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<td>Chair: Nancy Frisse</td>
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<td>THE REALTOR® FUND: Then, Now &amp; Forever</td>
<td>Chair: Kris Cannaday</td>
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Greater Albuquerque Association of REALTORS®, Inc.
MISSION: The mission of the Greater Albuquerque Association of REALTORS® is to enhance the REALTOR® profession and to advocate for private property rights.

Strategic Objective #1
Promote and support public policies that advance the real estate industry, private property rights, sustainable real property ownership and housing opportunities.

Strategic Objective #2
Support and enhance a meaningful and long term relationship between REALTORS® and consumers.

Strategic Objective #3
Be the most comprehensive, reliable, and accessible source of real estate information for REALTORS®.

Strategic Objective #4
Improve the competency and professionalism of REALTORS®.

Strategic Objective #5
Strengthen the relationship with REALTORS® and within the REALTOR® community.

Public Policy & RPAC
Community Relations
*Holiday Project
*Community Outreach
Run for the Zoo

LEAP
*QB Forums
*Oversee LDP
*Member Recognition - Awards

Grievance
Professional Standards
The REALTOR® Fund: Then, Now & Forever Committee

Mediation
Executive
Nominating

Affiliate
*Lunch & Learn
*Support Events

Appraisal
*Industry Issues

Golf Tournament

Ad Hoc Committees
Standing Committees
Task Forces
Network or Specific Membership Committees
Standing Committees are constituted to perform a continuing function and remain in existence permanently. Standing committees are created by the Bylaws.

**Grievance Committee**

**Purpose:** To determine if complaints are potential violations of the Code of Ethics or determine if matters are arbitrable.

**Composition:** The Grievance Committee shall consist of at least twelve (12) Members to include a Chair and Vice Chair.

**Qualifications:** Must be a REALTOR® in good standing for the past five (5) years on a consecutive basis with no ethics violations in the three (3) years prior to consideration for Committee Membership. No member may serve concurrently on any combination of the Grievance, Professional Standards, and Mediation Committees. All new members of the Grievance Committee must attend a Professional Standards training session targeted at their responsibilities a minimum of four (4) hours. All Grievance Committee members shall annually attend a training course related to professional standards, such as a class on Code of Ethics, procuring cause, business ethics, professionalism in real estate, mediation, etc. for a minimum of three (3) hours. Appointments must be confirmed by the Board of Directors.

**Term:** Three year term.

**Professional Standards Committee**

**Purpose:** To hear ethics complaints and arbitrations.

**Composition:** The Professional Standards Committee shall consist of at least twenty-two (22) members to include a Chair and Vice Chair.

**Qualifications:** Must be a REALTOR® in good standing for the past five (5) years on a consecutive basis with no ethics violations in the three (3) years prior to consideration for Committee Membership. No member may serve concurrently on any combination of the Grievance, Professional Standards, and Mediation Committees. All new members of the Professional Standards Committee must attend a Professional Standards training session targeted at their responsibilities a minimum of four (4) hours. All Professional Standards Committee members shall annually attend a training course related to professional standards, such as a class on Code of Ethics, procuring cause, business ethics, professionalism in real estate, mediation, etc. for a minimum of three (3) hours. Appointments must be confirmed by the Board of Directors.

**Term:** Three year term.

**Mediation Committee**

**Purpose:** To mediate disputes arising out of real estate transactions.

**Composition:** The Mediation Committee shall consist of at least six (6) members to include a Chair and Vice Chair.

**Qualifications:** Must be a REALTOR® in good standing for the past five (5) years on a consecutive basis with no ethics violations in the three (3) years prior to consideration for Committee Membership. No member may serve concurrently on any combination of the Grievance, Professional Standards, and Mediation Committees. All Mediation
Committee members will complete a minimum of twenty (20) hours of basic mediation training and complete an apprenticeship program consisting of participation in two mediation conferences as an observer and in four mediation conferences as an unpaid co-mediator with critiques. Appointments must be confirmed by the Board of Directors.

**Term:** Three year term.

**GAAR Executive Committee**

**Purpose:** To provide accountability to the business plan, transact business of an emergency nature or delegated nature, and administer the finances of the Association between meetings of the Board of Directors.

**Composition:** There shall be a Chair, the President of GAAR, with the remainder being the Elected Officers of the GAAR Board plus the Immediate Past President. The Executive Vice President shall serve as non-voting ex officio member of the Executive Committee.

**Qualifications:** Currently serving as an Elected Officer of GAAR.

**Term:** One year term.

**GAAR Nominating Committee**

**Purpose:** To select a candidate slate to include 1 or more candidates for each Officer position, and reasonable efforts to provide 2 candidates for each Director position.

**Composition:** Immediate Past President, Chairperson, and at least five (5) REALTOR® Members proportionately representing the membership in various sized firms and geographic areas served by the Association.

**Qualifications:** The Nominating Committee is appointed by the President and approved by the Board of Directors at least two (2) months before the annual election.

**Term:** One year term.

**THE REALTOR® FUND: Then, Now, and Forever**

**Purpose:** To coordinate fundraising efforts for the REALTOR® endowment fund and to make recommendations for funding to support the mission and purpose of The REALTOR® Fund.

**Composition:** 8 members, to include a Chair and Vice Chair.

**Qualifications:** Members may be REALTOR® members, affiliate members or community leaders. Members are expected to contribute and/or raise funds to support the endowment fund. Appointments must be confirmed by the Board of Directors.

**Term:** Three year term.
Ad Hoc Committees are formed for a limited period of time to address a specific need. When the work of the ad hoc committee is completed, the committee is dissolved. An ad hoc committee may exist for less than a year or for a year or more depending on the extent of the work assigned to it. Ad hoc committees require confirmation by the Board of Directors. The President of the Board may appoint task forces and advisory groups as needed without confirmation by the Board of Directors.

Community Relations Committee
Purpose: The Community Relations Committee will be focused on the relationship of the REALTOR® membership with the Community and, as such, will be responsible for two things:
1: Coordinating with charities supported by the REALTOR® Fund for a holiday event/drive/assistance (such as the Title 1 APS Homeless Children Program)
2: Researching Home Shows offered in the area, choosing the one with the broadest attendance, renting a booth and coordinate manning the booth to promote the use of a REALTOR® and the value of owning a home.

Run for the Zoo Committee
Purpose: To coordinate operations and volunteers to the support the Run for the Zoo event.
Composition: 10-15 members which includes a Chair and Vice Chair
Qualifications: None
Term: One year term

Golf Tournament Committee
Purpose: To coordinate operations and sponsorships for the GAAR Annual Charity Golf Tournament to raise funds for the signature charity – the APS Title 1 Homeless Project.
Composition: 10-15 members which includes a Chair and Vice Chair
Qualifications: None
Term: One year term

LEAP (Leadership, Education, and Achievement Programs) Committee
Purpose: To investigate, recommend and provide resources for programs and processes that grow leadership in the Association and support the professional development and recognition of members. Specifically, the committee plans and develops Broker/Member Forums; supports the planning and execution of the Leadership Development Program for emerging Association leaders; secures sponsors for the GAAR Awards Gala, and oversees the selection and presentation of GAAR Awards; and helps identify the professional development needs of all members.
Composition: 10-15 members which includes Chair and Vice Chair
Qualifications: None
Term: One year term
Public Policy & RPAC Fundraising Advisory Group

Purpose: To participate in public policy development by governmental and regulatory bodies to preserve and protect private property rights and the business environment in which REALTORS® work and to increase awareness of RPAC and to raise funds to meet national goals.

Composition: 7-10 members which includes the Chair and Vice Chair

Qualifications: Members must be able to act in a non-partisan manner and focus on decisions facing the real estate industry.

Term: One year term
Affiliate Committee

**Purpose:** To provide a forum that enables Affiliate Members to network and exchange ideas and information, develop programs/processes that provide industry information to REALTOR® members, and create opportunities for developing business partnerships.

Expected outcomes of the Committee:
- Plan and develop 4 Affiliate Forums with Q & A’s on timely topics of interest to real estate professionals.
- Plan and develop an Annual Affiliate Fair that creates the opportunity for all GAAR members to meet and learn about the participating Affiliate Members.
- Provide current company marketing materials for brochure display in building lobby for distribution at New Member Orientation programs.

Additionally, the Affiliate Committee will work with other GAAR members and committees to sponsor and volunteer, and/or recruit sponsors and volunteers to support special member recognition, charitable, community and/or other types of unique projects and events.

**Composition:** Chair and Co-Chair, plus 10-12 Affiliate Members; all Affiliate Members will be noticed of meeting

**Qualifications:** Active Affiliate Members of GAAR

**Term:** One year term for Chair and Co-Chair

Appraisal Committee

**Purpose:** To provide a forum for appraiser members to interact with other appraiser members of GAAR and share common ideas and information with each other.

**Composition:** A Chair and Vice Chair and any Appraiser Member

**Qualifications:** Chair and Vice Chair should be Appraiser Members

**Term:** One year term
GAAR Bylaws

Article XI – Officers and Directors

Section 5. Executive Committee. There shall be an Executive Committee of the Board with the President as Chairperson. The Executive Committee shall provide accountability to the business plan, transact business of an emergency nature or delegated nature, and administer the finances of the Association between meetings of the Board of Directors and shall report the substance of such actions to the Board of Directors at its next meeting. The Executive Committee shall meet at the call of the President or any three (3) members of the Executive Committee. The Executive Committee will be composed of the Elected Officers of the Association indicated in Section 1 above. The Board of Directors will receive notice of said meetings.

Section 6. Election of Officers and Directors.

(c) At least two (2) months before the annual election the Nominating Committee, appointed by the President and approved by the Board of Directors, shall be determined as follows:

- Immediate Past President, Chairperson
- At least five (5) REALTOR® Members proportionately representing the membership in various sized firms and geographic areas served by the Association

(d) The Nominating Committee will meet at the call of the Chairperson for the purpose of selecting a candidate slate as follows:

- One (1) or more candidate(s) for each of the Officer positions.
- Up to two (2) candidates for each Director position with the Nominating Committee using reasonable efforts to provide two (2) candidates for each Director position.

Article XV – Rules of Order

Section 1. Robert’s Rules of Order, latest edition, shall be recognized as the authority governing the meetings of the Association, its Board of Directors and Committees in all instances wherein its provisions do not conflict with these Bylaws.

Article XIII – Committees

Section 1. Standing Committees. The President shall appoint from among the membership, subject to confirmation by the Board of Directors, the following standing Committees: Mediation, Grievance, Professional Standards, and the REALTOR® Fund: Then, Now and Forever.

Section 2. Special Committees, Task Forces, and Advisory Groups. The President of the Board of Directors shall appoint, subject to confirmation of the Board of Directors, special Committees. The President of the Board may appoint task forces and advisory groups as needed without confirmation by the Board of Directors.
Section 3. President. The President shall be an *ex officio* Member of all Committees.

Section 4. Authority. Any action by a Committee outside the scope of their approved business plan and/or budget shall be subject to the approval of the Board of Directors or the Executive Committee.

Section 5. Organization. All Committees shall be of such size and shall have such duties, functions and powers as may be assigned to them by the President or the Board of Directors, except as otherwise provided in these Bylaws. Fifty percent (50%) or more of Committee Members appointed to the Committee shall constitute a quorum.

Section 6. Attendance. Any Committee Member who fails to attend three (3) regular or special meetings of the Committee during a fiscal year shall be deemed to have resigned from the Committee and the vacancy shall be filled as herein provided for original appointment.

Section 7. Action without Meeting. Any Committee may act by unanimous consent in writing without a meeting. The consent shall be evidenced by one (1) or more written approvals, each of which sets forth the action taken and bears the signature of one (1) or more of the members of the Committee. The action shall be effective when all Committee members have approved the consent, unless the consent specifies a different effective date.

Section 8. Attendance by Telephone. Members of a Committee may participate in any meeting through the use of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Such participation shall be at the discretion of the Chair and shall constitute presence at the meeting.

GAAR Policies
Chapter 2 - Governance

Section 2.13: Duties of a Committee Chairperson. The Committee Chairperson shall develop, with support from the Staff Liaison, agendas for meetings that can be sent to committee members along with pertinent enclosures at least one week prior to the scheduled meeting date. The Chairperson shall Chair all committee meetings, ensuring meeting notes are recorded and published, and provide written reports on committee’s activities to the Board of Directors and/or the Executive Committee.

The Committee Chairperson shall be responsible for ensuring the members of the Committee are trained, knowledgeable, and capable to fulfill the functions of the Committee. He/she will build future leadership for the Committee, and encourage and take responsibility for members’ attendance at Committee meetings and participation in Committee’s roles and activities. On an annual basis, he/she will recommend to the Board President new Committee members.
The Committee Chairperson is responsible for progress towards the assigned responsibilities from the Strategic Plan and is responsible for reporting to the Board of Directors progress towards fulfillment of those goals.

**Section 2.14: Duties of a Committee Member.** Committee members shall faithfully attend Committee meetings, being conscious of the need for a quorum and responsible in notifying the Staff Liaison of any absences. Committee members shall actively participate in the on-going work of the Committee and any subcommittees.

Committee members shall prepare for meetings by reviewing meeting notes of the previous meeting and agendas; reviewing any supplemental materials; and bringing materials sent to Committee members to the meeting for discussion.

Committee members shall be prepared to report on progress of assignments.

**Section 2.15: Duties of a Staff (Committee) Liaison.** Staff Liaisons to Committees shall meet with new Committee Chairpersons prior to first Committee meetings to review function, roles, and responsibility of the Committee; relevant plans and carry-over projects; proposed activities for the coming year; and policies and procedural guidelines. He/she will provide Committee continuity from year to year.

Staff Liaison shall assist Committee Chairperson in planning meetings and agendas; recording meeting notes; handling logistical details associated with meetings and sponsored events; preparing correspondence for the Committee; maintaining appropriate records; and gathering necessary information for policy decisions and meeting preparations.

Staff Liaison shall advise Chairpersons on policies and procedures of the Association and on important issues and significant developments. He/she will prepare Chair for reporting to the Board of Directors and/or the Executive Committee.

**Chapter 13 – Professional Standards**

**Section 13.4: Committee Membership**

The Grievance Committee shall consist of at least twelve (12) Members of the Greater Albuquerque Association of REALTORS®. A quorum for each Grievance Committee case ruling shall consist of at least five (5) voting Members.

The Professional Standards Committee shall consist of at least twenty-two (22) Members of the Greater Albuquerque Association of REALTORS®.

The Mediation Committee shall consist of at least six (6) Members of the Greater Albuquerque Association of REALTORS®.
Appointments to the Grievance, Professional Standards, and Mediation Committees will be for a three-year term, with each new term commencing on the 1st day of January of any given year.

Appointments will be made by the President of the Board of Directors and approved by the Board of Directors. Terms may be extended for an additional three years with approval by the Board of Directors. At the beginning of the calendar year, the President of the Board of Directors will select the Chairpersons of the Committees, and the President-Elect of the Board of Directors will select the Vice-Chairpersons of the Committees.

Appointees to the Grievance, Professional Standards, and Mediation Committees must meet the following standards:

(a) Be a REALTOR® in good standing for the past five (5) years on a consecutive basis with no ethics violations in the three (3) years prior to consideration for Committee Membership;
(b) Once an appointment is made, any Member of the Committee found in violation of the Code of Ethics will be removed from the Committee for a period of three (3) years from the date the decision becomes final; and
(c) Any Member of the Committee who no longer maintains active Membership status in the Association will be removed from the Committee.

No Member may serve concurrently on any combination of the Grievance, Professional Standards, and Mediation Committees.

A Member of the Grievance, Professional Standards, or Mediation Committee shall excuse himself/herself from any action involving the real estate firm with which he/she is affiliated. He/She must excuse himself/herself from any action in which he/she has a real or perceived conflict of interest, or in cases where he/she cannot be impartial and unbiased.

All new Members of the Grievance and Professional Standards Committees must attend a Professional Standards training session targeted at their responsibilities on either the Grievance or the Professional Standards Committee [minimum four (4) hours].

All Grievance Committee and Professional Standards Members shall annually attend a training course related to professional standards, such as a class on Code of Ethics, procuring cause, business ethics, professionalism in real estate, mediation, etc. [minimum three (3) hours]. If members do not participate in a class prior to the end of the year, their committee membership will be terminated.

All Mediation Committee members will complete a minimum of twenty (20) hours of basic mediation training. If the cost of the training is underwritten by the Association, the preferred training provider will be the National Association of REALTORS®. Mediators will also complete an apprenticeship program consisting of participation in two mediation conferences as an observer and in four mediation conferences as an unpaid co-mediator with critiques. The
required training and participation in the apprenticeship program may be waived or modified by recommendation of the Mediation Committee Chairperson and approved by a majority of the Committee if the volunteer has equivalent and relevant training and experience in previous mediation services.

All Grievance Committee meetings, Professional Standards hearings, and mediation conferences are confidential and closed sessions.
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<tr>
<th>Name of Committee/Subcommittee</th>
<th>Chair &amp; Vice-Chair</th>
<th>Phone</th>
<th>Staff Liaison</th>
</tr>
</thead>
</table>
| Compliance                    | Chair: Kristine Cannaday  
Vice Chair: Greg Jones   | 280-9414  
480-5563 | Jeffrey Bratton |
| Executive                     | Chair: Gina Dion  
Vice Chair: Jean Duran   | 400-7466  
259-4946 | Janice McCrady |
| Nominating                    | Chair: Steve Murtha   | 480-2381 | Nick Fowler |
| Policy                        | Chair: Michele Munson  
Vice Chair: Daniel Spanogle | 228-8405  
453-5999 | Jeffrey Bratton |
Strategic Objective #1
Promote and support public policies that advance the real estate industry, private property rights, sustainable real property ownership and housing opportunities.

Strategic Objective #2
Support and enhance a meaningful and long term relationship between REALTORS® and consumers.

Strategic Objective #3
Be the most comprehensive, reliable, and accessible source of real estate information for REALTORS®.

Strategic Objective #4
Improve the competency and professionalism of REALTORS®.

Strategic Objective #5
Strengthen the relationship with REALTORS® and within the REALTOR® community.

SWMLS MISSION
"To be the premier provider of accurate information and MLS services to our Participants and Subscribers."

Committees:
- Compliance Committee
- Executive
- Policy Committee
- Nominating
- Ad Hoc Committees
- Standing Committees
- Task Forces
- Network or Specific Membership Committees
Standing Committees are constituted to perform a continuing function and remain in existence permanently. Standing committees are created by the Bylaws.

Policy Committee

**Purpose:** To maintain and update the SWMLS Rules and Regulations and to work with the Compliance Committee to ensure compliance with the Rules and Regulations.

**Composition:** A Chair and Vice Chair with no less than 9 members. The Chair of the committee and the Past Chair are non-voting members. All other members are voting members. The Vice-Chair is appointed by the Vice President, and will succeed the Chair when his/her term expires. The committee shall include at least one appraiser and at least two Subscribers or Participants.

**Qualifications:** At least one appraiser and two Subscribers or Participants must have more than five (5) years of experience in the business. All other committee members must have been in the business a minimum of one (1) year.

**Term:** Three year term staggered terms. The Chair, Vice-Chair and Past-Chair shall serve for one (1) year terms.

**Ex-Officio Members:** The President of the SWMLS is an ex-officio member.

Compliance Committee

**Purpose:** To review alleged violations of the Rules and Regulations and conduct hearings as required and take such action as needed.

**Composition:** A Chair and Vice Chair with no less than 9 members which shall be representative of the various sizes of offices in the Service and shall consist of both Subscribers and Participants. All members of the committee shall be voting members including the Chair, Vice Chair and the Immediate Past-Chair, however, the Chair of the committee shall vote only in case of ties. The committee shall include at least one appraiser.

**Qualifications:** All members of the committee shall have at least three (3) years of experience in the real estate business.

**Term:** Three year term, staggered terms. The Chair, Vice-Chair and Past-Chair shall serve for one (1) year terms.

Executive Committee

**Purpose:** To conduct the affairs of the Service in the interim between meetings of the Board of Directors according to the policies and instructions of the Board of Directors.

**Composition:** There shall be a Chair, the President of the Service, with the remainder being the Elected Officers of the Service plus the Immediate Past President of the Service and the President of the Greater Albuquerque Association of REALTORS® (shareholder). The Executive Vice President shall serve as non-voting ex officio members of the Executive Committee.

**Qualifications:** Currently serving as an Elected Officer of the Service.

**Term:** One year term.
Nominating Committee

**Purpose:** To fill vacancies by presenting a slate of Officer and Director Nominees in accordance with the guidelines stipulated in the Bylaws.

**Composition:** There shall be a Chair, the Immediate Past President of the Service, and the current Chair of the Greater Albuquerque Association of REALTORS® (shareholder). The balance of the Nominating Committee shall be appointees who proportionally represent Participant firms as closely as possible.

**Qualifications:** The Nominating Committee is appointed by the President and approved by the Board of Directors at least 2 months before the annual election.

**Term:** One year term.
SWMLS Bylaws

Article 6 - Government of the Service

Article 6.3 - Nomination and Election of Officers and Directors - Section 1. Nominating Committee. The President of the Service shall appoint a Nominating Committee each year which shall be comprised as follows: There shall be a Chair, the Immediate Past President of the Service, and the current Chair of the Greater Albuquerque Association of REALTORS® (shareholder). The balance of the Nominating Committee shall be appointees who proportionally represent Participant firms as closely as possible. The appointment of the Nominating Committee shall be made by such a date as to enable the Committee to meet and select a proposed slate of Officers and Directors of the Service thirty (30) days prior to the date of the meeting of the Participants of the Service at which nominees shall be selected by vote of the Participants. The proposed slate of Officers and Directors shall be reported to the President and Secretary-Treasurer of the Service. Except as provided in Article 6.2(4), none of the appointed or elected Officers or Directors of the Greater Albuquerque Association of REALTORS® (shareholder) may contemporaneously serve as a SWMLS Director.

Article 6.5 - Duties of Officers and Director - Section 7. There shall be an Executive Committee of the Board with the President as Chairperson. The Executive Committee shall, in the interim between regular meetings of the Board of Directors, conduct the affairs of the Service according to the policies and instructions of the Board of Directors. The Executive Committee shall meet at the call of the President or any three (3) members of the Executive Committee. The Executive Committee will be composed of the Elected Officers of the Service plus the Immediate Past President of the Service and the Chair of the Greater Albuquerque Association of REALTORS® (shareholder). The Executive Vice President shall serve as non-voting ex officio members of the Executive Committee.

Article 7 – Meetings

Article 7.6 - Rules of Order. Robert’s Rules of Order, latest edition, shall be recognized as the authority governing the meetings of the Service, its Board of Directors, and Committees in all instances wherein its provisions do not conflict with these Bylaws.

Article 8 – Committees

The President, with the approval of the Board of Directors of the Service, shall create such standing Committees as the President deems desirable and shall appoint their Members. The President may also appoint task forces and presidential advisory groups (PAG) as needed. Each Committee, task force, and/or PAG shall consist of not less than one (1) Participant in the Service, but may also include Subscribers employed by or affiliated as independent contractors with a Participant serving as representatives of said Participants and with their consent, and who may serve either as a Chairperson or Member of a Committee.
Section 1. Standing Committees. The President shall appoint from among the membership, subject to confirmation by the Board of Directors, the following standing Committees: Policy and Compliance. To the extent possible, Standing Committee members should have staggered terms with no more than one-half (1/2) of Committee members serving consecutive terms.

Section 2. Special Committees, Task Forces, and Advisory Groups. The President of the Board of Directors shall appoint, subject to confirmation of the Board of Directors, special Committees. The President of the Board may appoint task forces and presidential advisory groups as needed without confirmation by the Board of Directors.

Section 3. Chair. The President shall be an ex officio Member of all Committees.

Section 4. Authority. Any action by a Committee outside the scope of their approved business plan and/or budget shall be subject to the approval of the Board of Directors or the Executive Committee.

Section 5. Organization. All Committees shall be of such size and shall have such duties, functions and powers as may be assigned to them by the President or the Board of Directors, except as otherwise provided in these Bylaws. Fifty percent (50%) or more of Committee Members appointed to the Committee shall constitute a quorum.

Section 6. Attendance. Any Committee Member who fails to attend three (3) regular or special meetings of the Committee during a fiscal year, without excuse acceptable to the Chair of the Committee, shall be deemed to have resigned from the Committee and the vacancy shall be filled as herein provided for original appointment.

Section 7. Action without Meeting. Any Committee may act by unanimous consent in writing without a meeting. The consent shall be evidenced by one or more written approvals, each of which sets forth the action taken and bears the signature of one or more of the members of the Committee. The action shall be effective when all Committee members have approved the consent, unless the consent specifies a different effective date.

Section 8. Attendance by Telephone. Members of a Committee may participate in any meeting through the use of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Such participation shall be at the discretion of the Chair and shall constitute presence at the meeting.

SWMLS Policies
Chapter 2 – Governance of the MLS

Section 2.2: Executive Committee. Anyone, other than Participants/Subscribers, wishing to address the Executive Committee or the Board of Directors must have the approval of either the Executive Committee or the President.
Section 2.3: Committees. Any requests by committees/members for staff time other than normal liaison functions shall be coordinated through the AMBR EVP.

Section 5.8: Compliance Committee Structure.
Membership: The Compliance Committee shall consist at least nine (9) voting members which shall be representative of the various sizes of offices in The Service and shall consist of both Subscribers and Participants. All members of the committee shall be voting members including the Chair and the Immediate Past-Chair. The committee shall include at least one appraiser. All members of the committee shall have at least three (3) years of experience in the real estate business. Non-voting members may include the committee liaison from the Board of Directors. The Chair of the committee may be either a Subscriber or a Participant and shall vote only in case of ties.

Committee Leadership: A Vice-Chair will be appointed by the Vice President. The Vice-Chair will succeed the Chair when his/her term expires and will fill in for the Chair in the absence of the Chair. In the absence of the Chair and Vice-Chair, the Past-Chair will preside at Committee meetings. Each leadership term will be for one (1) year. i.e. Vice-Chair, 1 year; Chair, 1 year; Past-Chair, 1 year.

Commitment: Each member will serve a three (3) year term, with staggered terms to ensure committee continuity. The outgoing Chair will serve an additional year as Past-Chair.

Meeting: The committee meets approximately once per month, with additional meetings or joint meetings (with the Policy Committee) scheduled as necessary. Each meeting lasts approximately two hours. If a member misses three (3) meetings in a calendar year, he/she will be replaced by appointment by the President to fulfill that member’s current commitment.

Tasks: The committee shall review alleged violations of the Rules and Regulations and conduct hearings as requested and take such action as required.

Coordination: The Compliance Committee shall work closely with the Policy Committee to maintaining and update the Rules and Regulations so as to ensure their compliance of all members.

Section 5.9: Policy Committee Structure
Membership: The committee shall be comprised of no fewer than nine (9) voting members. Non-voting members may include the Chair of the committee, the committee liaison from the Board of Directors, and the past-Chair. The Chair of the committee may be either a Subscriber or a Participant.

A Vice-Chair will be appointed by the Vice President, and will succeed the Chair when his/her term expires.

The committee shall include at least one appraiser and at least two Subscribers/Participants with greater than five (5) years of experience in the business.
All committee members must have been in the business a minimum of one (1) year. Any member may submit a nomination for consideration.

**Commitment:** Each member will serve a three (3) year term, with staggered terms to ensure committee continuity. The outgoing Chair will serve an additional year as past-Chair. Each leadership term will be for one (1) year. i.e. Vice-Chair, 1 year; Chair, 1 year; Past-Chair, 1 year.

The committee meets approximately once per month, with additional meetings or joint meetings scheduled as necessary. Each meeting lasts approximately two hours. If a member misses three (3) meetings in a calendar year, he/she will be replaced, *as appointed by the President, to fulfill that member’s current commitment.*

**Tasks:** The Policy Committee is tasked with maintaining and updating the Rules and Regulations and working with the Compliance Committee to ensure compliance with the Rules and Regulations.

The Committee writes new policy when necessary and implements and integrates policies passed down from the National Association such as IDX policies.

The Policy Committee also oversees MLS system policies, requests from membership regarding access and/or exceptions, and improvements such as new maps, changes in system features, and system upgrades and improvements.
A staff liaison structure is in place to coordinate and help facilitate committee activities. Staff liaisons are staff members of the association, selected by the Executive Vice President and have the following specific duties and responsibilities:

**Mission**
- Assists in the identification and development of effective committees and committee leadership.
- Facilitates communications among the leadership team, Chairs, Vice Chairs, directors, members and others.
- Assists Chairs and Vice Chairs in following established procedures and guidelines.

**Responsibilities of the Staff Liaison**
- Understands the priorities of the Strategic Plan and communicates them to committee leadership.
- Becomes the front-line for leadership.
- Learns and understands the issues of the committees.
- Mentors Chairs.
- Ensures that committees are properly briefed prior to taking on their new role.
- Monitors committees’ priorities and ensures that they are satisfied.
- Ensures that each committee has clear, identifiable goals (outcomes).
- Ensures that major strategies are in place to achieve such goals and that senior staff and committee Chairs are committed to achieving such goals.
- Evaluates committees’ progress against goals throughout the year in order to ensure effectiveness.
- Manages committee issues and avoids conflicts between similar committees discussing similar issues.
- Communicates with committee leadership - especially in procedural activities and in carrying messages to and from the LT and the committees.
- Communicates with senior staff in order to update or alert them to an issue or concern.
- Ensures that committee members have a meaningful experience as committee members and as individuals.
- Identifies future leadership.