Affiliate) Director shall serve one 2-year term beginning
2 in the following January.

3
4 **B. DIRECTOR'S RESPONSIBILITIES:** Candidates for nomination should consider the following
5 responsibilities incumbent on Directors:

6 **1.)** Since election is by the REALTOR and the Associate (NAR Affiliate) membership,
7 candidates should expect to mount a reasonable campaign effort to allow the membership
8 an opportunity to see them and hear any platform they wish to promote.

9 **2.)** Elected, Board of Director members are expected to attend all regularly-scheduled
10 monthly Board meetings. Meetings are scheduled for the entire year in advance.
11 Occasionally a special Board meeting will be called.

12 **3.)** Directors are expected to set an example for all REALTORS® by supporting and
13 attending CABOR social events, RPAC affairs and other functions of CABOR, such as the
14 Annual Meeting.

15 **4.)** Directors are eligible to run for CABOR office and are encouraged to consider doing so.
16 An applicant's ability to serve and willingness to consider running for higher office is an
17 important criteria for nomination as a candidate for Director.

18 **5.)** Directors are also expected to attend some of the Ohio Association and National
19 Association meetings each year to represent CABOR at these functions. Directors are
20 encouraged to become involved in OAR and NAR affairs by committee service.

21 **6.)** Directors are strongly encouraged to substantially contribute to RPAC at the beginning
22 of each year.

23 **7.)** Once elected, a director shall sign the documents listed in 600 – 17 on or before
24 January 15 of each year.

25 **8.)** Directors shall obey the confidentiality of information rule as established in 600 – 1.
26

27 (Note: The foregoing might well be considered minimum responsibilities for CABOR Directors.
28 Like most volunteer organizations, the success of CABOR depends largely on the willingness of its
29 members to donate their time and talent. CABOR has an outstanding tradition of unselfish and
30 dedicated service by its members. The right and privilege to govern carry with it the responsibility
31 to do so with conscience, vision and dedication. The opportunity to participate in governance of
32 the profession is often among the most satisfying and rewarding aspects of a successful real
33 estate career.)

34 (Reference: Articles XII, XIII, and XIV of Bylaws of the Cleveland Area Board of REALTORS®.)
35

36 **600-7 CABOR NOMINATING COMMITTEE FOR DIRECTORS AND ELECTIONS**
37 **COMMITTEE (TELLERS)**

38 **Source:** Board of Directors, August 29, 1991
39 Revised by Board of Directors, April 28, 1994
40 Revised by Board of Directors, January 30, 1997
41 Revised by Board of Directors, January 30, 2003
42

43 **A. The Nominating Committee shall:**

44 1. Be composed of five REALTOR members and one Associate (NAR Affiliate) member.
45 When possible, at least two of the members of the Nominating Committee shall be CABOR
46 Directors.

47 2. Be appointed by the CABOR Chairman with the approval of the Board of Directors in
48 January.

49 3. Review the qualifications of potential candidates and select at least one candidate for each
50 office to be filled on the Board of Directors

51 4. Elect its chairman from among its members.

1
2 B.. The Nominating Committee shall published in January a call for nominations for positions
3 on the Board of Directors for the term commencing the following January. Each year the
4 Nominating Committee shall have the responsibility of nominating at least one candidate for each
5 position to be filled. The REALTOR® positions shall be three-year terms and the Associate (NAR
6 Affiliate) position shall be a two-year term. The REALTOR Directors shall serve staggered terms
7 so that one-third of their number shall go off of the Board of Directors each year. No more than
8 two of the elected-directors may be from the same company. The Nominating Committee shall
9 make a diligent effort to find a qualified Commercial REALTOR to run for director providing that no
10 more than one Commercial REALTOR shall serve on the Board of Directors at the same time.

11
12 B. The published call for nominations shall include information on Directors' duties and
13 qualifications and shall be published in the Cleveland REALTOR® magazine. An organizational
14 meeting of the Nominating Committee shall be held during February. At the committee's March
15 meeting a candidate list shall be established. Any member who cannot meet the obligations of
16 serving on the Nominating Committee should be replaced by the Chairman of the Board as soon
17 as possible.

18
19 C. Candidate's names can be submitted in person, or in writing to the Nominating Committee
20 along with information on their qualifications. The Nominating Committee shall interview all
21 persons seeking nomination for election to the Board of Directors for REALTOR and Associate
22 (NAR Affiliate) seats and shall submit the names of such persons to the Board of Directors prior to
23 its June meeting for advice.

24
25
26 D. The Nominating Committee shall nominate at least one qualified persons for each position
27 to be filled on the Board of Directors. The report of the Nominating Committee shall be either
28 mailed to all REALTOR® and Associate (NAR Affiliate) members or published in the Cleveland
29 REALTOR® magazine or other CABOR publication of general circulation not later than July 15.

30
31 E. Additional candidates for positions to be filled on the Board of Directors by REALTOR® and
32 Associate (NAR Affiliate) members may be nominated by petition. Petitions for candidates for
33 REALTOR Director positions must bear the valid signatures and the Ohio Division of Real Estate
34 file numbers of at least 400 REALTOR® members. Petitions for the Associate (NAR Affiliate)
35 Director position must have fifty valid signatures from Associate (NAR Affiliate) Members. All
36 petitions must be received at the office of CABOR not later than forty-five days prior to the election.
37 The Nominating Committee shall determine if each petition has the appropriate number of valid
38 signatures, review the qualifications of the candidates, and decide on the names that will be placed
39 on the ballot.

40
41 F. At least fifteen days prior to the election, the Chief Executive Officer shall mail or
42 electronically transfer to all REALTOR and Associate (NAR Affiliate) members the names of all
43 candidates (both those nominated by the Committee and those by valid petitions)

44
45 G. Nominees selected by the Nominating Committee, together with those nominated by valid
46 petition, shall be named alphabetically, by area or category, on the ballot which shall be mailed to
47 all REALTOR® and Associate (NAR Affiliate) members in good standing not less than fifteen days
48 prior to the annual meeting. The Ballot shall contain instructions on how to mark the ballot and the
49 deadline for returning ballots. A sealable inner envelop on which the voter writes his name and
50 identification number and in which he places his ballot shall be included with an outer self-
51 addressed envelop. All REALTOR® members in good standing may vote in all categories including

1 the Associate (NAR Affiliate) category. Associate (NAR Affiliate) members in good standing shall
2 vote only for the Associate (NAR Affiliate) director. A majority vote shall be needed to elect a
3 director.

4
5 H. The CABOR Chairman with the approval of the Board of Directors shall appoint an
6 **Elections Committee** of at least eight REALTOR and one Associate (NAR Affiliate) members to
7 act as **tellers** for the election of the Directors. The tellers shall elect one of their members as Head
8 Teller who shall supervise the counting of ballots and make the report of the election results to the
9 Board of Directors and to the Annual Meeting in October. The Head Teller shall have had
10 experience as a teller. The first act of the tellers shall be to open the outer envelop and confirm the
11 identification on the inner envelop. The next act shall be to open the inner envelopes which have
12 been confirmed as valid, to determine that no more than the maximum number of allowable
13 candidates have been checked, to set aside any ballot which has too many candidates checked as
14 illegal, and to count the total number of ballots received (illegal ballots are counted in the total
15 number of ballots cast but are NOT counted in determining the number of votes cast for a
16 candidates). The Head Teller shall register the number of ballots cast and this number shall be
17 used to determine a majority vote (one-half of this number plus one). For the counting of ballots,
18 the tellers shall operate in teams of three with one member reading the ballot, one member
19 marking a tally sheet, and the third member confirming the tally. Hash marks with a bar through
20 each group of four hash marks shall be used in counting ballots: (|||| and ###). The Head Teller's
21 Report shall give the total number of ballots cast and the names of the candidates who received a
22 majority vote. The Tellers collectively shall be the final arbiters to decide if defective ballots will be
23 counted in whole or in part. In the event that a tie occurs in a contest, the Head Teller shall notify
24 the CABOR Chairman immediately that a tie exists. The Chairman and the Chief Executive
25 Officer, in a closed session with the Tellers, shall use a coin flip as the method of breaking the tie
26 in the election. If more than two candidates from a company have received a majority vote, the
27 drawing of names shall be used to select two of these candidates as winners. Based on the Head
28 Teller's Report, the CABOR Chairman shall officially declare the winners of the election.

29
30 I. All Ballots shall be cast by mail and received at least five days prior to the beginning of the
31 CABOR Annual Meeting. No proxies shall be allowed. Results of the elections are sealed and held
32 confidential by the CABOR Chief Executive Officer. However, a candidate may request and be
33 given permission to see the official election summary report.

34
35 J. No person shall be elected to the Board of Directors from any geographic area or
36 membership category (REALTOR or Associate [NAR Affiliate]) unless, at the time of election, the
37 person maintained a principal place of business in the area or was a member of the category. A
38 Director shall not be eligible to succeed himself in a directorship and shall serve no more than one
39 term as director except as provided in Article XI, Sections 2B and 3B; and Article XIII, Sections 4C
40 and 9B of the Bylaws. No more than two people from the same company may serve on the Board
41 of Directors at the same time. The Associate (NAR Affiliate) Director shall not be eligible for
42 appointment as a trustee of the Ohio Association of REALTORS®.

43
44 **600-8 BOARD OF DIRECTORS NOMINATING COMMITTEE FOR OFFICERS**

45 **Source:** Board of Directors, February 26, 1998

46
47 A. A Nominating Committee of three directors shall be appointed by the CABOR Chairman
48 with the approval of the Board of Directors at a regular meeting held during the second quarter of
49 the calendar year. The duty of this committee shall be to consider the qualifications of candidates
50 for the elected offices and to submit at least one name for each position to be filled at the Annual
51 Meeting of the Board of Directors in November. Following the report of the Nominating committee,

1 additional nominations may be made from the floor. No name shall be placed in nomination
2 without the consent of the nominee.
3

4 B. Officers will be elected by ballot at the Annual Meeting held in November. There shall be
5 no proxy voting. A majority shall elect. In the event that there is only one candidate for an office,
6 the election for that office may be by voice vote. If there is a ballot vote, the CABOR Chairman, if
7 an elected director, shall have the right to cast a vote. When there is a tie in a ballot vote, the vote
8 shall be retaken until the tie is broken.
9

10 C. The tellers for the election of officers shall be the parliamentarian and one other person
11 appointed by the CABOR Chairman. The Tellers' Report shall give the total number of votes cast
12 and the names of the winning candidates.
13

14 D. The CABOR Chairman may assign the Parliamentarian to attend the meetings of the
15 CABOR Nominating Committee, the Board of Directors Nominating Committees and the Election
16 Committee to advise these committees on matters of parliamentary procedure.
17

18 **600-9 ATTENDANCE POLICY FOR DIRECTORS' MEETINGS**

19 **Source:** Board of Directors, January 26, 1995
20 Revised by Board of Directors, January 30, 1997
21 Amended by Board of Directors, February 23, 2006
22

23 A. Directors shall attend all regularly scheduled and special meetings of the Board of
24 Directors. Directors shall notify the Chief Executive Officer if they will not be in attendance at a
25 Board of Directors meeting and their excuse shall be submitted to the Board of Directors for
26 approval. Absence without notice and/or excuse shall be considered an absence-without-excuse.
27 Absence from two regularly scheduled meetings in one year without an excuse approved by the
28 Board of Directors shall be considered as a resignation. Should the director refuse to resign, the
29 Board of Directors by a three-fourths vote can remove the director and fill the vacancy in
30 accordance with Bylaws Article XIII, Section 8 and Rule 600-21.
31

32 B. CABOR members serving as delegates to the Ohio Association Board of Trustees shall
33 attend the three (3) regular meetings of the Trustees each year. OAR and CABOR record
34 attendance. If a CABOR Trustee is absent from more than one OAR Trustee meeting during a
35 calendar year, the CABOR Chairman has the authority to ask for a resignation or advise the
36 trustee that he is being replaced and that a new trustee will be appointed. Trustees traveling to
37 out-of-town OAR Trustee meetings may submit a written request for reimbursement after the
38 meeting. With proof of attendance at the Trustees meeting and with a written request, a stipend of
39 \$100 shall be paid.
40

41 C. CABOR directors on the CALLME Board of Directors shall attend all of the regularly
42 scheduled and special meetings of the CALLME Board of Directors. Each time a CABOR Director
43 on the CALLME Board of Directors is absent, the voting power of CABOR is jeopardized. The
44 CABOR Chairman with the consent of the Board of Directors shall have the authority to remove a
45 CABOR director on the CALLME Board of Directors for non-attendance and to replace that director
46 with another director.
47

48 **600-10 APPOINTMENT OF DIRECTORS ON CALLME, INC. BOARD OF DIRECTORS**

49 **Source:** Board of Directors, January 26, 1995
50
51

1 As a participating Shareholder Association in CALLME, Inc. regional electronic lockbox system,
2 CABOR is entitled to appoint two members to the Board of Directors of CALLME Corporation. The
3 Chairman-Elect of CABOR shall appoint two (2) CALLME Directors annually subject to
4 confirmation by the CABOR Board of Directors.

5
6
7 **600-11 PERSONNEL COMMITTEE**

8 **Source:** Board of Directors, May 7, 1996
9 Revised, Board of Directors, November 20, 2002

10
11
12 A. The Chairman, Chairman-Elect, Treasurer and the Immediate Past Chairman shall serve
13 as the Personnel Committee. The Chairman of this Committee shall be the Chairman of the Board
14 of Directors. The Board of Directors shall perform an annual written evaluation of the Chief
15 Executive Officer. The Personnel Committee shall review these evaluations. Based on the
16 compensation language in the Chief Executive Officer's Contract, the Personnel Committee may
17 adjust the compensation of the Chief Executive Officer and shall report to the Board of Directors
18 that it has reviewed the evaluations with the Chief Executive Officer. Since the Chief Executive
19 Officer's contract is a confidential document and the Personnel Committee has a responsibility to
20 ensure its confidentiality, the contract of the Chief Executive Officer is not allowed to be
21 reproduced. Only the Chairman of the Personnel Committee shall have the authority to review the
22 Chief Executive Officer's contract and that review shall be conducted at the CABOR office.

23
24 B. In the event that a Chief Executive Officer is to be hired, the Executive Search Committee
25 shall be composed of the Personnel Committee and additional members elected by the Board of
26 Directors. It shall conduct the search and shall interview candidates for this position. Based on the
27 interviews, the Executive Search Committee shall make a recommendation to the Board of
28 Directors and provide the necessary documentation. The Board of Directors shall by motion, have
29 the sole authority to hire, terminate, amend or extend the contract of the Chief Executive Officer.

30
31 **600-12 CHECK ISSUING POLICY**

32 **Source:** Board of Directors, November 20, 2002

33
34 Checks shall be issued if the proper check request form is completed and the necessary
35 documentation is provided to the Controller. Only the Chief Executive Officer shall cause checks
36 to be issued. No officer or director has the authority to authorize that checks be issued. For check
37 in amounts under \$2000, only the signature of the Chief Executive Officer or another staff member
38 as appointed by the Chief Executive Officer to serve in his or her absence is needed. For checks
39 in amounts \$2000 or more, the Treasurer or another authorized officer-signor when the Treasurer
40 is unavailable 'shall countersign.

41
42
43 **600-13 BINDING CONTRACT**

44 **Source:** Board of Director, November 20, 2002

45
46 The Chief Executive Officer has authority to sign contracts or any other agreements that legally
47 bind CABOR in amounts of \$10,000 or less. Contracts or other agreements in amounts greater
48 than \$10,000 shall require the approval of the Board of Directors. No officer, director or other staff
49 member may sign any contract or agreement that commits CABOR legally in any manner.

50
51 **600-14 CABOR STAFF**

1 **Source:** Board of Directors, November 20, 2002

2
3 Only the Chief Executive Officer has the authority to hire, fire, direct and supervise the CABOR
4 staff. Staff salaries and contracts shall be confidential.

5
6 **600-15 USE OF LEGAL COUNSEL**

7 **Source:** Board of Directors, November 20, 2002

8
9 Contact and consultation with any legal counsel that will result in the payment of a fee shall be
10 through the Chief Executive Officer, unless the Board of Directors, by motion, designates otherwise
11 in a specific instance.

12
13 **600-16 PARLIAMENTARIAN**

14 **Source:** Board of Directors, February 26, 1998

15
16 The Chief Executive Officer with the advice of the CABOR Chairman shall employ a Professional
17 Registered Parliamentarian to advise the Chairman and the Board of Directors on matters of
18 parliamentary procedure and other matters as may be assigned by the Chairman, Chief Executive
19 Officer, or the Board of Directors.

20
21 **600-17 DOCUMENTS TO BE SIGNED ANNUALLY BY DIRECTORS**

22 **Source:** Board of Directors, January 21, 2005

23
24 All directors shall sign the following documents on or before January 15 of each year:
25 *Consideration of Interest Questionnaire, Conflicts of Interest, Statement of Ability to Serve, Ten*
26 *Things AEs should Tell Their President-Elect, and Board Member Code of Ethics.* A director who
27 has failed to meet the January 15 deadline shall be notified by certified mail. If the documents are
28 not signed within 10 business days of the receipt of the certified letter, the director's privileges shall
29 be suspended and disciplinary action shall be initiated as specified in Article XIII, Section 8 of the
30 CABOR Bylaws and Rule 600-21.

31
32 **600-48 TASK FORCE PROCEDURES**

33
34 **Source:** Board of Directors, May 25, 1989

35 Revised by Board of Directors, April 28, 1994

36 Revised by Board of Directors, January 30, 1997

37
38 A. A CABOR task force is defined as a temporary grouping of members under one leader for
39 the purpose of accomplishing a definite objective. The CABOR Chairman with the approval of the
40 Board of Directors shall appoint all task forces necessary and shall specify their charge or
41 objective. All task forces shall clearly link their work to the Strategic Plan. Minutes of a task force
42 shall be delivered to the Chief Executive Officer.

43
44 B. At the completion of the task, the Chairman of the task force shall notify the Chief Executive
45 Officer and the CABOR Chairman. A written report of the task force recommendations shall be
46 provided to the CABOR Chairman and the Chief Executive Officer. With the delivery of the report,
47 unless it is assigned further work, the task force shall go out of existence.

48
49 C. Task force recommendations shall be reviewed by the Board of Directors. The Treasurer
50 and the Chief Executive Officer shall assess the recommendations for budgetary considerations
51 and present their review to the Board of Directors for final approval.

1
2 **600-19 USE OF UNIT RULE**

3 **Source:** Board of Directors, January 30, 1997
4 Amended by Board of Directors, February 23, 2006
5

6 A. The Board of Directors is the governing body of CABOR elected by the membership to
7 establish policy and positions on issues and/or endorsements germane to the association at the
8 local, state and national levels. To fulfill this responsibility, the CABOR Board of Directors shall be
9 authorized to take a position on OAR related issues and/or endorsements. If the CABOR Board of
10 Directors takes a position on an OAR related issue or endorses an OAR candidate, the Board can
11 apply the unit rule to require the CABOR OAR Trustees to vote those positions at the OAR
12 Trustees meeting.
13

14 B. Providing that Section A above has not been accomplished, to invoke the unit rule on any
15 issue and/or endorsements before the caucus during a caucus at an OAR Board of Trustees'
16 Meeting, it shall require an affirmative majority vote by the CABOR Trustees in attendance. The
17 caucus shall meet at the call of the CABOR Chairman.
18

19 **600-20 AGENDA FOR BOARD OF DIRECTORS MEETINGS**

20 **Source:** Board of Directors, March 31, 2005
21

22 A. Each regularly scheduled meeting of the Board of Directors shall open with an invocation
23 and Pledge of Allegiance.
24

25 B. The CABOR Chairman in consultation with the Chief Executive Officer shall develop a draft
26 agenda to be review and approved by the Board of Directors at the opening of the meeting.
27

28 **600-21 DISCIPLINARY ACTION**

29 **Source:** Robert's Rules of Order Newly Revised, tenth edition (RONR), pages
30 15 – 17, 634 -623
31 Board of Directors revision of Rules and Regulations 2005
32

33 A. Removal of a Director: As the officially adopted parliamentary authority prescribed by the
34 CABOR Bylaws, the procedures on discipline of members and officers in Robert's Rules of Order
35 Newly Revised, tenth edition, shall be followed with the these modifications: a. The Petition
36 required in Article XIII, Section 8B, shall be used instead of the Resolution of Citation (RONR,
37 pages 633 – 637) providing that the Petition cites the accused, gives the charge and specifications,
38 and sets the date for the trial; b. The accused shall be provided with a signed copy of the petition
39 no less than thirty days prior to the trial date; and c. from the time the accused has been given the
40 petition, all of his rights of membership (except as relate to the trial) are suspended pending
41 disposition of the case. The trial shall be conducted in executive session in a special meeting.
42 Two Managers, who are current Directors, shall be appointed to present the evidence and examine
43 witnesses. The CABOR Chairman, unless he is the subject of the trial, shall preside. The accused
44 has the right to be represented by counsel, and to speak and produce witnesses in his own
45 defense. The special meeting shall have two parts: a. the trial, and b. the determination of guilt
46 and penalty. During the first part (the trial) only the managers, the accused, his council, and the
47 witnesses shall have a right to speak. During the second part, the Directors shall meet in
48 executive session without the accused present to propose, deliberate, and vote by ballot on the
49 following motions: a. the guilt or exoneration of the accused (majority vote), and b. if necessary, a
50 penalty (two-thirds vote).
51

1 B. Removal of an Officer: The process for removal of an Officer shall be the same as for
2 removal of a Director as described in A above.
3
4

5 **700 HONORS AND AWARDS**
6

7 **700-1 EQUAL OPPORTUNITY IN HOUSING AWARD**

8 **Source:** Board of Directors, February 26, 1986
9 Revised by Board of Directors, May 28, 1986
10 Revised by Board of Directors, October 27, 1987
11 Revised by Board of Directors, April 28, 1994
12 Revised by Board of Directors, January 30, 1997
13

14 The Cleveland Area Board of REALTORS® may present an award at the CABOR Annual Meeting
15 to recognize a person or organization for outstanding efforts in helping to promote Fair Housing.
16 The criteria for the award shall be as follows:
17

- 18 1. The selection for the award shall be made by the Equal Opportunity in Housing Standing
19 Committee.
- 20 2. The award shall recognize a person or an organization for their ongoing dedication and
21 voluntary efforts in promoting Fair Housing within CABOR'S jurisdiction.
- 22 3. Recommendations for the award may be made by the membership to the Equal
23 Opportunity in Housing Committee.
24

25 **700-2 REALTOR® OF THE YEAR**

26 **Source:** Board of Directors, March 28, 1984
27 Revised by Board of Directors, October 28, 1987
28 Revised by Board of Directors, January 30, 1997
29 Revised by Board of Directors, June 2, 1997
30

31 The Treasurer and the CABOR Chairman shall select five CABOR REALTOR members to serve
32 on the REALTOR® of the Year Selection Standing Committee. The Associate (NAR Affiliate)
33 Director shall serve on the REALTOR of the Year Standing Committee but the CABOR Chairman
34 shall not serve.
35

36 **700-3 ASSOCIATE (NAR AFFILIATE) OF THE YEAR**

37 **Source:** Board of Directors, January 25, 1990
38 Board of Directors, January 30, 2004
39

40 The Associate (NAR Affiliate) of the Year shall be chosen by the REALTOR of the Year Standing
41 Committee. The Standing Committee shall choose an Associate (NAR Affiliate) who has been an
42 exceptional sponsor of CABOR events, has participated on CABOR committees, and has been a
43 strong supporter of CABOR and its mission. The Associate (NAR Affiliate) Director will serve on the
44 REALTOR of the Year Standing Committee.
45

46 **700-4 COMMERCIAL REALTOR® OF THE YEAR**

47 **Source:** Board of Directors, January 30, 1997
48

49 A. The Commercial REALTOR® of the Year shall be selected by the REALTOR of the Year
50 Standing Committee.
51

1 B. The purpose of the award is to recognize an active CABOR member who has provided
2 outstanding service to the profession and the community. This service need not be confined to
3 activity during the preceding or present year. However, a candidate's recent activities shall be
4 weighted more heavily than earlier accomplishments.

5
6 C. In selecting the Commercial REALTOR® of the Year, the following categories shall be
7 considered:

- 8 1. CABOR activities
- 9 2. OAR and NAR activities
- 10 3. Business and educational experience
- 11 4. Civic activities

12
13 **700-5 EDUCATOR OF THE YEAR AWARD**

14 **Source: Board of Directors, January 30, 1997**

15
16 The Educator of the Year award will be chosen by the Professional Development Standing
17 Committee based on criteria it establishes.

18
19 **700-6 HONORARY AND HONORARY LIFE MEMBERSHIP APPLICATION PROCESS**

20 **Source: Board of Directors May 27, 1999**

21
22 A. Honorary Life Membership is a privilege granted to REALTOR members in good standing.
23 Honorary Life applicants shall be REALTORS® who may or may not currently be actively engaged
24 in a real estate practice but who have a minimum of twenty-five (25) years of active REALTOR®
25 membership in CABOR and who have performed notable service for the real estate profession, for
26 CABOR, and for the public. Contributions shall be documented. Notable contributions considered
27 appropriate shall have been ongoing. The applicant shall have received the REALTOR of the Year
28 Award at least once and this shall have been documented. Applications shall be sent to the
29 CABOR Chief Executive Officer and accepted throughout the year; however, applications shall
30 only be acted upon in June of each year. Applications shall be review by the six-member Honorary
31 Life Membership Review Standing Committee to be appointed each year in March by the CABOR
32 Chairman with the approval of the Board of Directors. Applications along with the
33 recommendations of the Honorary Life Membership Review Standing Committee shall be
34 forwarded to the Board of Directors for review and action. A unanimous vote of the directors
35 present at a meeting of the Board of Directors in June shall be needed to elect a REALTOR to this
36 honor. No exceptions will be made. Those REALTOR members in good standing granted this
37 privilege in accordance with Rule and Regulation 100-12 and Bylaws Article IV, Section 6 are
38 entitled to a \$50 reduction in CABOR dues beginning the following fiscal year.

39
40 B. Honorary Membership shall be granted to individuals who are not engaged in the real
41 estate profession but who have performed notable service for the real estate profession, for
42 CABOR, or for the public. Honorary Membership shall be for the period of one year or as
43 determined by the Board of Directors. Nominations for this award shall be sent to the CABOR
44 Chief Executive Officer and shall be review by the Honorary Life Membership Review Standing
45 Committee. Nominations along with the recommendations of the Honorary Life Membership
46 Review Standing Committee shall be sent to the Board of Directors for review and action. A two-
47 thirds vote of the directors present and voting at the June meeting shall elect a person to this
48 honor.

49
50 **700-7 REALTOR ROOKIE OF THE YEAR**

51 **Source: Board of Directors, May 29, 2003**

1
2 The REALTOR of the Year Standing Committee shall select the REALTOR Rookie of the Year.
3 The following criteria shall be use for this award: 1. the candidate shall not have been in the real
4 estate business for more than three (3) years and 2. the candidate shall have shown exceptional
5 skill in real estate practice. Recommendations shall be from office managers/brokers.
6
7

8 **800 PUBLICATIONS**

9 10 **800-1 CLEVELAND REALTOR® MAGAZINE ADVERTISING**

11 **Source:** Board of Directors, November 26, 1980
12 Revised by Board of Directors, October 28, 1987
13 Revised by Board of Directors, January 30, 1997
14

15 A. The Chief Executive Officer of the Cleveland Area Board of REALTORS® has the authority,
16 as Editor of the *Cleveland REALTOR®* Magazine, to approve or disapprove any advertisements
17 and is charged with the responsibility to act fairly, reasonably and consistently in determining what
18 advertisements will be accepted for the magazine.
19

20 B. An outsourcing agent who is in charge of advertising sales shall be notified that
21 advertisements which are not deemed in the best interest of the Cleveland Area Board of
22 REALTORS® may be rejected, and advertisements which are in violation of or inconsistent with the
23 Constitution, Bylaws, Code of Ethics of the National Association of REALTORS® or the Ohio
24 Association of REALTORS® shall be rejected.
25

26 C. A disclaimer shall be placed in the masthead of each issue of the magazine for
27 advertisements which are not directly associated with the Cleveland Area Board of REALTORS®.
28
29

30 **800-2 CABOR ANNUAL DIRECTORY**

31 **Source:** Board of Directors, June 25, 1980
32 Revised by Board of Directors, August 25, 1988
33 Revised by Board of Directors, April 28, 1994
34 Revised by Board of Directors, January 30, 1997
35

36 The Annual CABOR Directory shall be posted on the CABOR Web Site and shall be password
37 protected so that only members in good standing shall have access to it. With proper credentials
38 and a written request, a member in good standing may ask for a printed copy from the Chief
39 Executive Officer.
40

41 **800-3 REALTOR® MAGAZINE SUBSCRIPTIONS**

42 **Source:** Board of Directors, February 25, 1981
43 Adopted by Board of Directors, October 28, 1987
44

45 Each REALTOR, Associate (NAR Affiliate), Honorary, and Honorary Life Member shall receive a
46 subscription to the *Cleveland REALTOR®* Magazine. Institute Affiliate and other members shall
47 pay \$25 for a subscription to the magazine.
48

49 **800-4 CABOR MEMBERSHIP MAILING LIST ACCESS**

50 **Source:** Board of Directors, June 25, 1980
51 Revised by Board of Directors, August 27, 1980

1 Revised by Board of Directors, April 22, 1981
2 Revised by Board of Directors, August 25, 1982
3 Revised by Board of Directors, August 29, 1984
4 Revised by Board of Directors, February 25, 1987
5 Revised by Board of Directors, October 28, 1987
6 Revised by Board of Directors, August 25, 1988
7 Revised by Board of Directors, April 28, 1994
8 Revised by Board of Directors, June 27, 1996
9

10 The CABOR membership mailing list is a confidential document. Membership information shall be
11 released only upon the approval of the Chief Executive Officer or the Board of Directors. Members
12 who wish to purchase the mailing list or labels shall be REALTOR or Associate (NAR Affiliate)
13 members who have paid full CABOR dues. Categories of membership that do not pay full CABOR
14 dues shall not be allowed to purchase CABOR mailing list or labels. Cost for lists or labels shall
15 be determined by the Chief Executive Officer. A candidate running for a position on the Board of
16 Directors may request and receive without cost one list or set of labels. Lists shall not be sold to
17 any member on disc. Email information shall not be sold to any member. Prepayment is required.
18 Labels cannot be returned for credit or refund.
19

20 **900 PUBLIC RELATIONS**

21 **900-1 NEWS RELEASES**

22 **Source:** Board of Directors, June 26, 1980
23 Revised by Board of Directors, September 29, 1987
24 Revised by Board of Directors, April 28, 1994
25
26
27

28 A. All statement of policy on behalf of the Cleveland Area Board of REALTORS® shall be
29 made through the CABOR Chairman or the Chief Executive Officer, unless specifically delegated
30 by the CABOR Chairman, the Chief Executive Officer, or the Board of Directors.
31

32 B. The principal spokesperson to the media on CABOR policies and programs shall be the
33 Chairman of the Cleveland Area Board of REALTORS®.
34

35 C. In the event that the CABOR Chairman is unavailable to provide a media response, the
36 Chief Executive Officer, the Chairman-Elect or their designee in that order shall serve as
37 spokesperson for CABOR.
38

39 D. All periodic press releases or requests from news media for information shall be submitted
40 to the Chief Executive Officer for approval prior to release.
41

42 **900-2 PUBLIC EVENT PARTICIPATION**

43 **Source:** Board of Directors, August 29, 1991
44 Revised by Board of Directors, January 30, 1997
45

46 Public event participation will be defined by and authorized in the current CABOR Strategic Plan or
47 by the Chief Executive Officer.
48

49 **1000 COMMITTEES AND TASK FORCES**

1 **1000-1 COMPOSITION OF COMMITTEES AND TASK FORCES**

2 **Source:** Board of Directors revision of Rules and Regulations 2005
3 Amended by the Board of Directors, January 26, 2006
4

5 A. **Standing Committees** shall have no fewer than three members and no more than twelve
6 members, unless otherwise recommended by the committee/taskforce chairman and approved by
7 the Board of Directors. All Standing Committee members shall be REALTOR Members of CABOR
8 and shall serve a one year term, unless otherwise specified in the Bylaws or these Rules and
9 Regulations. Standing Committee members may serve no more than two consecutive terms,
10 except the members of the Professional Standards Committee whose terms shall not be limited,
11 and can serve again if at least one year has expired since the member's last term unless otherwise
12 specified in the Bylaws or these Rules and Regulations. The Chairman of a Standing Committee
13 shall not be eligible to succeed himself in a chairmanship but can once again be appointed a
14 Standing Committee chairman if at least one year has expired since his last term.
15

16 B. **Special Committees and Task Forces** shall have the number of members specified in the
17 motion that created them but shall have a maximum of twelve members unless the motion
18 specifies otherwise. Special Committee and Task Force members shall be either REALTOR or
19 Associate (NAR Affiliate) members of CABOR and shall serve a one year term unless the purpose
20 of the committee or task force is accomplished in a shorter time. There shall be no limit on the
21 number of terms a REALTOR or Associate (NAR Affiliate) member can serve on special
22 committees or task forces.
23

24 **1000-2 MEETINGS**

25 **Source:** Board of Directors revision of Rules and Regulations 2005
26

27 A. All committees and task forces shall meet at the call of their chairman unless otherwise
28 specified in the Bylaws or these Rules and Regulations. The time, date, and location of meetings
29 shall be determined by the chairman providing that the committee or task force meets at least twice
30 each year or as often as needed to accomplish its work and that the chairman notifies the Chief
31 Executive Officer of the time, date, and location.
32

33 B. Minutes shall be kept of committee and task force meetings and a copy of these minutes
34 shall be provided to the Chief Executive Officer to be filed.
35

36 **1000-3 QUORUM**

37 **Source:** Board of Directors revision of Rules and Regulations 2005
38

39 For the purpose of conducting business, a quorum of one half of the current members of the
40 committee or task force shall be needed.
41

42 **1000-4 MEETINGS OF CHAIRMEN WITH THE BOARD OF DIRECTORS**

43 **Source:** Board of Directors revision of Rules and Regulations 2005
44

45 A. The Board of Directors shall invite the chairman of committees and task forces to report on
46 their work at least once each year. All committees and task forces shall submit a written report to
47 the Chief Executive Officer at least one week prior to the meeting. The Chief Executive Officer
48 shall disseminate these reports to the directors.
49

50 B. The written reports shall review the activities of the committee or task force since the
51 previous meeting with the Board of Directors. Each chairman shall have a maximum of ten

1 minutes to present a report.
2

3 C. These meetings shall be used by the Board of Directors to assess the work of the
4 committees and task forces and to instruct the chairmen on how the CABOR Strategic Plan affects
5 the purpose and work of the committee or task force.
6

7 **1000-5 PROFESSIONAL STANDARDS COMMITTEE**

8 Source: Board of Directors revision of Rules and Regulations 4-28-06
9

- 10 A. Composition: Shall have no more than 30 REALTOR members in good standing
11 one of whom shall be from Ashtabula County. The Ashtabula County REALTOR
12 shall serve on a panel only when the arbitration or ethics matter requires. All
13 members of this committee shall have served at least one three-year term as a
14 member of the Grievance Committee.
15 B. Job: The members of this committee shall be assigned to hearing panels and as
16 mediators.
17

18 **1000-6 GRIEVANCE COMMITTEE**

- 19
20 A. Composition: Shall have a maximum of ten REALTOR members in good standing one
21 of who shall be from Ashtabula. The members are required to attend the annual
22 Professional Standards Training Session.
23 B. Job: The members shall review ethics complaints to determine if an ethics hearing
24 should be held. Arbitration requests are also review by this committee to evaluate for
25 proper filing. Appropriate requests shall be forwarded to the Professional Standards for
26 a hearing.
27 C. Meetings: The committee shall meet monthly unless there are no action items for the
28 committee.
29

30 **1000-7 MEMBERSHIP COMMITTEE**

- 31
32 A. Composition: Shall have a maximum of twelve REALTOR or Affiliate members
33 in good standing.
34 B. Job: The committee shall plan and implement membership recruitment and
35 retention programs. This committee also assists with other projects as
36 requested, such as the Days of Caring and the Charity fundraising efforts.
37 C. Meetings: The committee shall meet at the call of the chairman.
38
39

40 **1000-8 AFFILIATE COUNCIL**

- 41
42 A. Composition: Shall have a maximum of twelve REALTOR or Affiliate Members
43 in good standing.
44 B. Job: The Council assists with event planning, creating programs that promote
45 using an Affiliate, and discuss industry related issues. Affiliate Council members
46 also help with other projects such as Days of Caring and Charity fundraising as
47 requested.
48 C. Meetings: The committee shall meet at the call of the chairman.

1
2 **1000-9 AFFILIATE COUNCIL**
3

- 4 D. Composition: Shall have a maximum of twelve REALTOR or Affiliate Members
5 in good standing.
6 E. Job: The Council assists with event planning, creating programs that promote
7 using an Affiliate, and discuss industry related issues. Affiliate Council members
8 also help with other projects such as Days of Caring and Charity fundraising as
9 requested.
10 F. Meetings: The committee shall meet at the call of the chairman.
11

12
13 **1000-9 PROFESSIONAL DEVELOPMENT**
14

- 15 A. Composition: Shall have a maximum of twenty REALTOR or Affiliate Members
16 in good standing.
17 B. Job: Committee members assist with the planning and implementation of
18 educational offerings. In accordance with the Bylaws and the Rules and
19 Regulations, the committee shall select the recipient of the Educator of the Year
20 Award.
21 C. Meetings: The Committee shall meet at least twice per year.
22

23
24 **1000-10 CULTURAL DIVERSITY/EQUAL OPPORTUNITY COMMITTEE**
25

- 26 A. Composition: Shall have a minimum of five and a maximum of ten REALTOR
27 members in good standing.
28 B. Job: Committee members plan and provide educational offerings pertaining to
29 Fair Housing and cultural diversity. In accordance with the bylaws and rules and
30 regulations, the committee shall select the recipient for the Equal Opportunity
31 Housing Award. This committee shall also have responsibility for implementing
32 NAR's Ambassadors to the Cities Project.
33 C. Meetings: The Committee shall meet at the call of the chairman.
34

35
36
37 **1000-11 REALTOR'S COMMERCIAL ALLIANCE**
38

- 39 A. Composition: Shall have a maximum of five REALTOR Members in good
40 standing.
41 B. Job: The Alliance shall provide CABOR's Commercial Members with networking
42 opportunities and credit classes pertaining to topics of interest to Commercial
43 members. The Alliance shall also select the recipient of the Commercial
44 REALTOR of the Year award.
45 C. Meetings: The Committee shall meet at the call of the chairman.
46
47

1 **1000-12 REALTOR OF THE YEAR COMMITTEE**

- 2
- 3 A. Composition: The CABOR Chairman shall select five REALTOR Members to
- 4 serve on the committee. The Associate (NAR Affiliate) member of the Board of
- 5 Directors shall also serve on this committee. The CABOR Chairman shall not be
- 6 a member of this committee.
- 7 B. Job: In accordance with the Bylaws and the Rules and Regulations, to select
- 8 the recipients for the following awards: REALTOR of the Year and Associate
- 9 REALTOR of the Year.
- 10 C. Meetings: The Committee shall meet at the call of the Chairman.
- 11
- 12
- 13

14 **1000-13 REALTORS POLITICAL ACTION COMMITTEE (RPAC)**

15

16 Section 1.

17 The REALTORS Political Action Committee (RPAC) of the Cleveland Area Board of

18 REALTORS shall be comprised of the following individuals:

19

- 20 1. Chairman of the Board of REALTORS
- 21 2. Chairman-Elect of the Board of REALTORS
- 22 3. Treasurer of the Board of REALTORS
- 23 4. Immediate Past Chairman of the Board of REALTORS
- 24 5. Chairman of the RPAC Trustees (1 year term by appointment)
- 25 6. Chairman, Governmental Affairs Committee
- 26 7. Five At-Large Trustees (1 year terms by appointment)
- 27 8. OAR RPAC Directors who are CABOR members.
- 28

29 Section 2.

30 The Chairman of the REALTORS Political Action Committee shall be selected by the

31 Chairman of the Board and approved by the Board of Directors of the Cleveland Area

32 Board of REALTORS.

33

34 Section 3.

35 All at-large trustees shall be REALTOR members and appointed by the Chairman of the

36 Board, each year, and approved by the Board of Directors of the Cleveland Area Board of

37 REALTORS. The Chairman of the Board will also fill any vacated terms of the at-large

38 members. No person shall serve as an at-large member of RPAC for more than three (3)

39 consecutive terms. After serving a third term, the out going at-large member shall not be

40 eligible for another re-appointment for a period of one year.

41

42 Section 4.

43 At-Large committee members and the RPAC Chairman shall be active and significant

44 RPAC donors over an extended period of time, and participants of RPAC fundraising

45 functions.

46

47 Section 5.

1 The RPAC committee members shall meet quarterly to review RPAC funds, interview
2 candidates, and recommend to the Board of Directors the allocation of funds, when and
3 where necessary. The Board of Directors of the Cleveland Area Board of REALTORS shall
4 reserve the right to approve or disapprove the recommendations of RPAC.

5
6 **Section 6.**

7 RPAC committee members shall oversee any subcommittees that are created and
8 charged with responsibilities that address specific RPAC related business; i.e. RPAC
9 Auction subcommittee, RPAC Fundraising subcommittee, etc.

- 10
11
12 c. Meetings: Except for the annual training session, this committee shall not be
13 required to have regular meetings.
14

15
16 **1100 MODIFICATION OF RULES AND REGULATIONS**

17
18 **1100-1 ADOPTION, AMENDMENT, AND SUSPENSION OF RULES AND REGULATIONS**

19 **Source:** Board of Directors revision of Rules and Regulations 2005
20

21 CABOR Rules and Regulations may be adopted by a majority vote without notice at any regular or
22 special meeting of the Board of Directors providing that a quorum is present. They may be
23 amended or rescinded with notice by a majority vote or without notice by a two-thirds vote at any
24 regular or special meeting of the Board of Directors providing a quorum is present. Individual rules
25 and regulations may be suspended temporarily for the duration of a particular meeting by a
26 majority vote.
27

28 **1100-2 BYLAWS AND RULES AND REGULATIONS**

29 **Source:** Board of Directors revision of Rules and Regulations 2005
30

31 Rules and Regulations yield to Bylaws and may not contradict or stand in opposition to Bylaws
32 provisions.
33

34 **1100-3 MOTIONS TO BE IN WRITING**

35 **Source:** Board of Directors revision of Rules and Regulations 2005
36

37 All motions intended to create a new rule or to amend an existing rule shall be submitted in writing
38 to the presiding officer prior to the making of the motion. All amendments to these motions shall
39 also be submitted in writing to the presiding officer prior to making the amendment. Before the rule
40 change or creation is voted upon, the presiding officer shall read the final wording of the motion to
41 be adopted. The minutes shall record this wording.
42

43
44 **RULES AND REGULATIONS REVISED: 2005 JLW**

45
46
47
48 **STRUCTURE AND GUIDE TO THIS DOCUMENT**
49

1 Rules and Regulations are rules that

- 2 1. establish the policies which govern the business and fiscal affairs, the administration, and
- 3 the daily operations of CABOR;
- 4 2. are adopted by the Board of Directors as main motions by a majority vote without notice
- 5 and continue in force until they are amended or rescinded;
- 6 3. are amended or rescinded with notice by a majority vote or without notice by a two-thirds
- 7 vote;
- 8 4. can be suspended temporarily by a majority vote for the duration of a meeting;
- 9 5. are generally adopted individually as they are needed by an organization.

10
11 **Structure:** the rules in this document are placed under eleven categories numbered from 100 to
12 1100. Each rule within a category is assigned a number starting with one and that rule number
13 follows the dash after the category number. For example the entry 200-3 is the third rule under
14 category 200 Regulation of Building and Events. In addition, each rule has an identifying title in
15 **BOLD UPPERCASES** print. Major sections of a rule are assigned capital letters. Subsections
16 have lowercase letters and parts use Arabic numerals in a single parenthesis.

17
18 If a subject is given full treatment in the CABOR Bylaws, the material is not normally repeated in
19 the Rules and Regulations. Sometimes, however, the details of a subject are reserved for the
20 Rules and Regulations to avoid cluttering the Bylaws with administrative procedures. The reader is
21 advised to consult both the Bylaws and the Rules and Regulations when attempting to understand
22 a subject. J. Williams, PRP, 5/3/05

23 Approved by the Board of Directors 4/27/2006.