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| 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 McCrary         |
| 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.”
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.