



Statement of Policy on Committees and Other Groups

This Statement of Policy is concerned with the composition and organization of specific committees and other groups of the Illinois REALTORS®. This policy and any changes to it must be approved by the Board of Directors. If any committee or group desires to formulate more specific operational guidelines, it may do so, but such guidelines must be within the spirit and intent of this policy or be approved by the Board of Directors.

Upon notice of the President and President-elect of the Association, newly appointed committee members may meet at the annual meeting of the Association for the purpose of planning for the upcoming administrative year. The actions and continued service of the newly appointed committee members shall be subject to any necessary approval of their appointment as required by the bylaws or policies of the Association.

Standing Rules for Committee Operations

Except as otherwise provided in the Bylaws or this Statement of Policy, no committee, member involvement group, working group or task force, except the Performance/Compensation Review Committee, Professional Standards Committee or Grievance Committee when considering ethics or arbitration matters or an appeal thereof, shall take any final action upon any subject matter under consideration. Committee authority, except as otherwise provided in the Bylaws, shall be limited to deliberations and reports with or without recommendations to the Executive Committee and the Board of Directors.

No committee member, including the chair, shall without express direction from the Board of Directors, or the President of the Association, represent the Association or any committee thereof on any substantive issue before any governmental, public or non-member forum either in person or by way of written or electronic communication.

No committee member, including the chair, shall have any authority to contract for or in the name of the Association or otherwise obligate the officers, staff or members of the Association or the Association itself unless such authority is contained in an express resolution of the Board of Directors of the Association or when authorized by the Bylaws or the Statement of Policy, or by the Executive Committee.

Any committee member, including chairs and vice chairs, with more than one unexcused absence from a committee meeting, per administrative year, will be automatically dismissed from that committee for the remainder of the administrative year. The committee member's unexcused absences will constitute their consent to their dismissal from the committee. Committee members, including chairs and vice chairs, may be removed for cause by the Board of Directors based upon a recommendation from the Executive Committee. An opportunity shall be provided by the Board for the committee member and a representative of the Executive Committee to present their respective positions prior to voting on removal.

The Illinois REALTORS® has established a goal that all committee and working group members be RPAC donors. Illinois REALTORS® also encourages each committee and working group to adopt a similar goal. Illinois REALTORS® staff will include a field indicating whether a member is an RPAC donor on each roster provided to committee and working group chairs. Making a contribution is strongly encouraged but not a condition of participation on a committee or working group.

These Standing Rules may be amended from time to time by action of the Board of Directors of the Association at a duly constituted meeting thereof upon at least ten days' prior written notice containing the proposed form and substance of the prepared amendment or amendments.

Standing Committees and Working Groups

ASSOCIATION EXECUTIVES COMMITTEE

ORGANIZATION: The Association Executives Committee is open to all association executives of Illinois local associations who are paid as employees or otherwise contractually engaged for association management services, MLS executives and invited guests. The Executive Committee shall appoint the chair and vice chair.

DUTIES: The committee shall provide ongoing education of association executives, Illinois REALTORS® and board leadership, support of development and implementation of association policies and programs and provide for the professional development of association executives. The committee shall plan and promote a Leadership Conference, assist in communicating and promoting all Illinois REALTORS® programs, establish subcommittees and policies for specific programs, establish liaison positions to certain committees and encourage 100 percent participation in political fundraising.

REPORTING: The committee will report to the Board of Directors. The Association Executive Committee will be the last scheduled meeting before the Board of Directors and all motions will be presented to them for committee discussion prior to the meeting of the Board. The report of the Association Executives Committee Chair will be added to an early agenda item for the Board of Directors meeting to offer input on any motions coming in front of the Board of Directors.

MEETING SCHEDULE: The committee may meet during the business meetings of the association.

AUDIT COMMITTEE

ORGANIZATION: The Audit Committee shall consist of a chair and vice-chair and seven additional members as appointed by the Executive Committee and approved by the Board of Directors. The Audit Committee shall select its own chair and vice-chair from among its appointed members. The Illinois REALTORS® Treasurer shall serve as a non-voting, ex-officio member. Members shall be appointed for three-year terms. Members of the Finance and Executive Committees may not serve on the Audit Committee, except as provided for herein above.

PURPOSE: The purpose of the Committee shall be to provide assistance to the Board of Directors in fulfilling its oversight responsibility to the members and others relating to: (1) the integrity of the Association's financial statements; and (2) the independent auditor's qualifications, performance and independence.

The Audit Committee is a subset of the Board of Directors of the Illinois REALTORS® and is formed to assist the Board in fulfilling its responsibilities and to perform the specific duties set forth in these guidelines.

In fulfilling its purpose, it is the responsibility of the committee to assure that the independent auditors are able to obtain all information which is necessary or useful in performing the audit and to assure that the committee, independent auditors and management of the Association are aware of their responsibilities.

DUTIES AND RESPONSIBILITIES: The committee’s duties and responsibilities shall include:

- **Understanding the correlation of the Association’s operations to the programs.** The Audit Committee shall meet with the Chief Executive Officer (CEO) or others designated by the Chief Executive Officer and the outside auditors to review and discuss the basic operations and programs of the Association. The Audit Committee shall receive a report (at least annually) from the Association’s General Counsel regarding any legal or regulatory matters having a material impact on the financial statements of the Association.
- **Understanding the Association’s control environment and risk management systems.** The committee shall review with the CEO, designated staff or, as may be needed, the Association’s General Counsel or auditors, the adequacy and reliability of the Association’s risk management systems and policies, such as insurance, conflict of interest policy and other internal controls.
- **Understanding and overseeing the financial and compliance reporting process.** The committee shall review with management and the independent auditor the adequacy and the reliability of the Association’s financial reporting.
- **Understanding and overseeing the audit processes.** The committee shall discuss with the independent auditors the overall scope and plans for their audits.
- **Understanding and overseeing the management audit and recommendations.** The committee shall review with the independent auditors any audit problems or difficulties encountered during the course of the audit work, including any restrictions on the scope of the independent auditors’ activities or access to requested information, and management’s response. The committee should review any accounting adjustments that were noted or proposed by the auditors but were “passed” (as immaterial or otherwise) and any “management” letter issued, or proposed to be issued, by the audit firm to the Association. The committee shall review the annual audit and tax returns and make a recommendation to the Board of Directors to accept them as presented or with adjustments if necessary.
- **Selection of the independent audit firm, subject to approval by the Board of Directors.** The committee, in consultation with management, shall recommend to the Board of Directors the appointment of an Auditor, which is subject to approval by the Board. The committee shall evaluate the performance of the Auditor.

The committee’s responsibility is to provide assistance, not make ultimate decisions, in regards to the items listed above and to make recommendations as the committee deems appropriate to management, the elected officers of the Association or to the Board of Directors.

The committee shall review and reassess the adequacy of these guidelines annually and recommend any proposed changes to the Board for approval.

REPORTING: The Audit Committee will report and make recommendations to the Board of Directors.

MEETING SCHEDULE: The Audit Committee shall meet at a time and place necessary to carry out its functions and duties.

COMMERCIAL/INDUSTRIAL/INVESTMENT COMMITTEE

ORGANIZATION: Members shall be appointed by the Executive Committee. The chair and vice chair shall be ratified by the Board of Directors.

DUTIES: This committee shall be responsible for, but not limited to, the following:

- Reviewing and proposing Association policy in regard to member services for non-residential members and discuss member services to enhance the productivity of the non-residential members in the conduct of their business activities;
- Recommending new products or services to be offered to its membership;

- Reviewing and discussing proposed legislation affecting the commercial and industrial real estate industry and providing input regarding the impact of the proposal;
- Determining the need for the Association to pursue its own legislative proposals on commercial and industrial real estate issues and develop such proposals;
- Suggesting changes to the Association's policy on commercial and industrial real estate issues;
- Establishing and maintaining communications with other commercial and industrial real estate organizations; and
- Promoting publication of articles and recognition of activities.

REPORTING: The Commercial/Industrial/Investment Committee's actions and recommendations will be forwarded to the Board of Directors for review and consideration and the taking of such action as deemed appropriate by the Board of Directors.

MEETING SCHEDULE: The Commercial/Industrial/Investment Committee may meet during the business meetings of the Association or they may meet at a time and place as necessary to carry out their functions and purpose.

EXECUTIVE COMMITTEE

ORGANIZATION: The Executive Committee shall consist of the President, President-elect, Treasurer and Immediate Past President of the Association. The Immediate Past President shall serve as a liaison between the Executive Committee and the Advisory Council.

DUTIES: The Executive Committee, in addition to its regular duties, shall transact Association business as necessary between meetings of the Board of Directors and shall report such actions in full to the Board of Directors at its next regular or special meeting. The Executive Committee of the Association shall serve as the Legal Action Committee, Bylaws Committee and Jurisdiction Committee. The Committee shall review possible, pending or active litigation affecting real estate in Illinois to determine if the Illinois REALTORS® should become involved in that litigation. The Executive Committee shall also serve as the Resolutions Committee, researching and composing the Association's Statement of Policy and all requested resolutions for consideration.

The Executive Committee may make recommendations to the Board of Directors for at-large NAR Directors from Illinois, Regional Vice President and candidates seeking national office as either NAR Treasurer or First Vice President. The Executive Committee may create such subcommittees as necessary to provide sufficient knowledge and involvement at NAR. The Executive Committee shall seek input from involved and knowledgeable members on these matters and work to develop coalitions with other states and regions and position Illinois REALTORS® with future NAR leaders.

The committee shall annually review the bylaws of the Association and make recommendations, as needed, for additions, deletions or other changes. The committee shall also review and advise as to proposed bylaws changes necessitated by the recommendations of other groups or committees.

REPORTING: The Executive Committee will report and make recommendations to the Board of Directors.

MEETING SCHEDULE: The Executive Committee will meet as necessary.

FINANCE COMMITTEE

ORGANIZATION: The members of the Finance Committee shall be appointed by the Executive Committee. The Illinois REALTORS® Treasurer shall serve as chair. Members shall be appointed for three-year terms.

DUTIES: The purpose of the committee shall be to prepare the annual budget, to be consulted for its recommendation on all changes in the budget and expenditures in excess of budget and work with the Treasurer on the investments, as recommended by the Investment Sub-Committee, of Association funds. The committee shall provide for the preparation of an annual audit report for the Association by an outside accounting firm and recommend the Association's dues, reserve levels and related guidelines.

The committee shall recommend to the Board of Directors the suggested dues amount, assessments and voluntary contributions that will be voted on and a Legal Action assessment as needed.

REPORTING: The Finance Committee shall report and make recommendations to the Board of Directors.

MEETING SCHEDULE: The Finance Committee may meet at such times and places as necessary to carry out their functions and purposes.

GRIEVANCE COMMITTEE

ORGANIZATION: The members of the Grievance Committee shall be appointed by the Executive Committee and the chair and vice chair of the committee shall be appointed by the President. Members appointed shall meet the criteria outlined in the Statewide Professional Standards Agreement.

DUTIES: The committee shall be responsible for all matters referred to it as provided in the NAR Code of Ethics and Arbitration Manual and the Statewide Professional Standards Agreement.

REPORTING: The actions and determinations of grievance panels will be forwarded to the Professional Standards Committee as required by the NAR Code of Ethics and Arbitration Manual and the Statewide Professional Standards Agreement. Other general actions and recommendations of the committee will be forwarded to the Board of Directors for review and consideration and the taking of such action as deemed appropriate by the Board of Directors.

MEETING SCHEDULE: The Grievance Committee may meet during the business meetings of the Association or they may meet at a time and place as necessary to carry out its function and purpose.

NOMINATING COMMITTEE

ORGANIZATION: The Nominating Committee shall consist of no less than 15 members of which at least four, but not more than seven, shall be past presidents, other than the Immediate Past President. The Executive Committee shall consider geographic location in the state of those to be appointed. The Executive Committee shall name one of the past presidents as chair and another past president as vice chair. All committee members shall be REALTOR® members.

All members of the Committee shall be in good standing with the Association and meet recommended criteria as established by the Executive Committee and approved by the Board of Directors. If appointed to the committee, mandatory attendance is required. If for some reason a member is unable to attend the first meeting of the Nominating Committee where candidate interviews are conducted, that member will be removed from the committee. If a member has a conflict of interest with a candidate or is an active proponent of a candidate, then that member shall resign their position from the committee or shall be subject to removal. All terms will be for one year. Vacancies in the committee shall be filled by the Executive Committee.

NOMINATING COMMITTEE RECOMMENDATIONS: All members shall be REALTOR® members and will be evaluated in part based on the following recommended guidelines as established by the Executive Committee and approved by the Board of Directors.

RECOMMENDED GUIDELINES FOR MEMBERS TO SERVE ON THE NOMINATING COMMITTEE:

- Service as a board president;
- Service on Illinois REALTORS® or NAR committees for the past three to five years;
- Service on other Illinois REALTORS® groups such as working groups and task forces;
- Attendance at Illinois REALTORS® events;
- Possess a knowledge and understanding of the Association's programs, initiatives, policies, priorities, objectives, goals and organizational structure;
- REALTOR® actively involved in the real estate business;
- Service on local board or association committees;
- Service in a leadership capacity to a civic, fraternal, professional or religious organization;
- Service in his or her business in an ownership/management or corporate capacity and possesses sufficient business acumen;
- In good standing with the Illinois Department of Financial and Professional Regulation.

DUTIES: The Committee shall file its report of nominees in accordance with the Bylaws of the Association and as follows:

- National Directors and Officers: The Nominating Committee shall receive recommendations from the Executive Committee for Illinois NAR Directors, Regional Vice President, First Vice President and Treasurer of the National Association of REALTORS®. Nominations will be presented to the Board of Directors for approval and for recommendation to NAR. Nothing herein shall prevent Member Boards from submitting possible nominations to the Nominating Committee for either the Illinois NAR Directors or officers of the National Association of REALTORS®.
- State Officers and Directors: The Nominating Committee shall nominate one qualified candidate for each elective office including Directors. The nominations and recommendations of the Nominating Committee shall be mailed or provided through electronic means to all Member Boards and all members of the Board of Directors on or before 45 days prior to the Annual Meeting of the Board of Directors.
- If at any time either an insufficient number of applications were received or no potential candidates were deemed eligible for a particular elected office by the Nominating Committee or the Screening and Candidate Audit Working Group, the Nominating Committee shall open up a new 30-day application period and solicit applicants for the particular elected office. Following the receipt of additional applications and the receipt of qualified recommendations from the Screening and Candidate Audit Working Group, the Nominating Committee shall nominate qualified candidates for each particular elected office subject to the additional application period. The Nominating Committee shall release the list of nominated qualified candidates by either the notification date required under the Illinois REALTORS® Bylaws or the earliest practical date as determined by the Nominating Committee.

REPORTING: The Nominating Committee's actions and recommendations will be forwarded to the Board of Directors.

MEETING SCHEDULE: All meetings of the Nominating Committee are closed except to candidates and delegates who have made appointments in advance to appear before the committee at the pleasure of the committee. The committee may meet at the call of the chair or the President.

PROFESSIONAL DEVELOPMENT MEMBER INVOLVEMENT GROUP

ORGANIZATION: The Professional Development Member Involvement Group shall consist of those members as appointed by the Executive Committee. The chair and vice chair shall be ratified by the Board of Directors.

DUTIES: The Professional Development Member Involvement Group shall, either as a committee of the whole or through the establishment of special subgroups or single purpose groups within the Member Involvement Group, be responsible for, but not limited to, the following:

- Analyzing the educational needs of the membership and making recommendations for programs, seminars and events to meet those needs;
- Being responsible for implementing, marketing and overseeing the development of educational programs to the membership and routinely reviewing the educational schedule of the Association for consistency, quality and geographical distribution, as well as duplication of efforts;
- Coordinating the distribution of information about equal opportunity and freedom of choice in housing;
- Executing and overseeing the GRI Program in Illinois and any specialty programs deemed appropriate, ensuring that the association maintains the highest quality of course content and caliber of instructors;
- Be responsible for the promotion of the GRI program to ensure attendance and that the program meets all certification mandates from the National Association of REALTORS®;
- Reviewing the schedule, marketing and need for Association sponsored events and providing recommendations six to 12 months prior to the event;
- Planning, promoting and overseeing the annual installation of the officers of the Association, developing the format of the inaugural banquet, assisting in obtaining sponsorships for the event and recommending a policy on invited guests; and
- Planning, developing and promoting an annual conference to be conducted in the spring of each year and generally held in the southern part of the state and presenting recommendations for dates, locations and cost of the conference one year in advance of the event.

REPORTING: The actions and recommendations of the Professional Development Member Involvement Group shall be forwarded to the Board of Directors for review and consideration and the taking of such action as deemed appropriate by the Board of Directors.

MEETING SCHEDULE: The Professional Development Member Involvement Group, subgroups or single purpose groups, may meet at a time and place as necessary to carry out their functions and purpose.

PROFESSIONAL STANDARDS COMMITTEE

ORGANIZATION: The Executive Committee shall appoint the members and the President shall appoint the chair and vice chair.

DUTIES: This committee shall be responsible for, but not limited to, the following:

- Providing hearing panels on all professional standard cases that have been referred to it;
- Providing mediation services as needed on requests for arbitration;

- Planning and producing a minimum of two professional standards workshops annually;
- Reviewing all professional standards and arbitration materials and directives emanating from NAR and to assure that local boards are aware of important items; and
- Establishing and monitoring the Ethics Citation and Ombudsman program.

REPORTING: The actions and determinations of the hearing panels of the committee shall be final actions, subject to any appeal rights. Other general actions and recommendations of the committee shall be forwarded to the Board of Directors for review and consideration and the taking of such action as deemed appropriate by the Board of Directors.

MEETING SCHEDULE: The Professional Standards Committee may meet during the business meetings of the Association or they may meet at a time and place as necessary to carry out its functions and purpose.

PUBLIC POLICY AND GOVERNMENTAL AFFAIRS MEMBER INVOLVEMENT GROUP

ORGANIZATION: The Public Policy and Governmental Affairs Member Involvement Group shall consist of those members as appointed by the Executive Committee. The chair and vice chair shall be ratified by the Board of Directors.

DUTIES: The Public Policy and Governmental Affairs Member Involvement Group shall, either as a committee of the whole or through the establishment of special subgroups or single purpose groups within the Member Involvement Group, be responsible for, but not limited to, the following:

- Establishing and maintaining a legislative contact network by using existing member relationships and developing new relationships with members of the Illinois General Assembly and other public officials;
- Establishing ongoing communication of REALTOR® positions and concerns to public officials and coordinating and promoting member involvement in the political process;
- Developing and implementing member political involvement projects;
- Coordinating the implementation of NAR political affairs programs;
- Reviewing and discussing legislative issues, rules or regulations affecting property owners or the real estate industry;
- Making recommendations, in accordance with Association policy, as to Illinois REALTORS® positions on proposed or discussed legislation;
- Making recommendations for changes in Illinois REALTORS® policies regarding proposed or discussed legislation;
- Making recommendations as to the need for the Association to pursue its own legislative initiatives on issues of concern to members;
- Assisting in the development of Illinois REALTORS® legislative proposals;
- Monitoring, reviewing, examining, analyzing and recommending policies and programs in the area of real estate finance, housing and economic development;
- Examining the effect of financial services deregulation on the housing finance system and recommending policies favorable to that system's future development;
- Exploring and recommending creative, proactive approaches to facilitating an adequate supply of mortgage capital to meet current and future real estate needs; and
- Recommending Association policy in the area of real estate finance.

REPORTING: The actions and recommendations of the Public Policy and Governmental Affairs Member Involvement Group shall be forwarded to the Board of Directors for review and consideration and the taking of such action as deemed appropriate by the Board of Directors.

In the absence of Association policy, the Public Policy and Governmental Affairs Member Involvement Group Chair, the President and the Chief Executive Officer may determine policy and represent the Association. The policy determined in such a manner must be ratified at the next meeting of the Board of Directors.

MEETING SCHEDULE: The Public Policy and Governmental Affairs Member Involvement Group, subgroups or single purpose groups, may meet at a time and place as necessary to carry out their functions and purpose.

REALTORS® POLITICAL ACTION COMMITTEE

ORGANIZATION: The REALTORS® Political Action Committee (RPAC) shall consist of 13 Trustees of the Association, which shall include the chair of the RPAC Fundraising Working Group and a representative of the Association Executives Committee. 11 members shall be appointed by the Executive Committee for three-year terms while the chair of the RPAC Fundraising Working Group and the representative of the Association Executives Committee shall be appointed to a one-year term each. No Trustee may serve more than two successive three-year terms. The Executive Committee shall consider geographic location in the state of those to be appointed.

DUTIES: The RPAC Trustees have general supervision and control over the affairs and funds of the REALTORS® Political Action Committee and carries out the following activities in accordance with policies published by the Trustees:

- Supervising and approving the expenditure of RPAC resources in support of qualified candidates for state and local public office in accordance with contribution guidelines established by the Trustees;
- Making recommendations to the National REALTORS® Political Action Committee for contributions to the campaign committees of candidates for Illinois members of Congress and U.S. Senators;
- Encouraging the use of RPAC funds made available by the committee for local political involvement activities in accordance with guidelines established by the Trustees;
- Administering and communicating fundraising activities;
- Conducting political research as necessary to formulate an informed strategy for the expenditure of RPAC resources;
- Providing materials necessary to carry out the activities of the committee;
- Recommending to the Board of Directors the suggested annual dues billing contribution amount for RPAC; and
- Receiving reports and recommendations from the RPAC Fundraising Working Group.

REPORTING: The REALTORS® Political Action Committee shall make a report to the Board of Directors, which shall include financial statements. Any other actions or recommendations shall be reported to the Board of Directors for review and consideration and the taking of such action as deemed appropriate by the Board of Directors.

MEETING SCHEDULE: The committee may meet during the business meetings of the Association or at a time and place as necessary to carry out their functions and purpose.

SCREENING AND CANDIDATE AUDIT WORKING GROUP

ORGANIZATION: The members of the Screening and Candidate Audit Working Group shall be appointed by the Executive Committee.

DUTIES: The working group shall review applicants for Illinois REALTORS® Treasurer and the Board of Directors, determine whether the applicants meet the qualifications and review any issues any candidate may have in regards to meeting these qualifications. The committee shall file a report with the Nominating Committee listing the names of all qualified candidates for whom there are no audit issues that fall outside of the guidelines for candidacy.

REPORTING: The members of the working group report to the Nominating Committee.

MEETING SCHEDULE: The working group shall meet at a time and place as necessary to carry out their function and purpose.

STRATEGIC PLANNING COMMITTEE

ORGANIZATION: Members of the Strategic Planning Committee, its chair and vice chair shall be appointed annually by the Executive Committee.

DUTIES: The purpose of this committee is to provide an anticipatory system which helps the Association manage itself over the long term in such a way as to provide a continuing healthy business environment through which its members deliver ethical and professional levels of service to the public and one another.

The purpose of the Strategic Planning Committee shall also be to “brainstorm” on the future of the Association, the real estate industry and how programs and services could interface with the trends and issues facing both. In addition, the committee shall review the Association’s messaging to members through its various channels and ultimately make recommendations to enhance the association’s member outreach.

REPORTING: The Strategic Planning Committee's actions and recommendations shall be forwarded to the Board of Directors for review and consideration and the taking of such action as deemed appropriate by the Board of Directors.

MEETING SCHEDULE: Due to the nature of strategic long range planning, meetings of this committee are not typically scheduled during the Association's business meetings. The committee may conduct one- or two-day meetings during the year. Special meetings may be called by the chair or President.

Other Groups

ADVISORY COUNCIL

ORGANIZATION: The Advisory Council shall be composed of all past presidents of the Illinois REALTORS®. The current President, President-elect, Treasurer and Chief Executive Officer of the Association shall be guests of the Advisory Council. The members of the Advisory Council shall annually elect their own chair.

DUTIES: Its purpose shall be: (1) to provide a medium of exchange of ideas and concepts among past presidents; (2) to consider all long-range plans and strategy; (3) to provide a source of counsel to the Executive Committee; (4) to develop plans for the continued influence and status of the Association within the National Association of REALTORS®; and (5) to be a source of advice and counsel to any Association committee, group or staff.

REPORTING: The Advisory Council's recommendations shall be forwarded to the Board of Directors for review and consideration and the taking of such action as deemed appropriate by the Board of Directors.

MEETING SCHEDULE: The Advisory Council meetings are closed and may be held during the business meetings of the Association or they may meet at a time and place as necessary to carry out their functions and purpose.

BUSINESS ISSUES AND LICENSE LAW FORUM

ORGANIZATION: The members of the Business Issues and License Law Forum shall be appointed by the Executive Committee.

DUTIES: The forum shall meet to discuss the current real estate business practices and the application of these practices to the Illinois Real Estate License Law and Regulations. The forum will identify issues and practices that require further interpretation or clarification of the existing law and regulation as well as recommend new legislation and regulation.

REPORTING: The Business Issues and License Law Forum shall report to the Executive Committee.

MEETING SCHEDULE: The committee may meet during the business meetings of the association.

GENERAL ASSEMBLY AND STATEWIDE INDEPENDENT EXPENDITURES COMMITTEE

ORGANIZATION: There shall be established for each legislative session a committee consisting of the three elected officers of Illinois REALTORS®, two at-large members who have served on the Public Policy and Government Affairs Member Involvement Group, REALTORS® Political Involvement Working Group or the RPAC Trustees, the Chief Executive Officer of Illinois REALTORS® and any other staff members designated by the CEO.

DUTIES: The committee shall have the express authority to initiate and receive recommendations to conduct an independent expenditures campaign on behalf of any member of the Illinois House or Senate or any statewide constitutional officer. The committee will have the single authority to recommend funding whether the funding source is Illinois REALTORS®, the National Association of REALTORS® or both.

REPORTING: The actions of the committee shall be reported to the Board of Directors after the conclusion of the independent expenditure campaign.

MEETING SCHEDULE: The committee may meet at a time and place as necessary to carry out its function and purpose.

HOUSING OPPORTUNITY WORKING GROUP

ORGANIZATION: The members of the Housing Opportunity Working Group shall be appointed by the Executive Committee.

DUTIES: The working group identifies key issues relating to the creation of housing opportunities and the removal of regulatory and other barriers to the development and access to affordable housing opportunities for Illinois citizens. The working group shall also review and monitor senior housing issues.

REPORTING: The members of the Housing Opportunity Working Group report to the Public Policy and Governmental Affairs Member Involvement Group.

MEETING SCHEDULE: The working group may meet during the business meetings of the Association or at a time and place necessary to carry out their functions.

ILLINOIS REALTORS® GLOBAL BUSINESS COUNCIL

ORGANIZATION: The members of the Illinois REALTORS® Global Business Council shall be appointed by the Executive Committee.

DUTIES: The duties of the Illinois REALTORS® Global Business Council are to develop a strategy to increase awareness that the state of Illinois and the real estate profession are key variables in the global economy. Components can include educational opportunities, marketing tools and the leveraging of resources from the National Association of REALTORS®. Identifying global business in the context of rural, suburban and urban environments should be attempted in an effort to aid and equip our membership for state and local opportunities of engagement with a variety of partners, which may include organizations both in and outside the REALTOR® organization.

The Illinois REALTORS® Global Business Council shall also be responsible for coordinating the efforts of the Consulate Liaison Program. Consulate Liaison responsibilities include the following: (1) contacting the assigned Consul General at least twice per year and submit a contact report; (2) participating in training and meetings as required; (3) advocating on behalf of all REALTORS® and the REALTOR® Party; and (4) communicating and collaborating with NAR Ambassador Associations and Presidential Liaisons.

REPORTING: The Illinois REALTORS® Global Business Council shall report to the Executive Committee.

MEETING SCHEDULE: The committee may meet during the business meetings of the Association or at a time and place necessary to carry out their functions and purpose.

LEADERSHIP DEVELOPMENT WORKING GROUP

ORGANIZATION: The Leadership Development Working Group shall have a chair appointed annually by the Executive Committee and shall oversee the selection, participation and evaluation of the program. Other working group members may be selected from those members with specific leadership training and skills. Any member appointed to the Leadership Development Working Group may not serve on the Nominating Committee during the same administrative year. The Illinois REALTORS® officers shall serve on the working group in an ex officio capacity. On an annual basis, the Executive Committee shall recommend funding for activities related to the overall Leadership Development Program.

DUTIES: This working group, working with the Executive Committee, shall develop and implement a systematic approach for the identification, placement and training of future Illinois REALTORS® leaders. Illinois REALTORS® leaders are those members who through their Illinois REALTORS®, local association or other organization involvement are perceived to possess the skills, aptitude, interests and motivation to become a committee chair or Illinois REALTORS® elected officer. The program is designed to further develop an individual's leadership skills in a structured program that offers training and critical evaluation.

PARTICIPATION IN THE LEADERSHIP DEVELOPMENT PROGRAM: Any member may request to participate in the program and any member may be requested to apply to participate by a member of the Leadership Development Working Group. The program shall be limited to 12 new participants each year. NOTE: It cannot be over emphasized that participation in this program is for self-improvement and does not in any manner project or guarantee that a participant will receive preferential treatment by the Illinois REALTORS® Nominating Committee in the event that the participant decides to pursue Illinois REALTORS® elected office.

Each applicant shall complete an application form to establish their past level of participation and involvement in the Illinois REALTORS®, their local association and other groups. The core activities of the program shall consist of: (1) attendance at the Illinois REALTORS® Leadership Institute; (2) spokesperson training; (3) specialized committee leadership training; and (4) on-going leadership development programs as identified.

REPORTING: The working group shall report and make recommendations to the Professional Development Member Involvement Group.

MEETING SCHEDULE: The Leadership Development Working Group may meet during the business meetings of the Association or they may meet at a time and place as necessary to carry out their functions and purpose.

LOCAL GOVERNMENT INDEPENDENT EXPENDITURES COMMITTEE

ORGANIZATION: There shall be established for each local election cycle a committee consisting of five at-large members who have served on the Public Policy and Government Affairs Member Involvement Group, REALTORS® Political Involvement Working Group or the RPAC Trustees, the Chief Executive Officer of Illinois REALTORS® and any other staff members designated by the CEO.

DUTIES: The committee shall have the express authority to initiate and receive recommendations to conduct an independent expenditure campaign on behalf of any candidate for local or county government. The committee shall have the single authority to recommend funding whether the funding source is Illinois REALTORS®, the National Association of REALTORS® or both.

REPORTING: The actions of the committee shall be reported to the Board of Directors after the conclusion of the independent expenditure campaign.

MEETING SCHEDULE: The committee may meet at a time and place as necessary to carry out its function and purpose.

PERFORMANCE/COMPENSATION REVIEW COMMITTEE

ORGANIZATION: The Performance/Compensation Review Committee shall consist of the Immediate Past President, President, the President-elect, Treasurer and five members of the Advisory Council, other than the Immediate Past President. The most recent past president, other than the Immediate Past President, shall have a one-year term and serve as chair of the committee. The four remaining members from the Advisory Council shall serve three-year staggered terms.

DUTIES: The purpose of the committee shall be to review the performance of the Chief Executive Officer of the Association and fix the terms of compensation and conditions of employment for the Chief Executive Officer.

REPORTING: The committee shall be authorized to take final action subject to requests for information from the Executive Committee or Board of Directors or affirmative action to the contrary by the Executive Committee and Board of Directors.

MEETING SCHEDULE: The committee shall meet no later than December 15th of each year.

REALTOR® OF THE YEAR (ROTY) WORKING GROUP

ORGANIZATION: The REALTOR® of the Year Working Group shall consist of five members of the Association who are previous REALTORS® of the Year (ROTY), appointed by the Executive Committee, and three at-large members who are not previous ROTY recipients. As part of the selection process, the Executive Committee may consider factors such as recent recipients of the ROTY award and those who are currently active participants in the Illinois REALTORS®. The working group shall be appointed to three-year staggered terms and members may be reappointed to additional terms. The chair of the working group shall be appointed by the Executive Committee for a two-year term and may be reappointed. The three at-large members shall be appointed by the Executive Committee. Any member of the working group, who after receipt of the nomination forms, is currently or has been in the last ten years a business partner, spouse, relative, employer or employee of a nominee shall recuse themselves from consideration for that year's award selection.

NOMINATION PROCESS: Each local association shall, on forms prescribed by the ROTY Committee, submit names for nomination for the REALTOR® of the Year. Each local association is encouraged to submit only one name for consideration by the ROTY Committee. Nominations are carried over for a period of one year. Nominees from the previous year shall be required to update the information, however, a new form must be resubmitted by a local association thereafter. Any past Illinois REALTORS® or NAR President from Illinois who is not a past recipient of the award shall annually be considered as nominated and, if there are no applications submitted or if the applications submitted fail to meet the criteria, the Selection Committee may select a recipient from the membership of Illinois REALTORS®. The ROTY Committee shall make their selection public at the appropriate time.

CRITERIA: The ROTY working group shall determine criteria to evaluate nominees for the REALTOR® of the Year Award. The criteria shall be listed on forms provided by Illinois REALTORS® that must be submitted by a local association before a nominee can be considered. Failure to complete the required forms will disqualify a nominee. The criteria may include a demonstration of professionalism, personal leadership, service to the real estate industry, political, civic and community involvement and charitable causes.

AWARD PRESENTATION AND REIMBURSEMENT: The ROTY recipient shall be honored at an Illinois REALTORS® meeting or convention. Illinois REALTORS®, in its discretion, may allow related not-for-profit foundations to host the award ceremony. NOTE: The Finance Committee shall annually determine reimbursements for the ROTY recipient.

REALTORS® POLITICAL INVOLVEMENT WORKING GROUP

ORGANIZATION: Members of the REALTORS® Political Involvement Working Group shall be appointed by the Executive Committee.

DUTIES: The REALTORS® Political Involvement Working Group is responsible for:

- Organizing and mobilizing the key Illinois REALTORS® legislative contacts and contact teams;
- Providing a structure and reporting for Illinois REALTORS® grassroots mobilization through Illinois REALTORS® Calls to Action, Capitol Conference participation and Broker Involvement registration in support of Illinois REALTORS® and NAR public policy priorities; and
- Providing liaison of grassroots efforts in concert and cooperation with the RPAC Fundraising Group to further enhance RPAC fundraising.

REPORTING: The REALTORS® Political Involvement Working Group shall report to the Public Policy and Government Affairs Member Involvement Group.

MEETING SCHEDULE: The working group may meet during the business meetings of the Association or at a time and place necessary to carry out their function and purpose.

YOUNG PROFESSIONALS NETWORK (YPN) ADVISORY GROUP

ORGANIZATION: Members of the Young Professionals Network Advisory Group shall be appointed by the Executive Committee.

DUTIES: The Illinois REALTORS® recognizes that younger members are an integral part of the future growth of the REALTOR® association. The Illinois Young Professionals Network (YPN) was created to provide education and support and to create a forum where younger REALTORS® can share ideas and network with each other to expand their business potential. Our goals are to help this segment of our membership succeed in their business as well as create more involvement and general future Illinois REALTORS® leaders.

REPORTING: The Young Professionals Network Advisory Group shall report to the Executive Committee.

MEETING SCHEDULE: The YPN Advisory Group may meet in conjunction with the business meetings of the Association or at a time and place necessary to carry out their function and purpose.

Related Foundations and Organizations

ILLINOIS REALTORS® PLAZA, INC.

ORGANIZATION: The Association is the sole shareholder of ILLINOIS REALTORS® Plaza, Inc. ILLINOIS REALTORS® Plaza, Inc. shall have seven directors elected by the sole shareholder, the Association. The directors shall be nominated by the Executive Committee and approved by the Directors of the Association. The directors of ILLINOIS REALTORS® Plaza, Inc. shall elect their own officers. ILLINOIS REALTORS® Plaza, Inc. may establish appropriate Limited Liability Corporations as necessary to carry out the management of any real property asset.

DUTIES: ILLINOIS REALTORS® Plaza, Inc. is a separate entity established to hold title to and operate the Association's headquarters building and any ancillary facilities. The building is leased on a long-term lease by ILLINOIS REALTORS® Plaza, Inc. to the Association. Decisions regarding the operation of the headquarters building shall be made by the directors of ILLINOIS REALTORS® Plaza, Inc.

REPORTING: As a separate entity, ILLINOIS REALTORS® Plaza, Inc. reports informationally to the Executive Committee and Board of Directors.

MEETING SCHEDULE: ILLINOIS REALTORS® Plaza, Inc. meets in conjunction with the Illinois REALTORS® business meetings and on the call of its President.

REAL ESTATE EDUCATIONAL FOUNDATION (REEF)

ORGANIZATION: The Real Estate Educational Foundation consists of a President, Vice President and 18 members of the Association in good standing. The terms of the foundation shall be for three years and are staggered so that members are appointed each year.

DUTIES: The Real Estate Educational Foundation (REEF) is a not-for-profit foundation, rather than an Illinois REALTORS® committee. It is supported by voluntary contributions from individuals and firms. It provides financial support through scholarships for the advancement of real estate education in the fields of real estate, urban economics and land economics through the cooperation and support of, and dialogue with, the colleges and universities of the state of Illinois. The foundation encourages and participates in research and studies in the field of real estate, educational development programs and all allied areas. REEF also is responsible for the publishing and distribution of addresses, reports, treatises and other literary works on the subject of real estate. In addition, REEF may plan and promote a fundraising banquet honoring the state and local Board recipients of the REALTOR® of the Year award.

REPORTING: As a separate entity, REEF only reports informationally to the Board of Directors.

MEETING SCHEDULE: REEF meets in conjunction with the business meetings of the Association and on the call of its President.

REAL PROPERTY ALLIANCE

ORGANIZATION: Members of Real Property Alliance shall be appointed by the Executive Committee.

DUTIES: Real Property Alliance is a non-profit, educational organization that provides insight and analysis for Illinois property owners. RPA provides a voice for establishing sound real estate policy that promotes growth and seeks to limit taxes and regulations, which can make it harder to live and work in the state.

REPORTING: As a separate entity, RPA only reports informationally to the Board of Directors.

MEETING SCHEDULE: The members of Real Property Alliance may meet in conjunction with the Illinois REALTORS® Business Meetings and on the calls of the President/Chairman.

REALTORS® RELIEF FOUNDATION

ORGANIZATION: The Directors of the REALTORS® Relief Foundation are elected or reelected by majority vote of the Directors, including those Directors whose terms are coming to an end, at the Annual meeting of the Board.

DUTIES: The Foundation assists individuals and communities adversely affected by natural and other disasters throughout the state of Illinois and surrounding areas. The Foundation coordinates with other relief agencies to provide immediate assistance in the initial hours, days and weeks after a disaster by providing food, temporary shelter and other necessary relief. In the longer term, the Foundation provides assistance to individuals, businesses and communities affected by disaster as they strive to move forward and begin to rebuild their lives and communities.

REPORTING: The REALTORS® Relief Foundation only reports informationally to the Board of Directors.

MEETING SCHEDULE: The Foundation holds two meetings each year, including the Annual meeting at a time designated by the Board to manage the business of Foundation. A special meeting of the Board may be called by or at the request of the President or any two Directors.