



# POLICY MANUAL





## POLICY MANUAL

Adopted on July 23, 2026

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## SECTION 1: ASSOCIATION GOVERNANCE POLICIES

### **1.1 Rules of the MetroTex Association of REALTORS®, Inc. (MetroTex and/or Association)**

The Association may adopt or be issued various kinds of rules. Below is a historical narrative concerning the rules of the Association.

MetroTex was established in the state of Texas in 1917, originally named the “Dallas Real Estate Board, Inc.,” and due to various mergers became the “MetroTex Association.” The Board originally filed Articles of Incorporation (not for profit corporate status) with the State of Texas on May 22, 1924

The most current document available is the Charter which was rendered to the Association in by the National Association of Real Estate Boards (now known as the National Association of REALTORS®). The Charter prescribes MetroTex's privileges and responsibilities, including the duty to abide by the Constitution and Bylaws and observe the Code of Ethics of the National Association of REALTORS®.

MetroTex was granted tax-exempt, not for profit 501 c (6) status by the U.S. Treasury Department, Internal Revenue Service.

MetroTex's Bylaws were adopted and have been amended at various meetings. The most recent amended version of the Bylaws is dated July 23, 2026.

MetroTex recognizes, in its Bylaws, the latest edition of Robert's Rules of Order as the authority governing procedures at all meetings and conferences of MetroTex.

In addition, MetroTex members at regular or special meetings, or MetroTex's Board of Directors, at a regular or special meeting, may adopt special rules governing meetings as found necessary to supplement or modify rules provided in Robert's Rules of Order. Special rules supersede any rules in the parliamentary authority with which they may conflict.

Standing Rules as outlined in the Policy Manual may also be adopted at any regular or special meeting prescribed procedure.

MetroTex is subject to all provisions of local, state and national law and regulation applying to professional, trade, tax- exempt, not for profit 501(c)(6) corporations.

The following documents pertaining to the rules of MetroTex are made a part of this manual or are located at the MetroTex corporate headquarters for review.

#### **1. National Association Rules**

- Constitution and Bylaws of the National Association of REALTORS®.
- Code of Ethics of the National Association of REALTORS® (“Code”)
- Charter issued by the National Association of REALTORS®.

- Membership Criteria of the National Association of REALTORS®

## 2. Federal Government Rules

- Tax-exempt, not for profit 501(c)(6) status letter granted by the US Treasury Dept., IRS

## 3. State Government Rules

- Articles of Incorporation granted by Texas Secretary of State, for MetroTex.

## 4. Association Bylaws

- Bylaws provide the foundation for Association governance and are amended by the Board of Directors and membership as outlined in the Bylaws.

### 1.2 Policy Formulation vs. Policy Administration

Distinctions are quite often obscure between and among such terms as policies, rules, positions, directives, regulations, procedures and practices. Consequently, the following shall serve as definitions for MetroTex concerning the terms used in the manual and MetroTex generally:

1. **ARTICLES AND BYLAWS** are rules governing the operation of MetroTex adopted by the members and/or the Board of Directors. In the event of a conflict between the terms of the Policy Manual and the Bylaws, the Bylaws and Articles will prevail.
2. **RULES OF ORDER AND STANDING RULES** are rules governing the operation of MetroTex adopted by the Board of Directors in session with the advice and/or recommendation of staff or legal counsel.
3. **POSITIONS** are descriptive narratives, sometimes including recommendations, outlining the concerns and/or views of MetroTex members on current issues adopted by the Board of Directors in session with the advice and/or recommendation of staff or legal counsel.
4. **PROGRAMS** are descriptions of activities relating to MetroTex adopted by the Board of Directors and/or membership in session with the advice and/or recommendation of staff or legal counsel.
5. **POLICIES** are general or fundamental principles relating to Association involvement adopted by the members of the Board of Directors or membership in session with the advice and/or recommendation of staff or legal counsel. They are broad enough to allow latitude in implementation but narrow enough to give clear guidance.
6. **PROCEDURES** are the detailed explanations, directions or actions to implement adopted articles, Bylaws, rules, positions, programs and policies selected and applied by staff with the advice and/or recommendation of the Chair. Such policies address specific directions telling how, by whom and when things are to be done.

### 1.3 Definitions

**Committees.** Committees are established as permanent bodies of the Association to oversee

defined areas of its ongoing operations, governance, and strategic initiatives. Each Committee shall have a continuing charge and such authority as may be delegated by the Board of Directors.

Committees shall carry out functions necessary to preserve, strengthen, and advance the mission and objectives of the Association, either through their own direct action or by the creation of subordinate task forces, advisory groups, or Chair's Advisory Groups ("CAGs") to accomplish specific objectives within their assigned area of responsibility.

Committees shall consist of members appointed in accordance with this Policy Manual or the Association's Bylaws. Members must apply and be accepted for service, shall be required to attend meetings, and shall perform the duties of their office diligently. Each Committee shall report to the Executive Committee and/or the Board of Directors as provided in this Policy Manual, the Association's Bylaws or as otherwise directed by the Board.

**Real Estate Profession.** The phrase "real estate profession" shall mean including without limitation the buying, selling, exchanging, renting, leasing, managing, appraising of real property for compensation, inspecting, counseling, building, developing, subdividing, or auctioning of real property.

**Member.** "Member" shall mean an individual who qualifies and is elected to any class of membership in the Association as defined in the Bylaws and who pays applicable membership fees.

**Executive Committee.** The Executive Committee of the Association shall consist of the following individuals: the Chair, Chair-Elect, Treasurer, Immediate Past Chair, and one (1) Executive Committee Member At-Large ("Executive Committee"). The Executive Committee shall have such authority and responsibilities as are expressly set forth in the Bylaws or as may be delegated by the Board of Directors from time to time, subject to applicable law. The role of the Executive Committee is often consultative, but the Executive Committee may be authorized to negotiate contracts or take direct administrative action on personnel matters regarding the CEO.

**Subcommittees.** Subcommittees may be established by the Board of Directors, the Executive Committee, or a committee to provide focused oversight, subject-matter expertise, and strategic recommendations on defined areas of responsibility within the Association's programs, initiatives, or operations.

They function as extensions of their parent committees, assisting with research, policy development, and program execution, but do not possess independent decision-making authority unless expressly delegated by the Board or establishing committee.

Membership may be open or by appointment, as determined by the creating body, with selection based on relevant experience or expertise. Attendance and participation requirements shall be set by the parent committee or governing body. Subcommittees may be ongoing or time-limited and shall automatically dissolve upon completion of their charge or when their objectives are deemed fulfilled.

**Forums.** Forums may be established by the Board of Directors, the Executive Committee, or

any Committee or Advisory Group to provide opportunities for member engagement, networking, and professional development. Forums serve as open platforms for education, dialogue, and the exchange of ideas among members and other participants in the real estate community.

Forums are advisory and informational in nature and shall not possess formal decision-making authority. They may include specialized programs, presentations, or events designed to enhance knowledge, collaboration, and the sharing of perspectives within defined areas of interest or practice.

Participation in Forums shall be open to all members of the Association. Attendance is encouraged but not mandatory; however, applicable registration or “no-show” policies may be enforced for events requiring advance registration. Forums may be organized or hosted under the direction of an Advisory Group, Committee, or staff liaison.

**Task Force.** Task Forces may be established by the Board of Directors on the recommendation of the Executive Committee, to address a specific issue, conduct in-depth analysis, or accomplish a defined short-term objective within the scope of the creating body’s authority.

Task Forces are temporary in nature and shall exist only for the duration necessary to complete their assigned charge. Each Task Force shall report its findings, analysis, or recommendations to the body that created it, which shall determine any further action or implementation based on those findings.

The composition, duties, and duration of each Task Force shall be defined at the time of its creation. Unless otherwise authorized by the Board of Directors, Task Forces shall not possess independent decision-making authority and shall be dissolved automatically upon completion of their purpose or upon determination by the creating body that the Task Force is no longer necessary.

**Chair’s Advisory Group.** A Chair’s Advisory Group (CAG) is a small, purpose-driven body appointed by the Chair, with clearly defined objectives, a specific start and end date, and measurable outcomes. CAGs are established to research, evaluate, or address targeted issues and to provide recommendations to the Executive Committee or Board of Directors. They serve as an outreach mechanism to engage members and non-members who are not otherwise involved in the governance or direction of the Association.

Appointments to a CAG shall be made by the Chair under whose term the group is expected to report, subject to the approval of the Executive Committee. Each CAG shall operate in accordance with the Association’s standard committee procedures as outlined in this Policy Manual, including documentation of its formation, stated purpose, selection process, meeting minutes, interim reports, and a final report summarizing findings and recommendations.

**Ex-Officio.** A person included by virtue of his/her/their position and considered a voting member unless otherwise stated.

#### ***1.4 Board of Directors***

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The MetroTex Bylaws establish the Board of Directors as the governing body of the Association and define its composition as set forth therein.

First and foremost, it is a policy-making body. Policy decisions are those that affect the organization as a whole, to determine mission, vision, goals, programs on the broadest scale. On the other hand, operational decisions affecting individual programs, services or people (employees), the efficiency and quality of services and day-to-day operations are the purview of the President & Chief Executive Officer.

A basic rule is that the legal entity, rather than the Board of Directors, is the holder of legal power. The powers of the Directors are not inherent in them, but in the organization as such. The principle exists that Directors or trustees exercise the powers of the organization, but do not own it. Thus, the Board of Directors has the power and duty to carry on whatever transactions the corporation or the association itself has the power to carry on. The power of the Board of Directors is superior, in ordinary matters, so long as it is exercised lawfully and in lawful transactions.

The Board of Directors is, in essence, the trustee in the literal and legal sense of the term. No matter how the organization is structured, or the degree of authority delegated to Committees, staff or affiliates, the Board - and therefore the Directors - are ultimately accountable. The Board of Directors holds in trust the principal responsibility for fulfilling the Association's purpose and mission - as well as the legal accountability for its operations. This accountability does not mean that a director should fear liability for every association loss or mishap that may occur; MetroTex Board members are shielded from liability for errors of judgment - as long as directors act reasonably and in good faith, and with the basic interests of the Association as the foremost objective.

Members of the Board of Directors shall have the utmost best interests of the MetroTex in mind at all times. Directors shall avoid any contract that may serve their personal interests and should never assume any position that brings their personal interests into conflict or competition with the interests of MetroTex.

Finally, The Board of Directors, as the elected and/or appointed officials, has the responsibility to serve the entire industry or profession. Each individual member has an important responsibility to represent and promote the best interests of the Association.

***a. Standing Rules for the Board of Directors***

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**RULE I: MEETINGS**

**Section 1.** Meetings shall be conducted in accordance with the Bylaws and Standing Rules. Cases not otherwise covered shall be governed by the most current edition of Robert's Rules of Order Newly Revised.

**RULE II: AGENDAS**

**Section 1.** Preliminary meeting agendas shall be prepared by the Chair and the President & Chief Executive Officer.

**RULE III: EXECUTIVE SESSIONS**

**Section 1.** Only voting Board members, President & Chief Executive Officer, and specified staff may attend Executive sessions unless an exception is granted by the Chair or majority of the Board present and voting. For security purposes electronic participation is prohibited.

#### **RULE IV: SPEAKER RECOGNITION**

**Section 1.** Members or Directors wishing to speak shall be recognized by the Committee Chair before addressing the body.

#### **RULE V: MOTIONS**

**Section 1.** Motions for consideration by the Board of Directors shall be submitted by individual Directors to the Committee Chair in writing, if possible.

#### **RULE VI: VOTING**

**Section 1.** Members and Directors shall be entitled to participate fully in all discussions and deliberations. However, only voting Directors shall be entitled to vote on matters before the body.

**Section 2.** Unless another form of voting is requested by a Director, voting on matters shall be by voice vote except when ballots are necessary for votes on officer and director elections, dues changes or Bylaw amendments.

**Section 3.** Roll call votes on matters may be requested by the meeting Chair or a Director. The Chair or Chair's designee shall call the name of each Director for their vote.

#### **RULES VII: POLICIES**

**Section 1.** Policies may be adopted, revised, deleted, or suspended during any Board of Directors Meeting without advance notice.

**Section 2.** Adopted policies shall not be in conflict with the Bylaws.

**Section 3.** Adopted policies shall be included in the Policy Manual.

#### **RULE VIII: MINUTES**

**Section 1.** Minutes shall be kept for all meetings of the Board.

**Section 2.** The draft minutes of the Board meetings shall be communicated to each Board Member within 3 weeks following a meeting.

**Section 3.** After the draft minutes are approved, the minutes may be made available for general distribution.

**Section 4.** The draft and official Executive Session minutes shall be maintained and available only to the members of the Board who haven't recused themselves or declared a conflict of interest.

#### **RULE IX: ATTENDANCE**

**Section 1.** Directors shall attend all regularly scheduled and special-called meetings of the Board of Directors. Absence of a Director from three (3) regularly scheduled meetings during any calendar year shall automatically terminate the Director's term of office. The Board of Directors shall elect, by majority vote, a Director to serve the unexpired term. Absence from a special-called meeting is not considered towards automatic termination.

**Section 2.** Directors of MetroTex who serve as Texas REALTOR® Directors, Regional Vice Presidents of Texas REALTORS®, and NAR Directors shall be invited to attend the MetroTex Directors' meeting following the respective function of Texas REALTORS® or NAR for the purpose of discussing items affecting MetroTex.

#### **RULE X: VOTING**

**Section 1.** Board of Director voting on election of Officers and Directors, Bylaws, Policy and annual dues amounts shall be conducted as prescribed in the Bylaws, or through policy.

#### **RULE XI: AMENDMENTS, DELETIONS, ADDITIONS, OR SUSPENSION**

**Section 1.** These Standing Rules may be amended, deleted, added to or suspended at a regular or special meeting of the Board by a majority vote of those present and voting.

#### **RULE XII: FEDERAL HOLIDAYS**

If any of the deadline dates referred to in this Policy Manual fall on a Saturday, Sunday or Federal holiday then the deadline date shall be extended to the next day that is not a Saturday, Sunday or Federal holiday.

#### **RULE XIII: QUORUM**

For the purpose of conducting the business of the Board of Directors at a duly called or scheduled meeting, a majority of Directors eligible to vote shall constitute a quorum.

#### ***b. Compliance Guidelines for the Board of Directors***

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The members of the Board of Directors of MetroTex acknowledge and accept the scope and extent of their duties as Directors. Directors have a responsibility to carry out their duties in an honest and businesslike manner and within the scope of their authority, as set forth in the Bylaws and governance policies. Directors must act within the bounds of the authority conferred upon them and with the duty to make and enact informed decisions and policies in the best interests of the MetroTex members and its staff. The Board of Directors has adopted the following Compliance Guidelines and Directors are expected to adhere to the standards of loyalty, good faith, and the avoidance of conflict of interest that follow. Board members shall not use their title of "Board member" in business negotiations.

#### ***i. Confidentiality***

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**1. Purpose and Scope.** The purpose of this policy is to ensure the confidentiality of sensitive, non-public information obtained by individuals serving on the MetroTex Association of REALTORS®, Inc. ("MetroTex") Board of Directors in connection with their governance duties. This policy applies to all individuals elected or appointed to serve as Directors of MetroTex and to individuals participating in Board or committee deliberations by invitation.

**2. Confidential Information.** "Confidential Information" means all non-public, confidential, or proprietary information belonging to MetroTex or its Associated Entities disclosed to a Director in any form, whether oral, written, electronic, or otherwise, and whether or not marked as confidential, including, but not limited to:

- Board and committee discussions and materials;
- strategic plans, budgets, and financials;

- personnel matters;
- member or customer data;
- legal matters, transactions, and negotiations; and
- third-party confidential information disclosed to MetroTex.

For purposes of this policy, an “Associated Entity” means any person or entity that is directly or indirectly controlling, controlled by, or under common control with MetroTex.

Confidential Information does not include information that:

- becomes publicly available without violation of this policy;
- becomes available to a Director on a non-confidential basis from a third party not bound by a confidentiality obligation;
- was known to a Director prior to disclosure, as supported by documentary evidence; or
- is independently developed without use of Confidential Information.

**3. Director Obligations.** Directors shall:

- safeguard Confidential Information with at least a commercially reasonable degree of care;
- use Confidential Information solely for MetroTex governance purposes;
- not use Confidential Information to the detriment of MetroTex or for personal, commercial, political, or strategic advantage;
- not disclose Confidential Information to any person or entity except to individuals with a legitimate need to know and subject to equivalent confidentiality obligations;
- promptly report suspected misuse or unauthorized disclosure;
- upon cessation of service, return or destroy Confidential Information as directed; and
- not copy (including via photography) Confidential Information in written or tangible form.

**4. Required Disclosures.** If a Director is legally compelled to disclose Confidential Information pursuant to law, regulation, subpoena, or governmental request, the Director shall, to the extent permitted:

- promptly notify MetroTex to allow MetroTex to seek protective relief; and
- provide reasonable assistance (at MetroTex’s expense) in opposing or limiting disclosure.

**5. Ownership of Information.** MetroTex retains all right, title, and interest in its Confidential Information. Disclosure under this policy does not transfer any intellectual property or other rights to a Director.

**6. Governance and Enforcement.** Maintaining confidentiality of MetroTex information is a material condition of Board service. Violations may result in corrective action, including but not limited to:

- censure,
- removal from committees or officer roles,
- suspension, or
- removal from the Board,
- consistent with the MetroTex Bylaws and applicable Board policies.

**7. Distribution and Acknowledgment**

Confidentiality agreements in line with this policy shall be distributed to all Directors at the beginning of each Board year. Directors shall acknowledge receipt and agreement as a condition of service.

## ***ii. Conflict of Interest Policy***

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**1. Purpose & Scope.** The purpose of this Policy is to uphold the integrity of MetroTex and ensure transparency and accountability in governance. This Policy establishes definitions, disclosure requirements, and procedures for managing conflicts of interest among Covered Individuals. This Policy applies to:

- Members of the Board of Directors
- Officers of the Association
- The President & Chief Executive Officer
- Committee, Task Force, and Advisory Group members acting under Board-delegated authority

These individuals are collectively referred to as Covered Individuals for purposes of this Policy.

## **2. Definitions and Conflict Standards**

### **2.1 Personal Financial Interests & Third-Party Relationships**

Covered individuals must:

- Avoid substantial financial interests in Association-affiliated businesses or competitors;
- Refrain from involvement in negotiations where they hold a personal interest;
- Disclose relationships involving Relatives or Significant Others providing goods or services to the Association.

**2.2 Employment & Promotion of Relatives and Significant Others.** The Association hires, assigns, promotes, and transfers individuals based on their qualifications, abilities, and performance. While the hiring of Relatives and Significant Others is permitted, safeguards should be in place to prevent Conflicts Of Interest. Specifically, Covered Individuals may not:

- Access confidential or sensitive information regarding a Relative or Significant Other.
- Engage in any work arrangement that may negatively impact workplace performance or objectivity.
- Participate in hiring, promotion, or evaluation processes that impact them.

**2.3 Outside Activities & Business Engagements.** Covered Individuals must ensure outside activities do not conflict with their obligations to the Association. To avoid Conflicts, holding a second job or professional affiliation with a service provider or business partner is strongly discouraged but may be permitted with prior written approval from management.

**2.4 Gifts, Entertainment, and Business Courtesies.** Exchanging business gifts and hospitality can support professional relationships but must never compromise integrity or create actual or perceived Conflicts of Interest. Covered Individuals may accept modest gifts,

entertainment, or business courtesies if they meet the following conditions:

- Directly related to Association business;
- Not tied to active procurement decisions;
- Not perceived as bribes or undue influence;
- In line with applicable laws and Association policies.

**2.5 Appointment of Relatives or Significant Others to Volunteer Positions.** Relatives or Significant Others of Covered Individuals may be appointed or elected to volunteer positions within the Association, provided that:

- The appointment is based solely on qualifications, merit, and the needs of the Association;
- The Covered Individual does not participate in any stage of the selection, appointment, discussions, evaluation, votes or removal process involving their Relative or Significant Other.

**3. Disclosure Requirements.** Covered Individuals are required to:

- Submit an initial disclosure upon appointment or election
- Submit annual disclosures thereafter
- Promptly update disclosures if circumstances change

**4. Review & Management of Conflicts.** Upon disclosure of a Conflict, the Chair shall present the matter to the Board. If the Chair has a Conflict, the Chair-elect shall bring the matter to the Board. The Board may then take one or more of the following actions:

- Take no further action;
- Ensure full disclosure to the Board and any other relevant parties;
- Require the conflicted individual to recuse themselves from related discussions and votes;
- Request resignation from the position, or initiate removal procedures if appropriate.

The CEO will monitor transactions for potential Conflicts and report concerns to the Chair.

**5. Violations.** If an undisclosed Conflict of Interest is suspected:

- The Chair shall appoint a five-member panel of Directors to investigate the matter.
- The panel may impose penalties or recommend removal.
- Any sanction must be ratified by a majority vote of the full Board (excluding the accused).
- If a majority vote is not achieved, the matter will be dismissed.

All proceedings will be handled in accordance with the Association's bylaws and any applicable policies or ethical standards.

### ***iii. Duties of the Chair of the Association***

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- a. Serves as executive elected officer representing the entire Association membership and its best interests within the limits of the Articles of Incorporation, Bylaws and Policies
- b. Serves on the Budget & Finance Committee.

- c. Serves as the chairperson of the Board of Directors and the Executive Committee and keeps them informed of the condition and operation of the Association.
- d. Serves as spokesperson for the Association in conjunction with the President & Chief Executive Officer.
- e. Monitors and coordinates the activities of the President & Chief Executive Officer in accordance with the President & Chief Executive Officer's employment and job description.
- f. Conducts the Executive Committee meeting for an annual review of organizational performance and Association effectiveness, including a review of the President & Chief Executive Officer's performance.
- g. Directs the Board of Directors in formulating policies and programs that will further the goals and objectives of the Association.
- h. Serves as official host of the Association at its events and attends other meetings/events as needed.
- i. Approves contracts, commitments and official documents that are outside the approved budget and that exceed fifty thousand dollars (\$50,000), in conjunction with the President & Chief Executive Officer as may be approved by the Board of Directors.
- j. Serves as ex-officio member of the MetroTex committees pursuant to the Robert's Rules of Order.
- k. Monitors the Association's financial position to ensure operation within the annual budget.
- l. Appoints, subject to consent of the Board of Directors, the Chair's Advisory Groups, task forces and outlines their purpose and duties and monitors their progress.
- m. Performs those duties as directed by the Board of Directors and the Executive Committee.
- n. Shall also be a Texas REALTOR® RVP, and an NAR Director.
- o. Shall attend the local, state and national meetings as budgeted.

#### ***iv. Duties of the Chair-Elect***

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- a. Assumes the responsibilities of the Chair in their absence. Assists the Chair in carrying out the functions of that office and performs specific duties delegated by the Chair. This position may be used as an orientation for the future Chair.
- b. Serves as a member of the Board of Directors and Budget & Finance Committee, and as Vice Chair of the Executive Committee.
- c. Represents the Association with other associations or organizations as requested by the Chair.
- d. Plans programs and activities appropriate for the upcoming year in concert with the Strategic Plan and in coordination with the Association.
- e. Shall also be a Texas REALTOR® RVP and an NAR Director.
- f. Serves as Chair of the North Texas Real Estate Information Network ("NTREIN" or "MetroTex MLS") Board of Directors.
- g. Shall attend the local, state and national meetings as budgeted.

#### ***v. Duties of the Treasurer***

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- a. Ensures the integrity of the fiscal affairs of the Association and serves on the Executive Committee and the Board of Directors.
- b. Serves as Chair of the Budget & Finance Committee and reviews and recommends the annual budget to the Board of Directors.
- c. Reviews monthly financial statements and reports to the Board of Directors, highlighting current and prospective variances between budget and actual, citing the reasons and authority for such variances; and reviews as necessary all financial accounts and records of the Association.
- d. Performs other duties as assigned by the Chair.
- e. Serves as the Secretary/Treasurer or Vice Chair of the North Texas Real Estate Information Network (“NTREIN” or “MetroTex MLS”) Board of Directors.
- f. Shall attend the local, state and national meetings as budgeted.
- g. Shall be a Texas REALTOR® RVP and an NAR Director.

**vi. Duties of MetroTex Directors**

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- a. Shall at all times uphold the fiduciary duties owed to the Association, including:  
 Duty of Care. Act in good faith and with the level of care that a reasonably prudent person would use in a similar role and under similar circumstances.  
 Duty of Loyalty. Always act in the best interest of MetroTex, not for personal, financial, or third-party gain.  
 Duty of Obedience. Ensure that MetroTex complies with all applicable laws, reporting obligations, and adheres to its Articles of Incorporation and Bylaws.
- b. Ensure that the needs of the membership are met. Engage in ongoing assessment of member needs through regular outreach, review of member feedback, and monitoring of satisfaction and utilization metrics to ensure programs remain responsive.
- c. Approve and evaluate programs and activities of the Association.
- d. Plan the future direction of the Association. Participate in strategic planning by establishing measurable long-term goals, monitoring progress, and adjusting direction based on data and industry trends.
- e. Establish Association policies to guide the operation of the Association.
- f. Select, hire and remove the President & Chief Executive Officer.
- g. Set financial objectives and monitor their achievement.

**vii. Duties of the Immediate Past Chair**

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- a. Serves as an ex-officio member of the Board of Directors, and as a resource to the succeeding leadership.
- b. Serves as a member of the Executive Committee and the Budget & Finance Committee.
- c. Serves and perform other duties as directed by the Chair.
- d. Serves in this office in the calendar year immediately following the year served as Chair.
- e. Serve as the Vice Chair of the MetroTex Association of REALTORS® Nominating Committee.
- f. Shall attend the local, state and national meetings as budgeted.
- g. Shall be a Texas REALTOR® RVP and an NAR Director.
- h. Serve as the NTREIS Shareholder Representative.

### **Duties of the At-Large Executive Committee Member**

- a. Serves as a voting member of the Executive Committee.
- b. Provides strategic input and perspective to ensure balanced decision-making across all areas of the Association's operations and programs.
- c. Serves on the Budget & Finance Committee.
- d. Acts as a liaison between the Executive Committee and the Board of Directors.
- e. Performs such additional duties as may be assigned by the Chair, Executive Committee, or Board of Directors.
- f. Shall attend the local, state and national meetings as budgeted.
- g. Shall be a Texas REALTOR® RVP and an NAR Director, should they meet the required qualifications and as soon as a seat is available.

### **1.5 Duties and qualifications of a (MetroTex) Texas REALTORS® Director**

- a. All candidates for Texas REALTORS® Director positions from MetroTex must be an active primary REALTOR® member of the Association.
- b. Attend all Texas REALTORS® Board of Directors' meetings.
- c. Attend the annual Texas REALTORS® Legislative Day in Austin.
- d. Keep the MetroTex Board of Directors informed of the activities of the Texas REALTORS®.
- e. Present to the MetroTex Board of Directors any programs, suggestions or concerns of Texas REALTORS®.
- f. Be familiar with all governing documents of the Association and assist in the implementation of the objectives and strategies of the Strategic Plan.
- g. Any Texas REALTOR® Director who misses more than one Texas REALTORS® Board of Directors meeting in a calendar year will be removed from their position.
- h. Although the term of office as stipulated by the Texas REALTORS® is a 3 year term, MetroTex will appoint Texas REALTORS® Directors on a two year term cycle.

### **1.6 Duties and qualifications of a Texas REALTORS® Regional Vice President**

- a. All candidates for REALTOR® Regional Vice President (RVP) positions recommended from MetroTex must:
  - i. Be an active member in good standing of MetroTex.
  - ii. Must have served on a Texas REALTORS® Committee, task force, or Texas REALTORS® Board of Directors within the past three (3) years.
- b. In addition, the candidate should have attended four (4) of the previous six (6) annual Texas REALTORS® meetings as set forth in Article VI of the Texas REALTORS® Bylaws as amended from time to time, and should have done at least one (1) of the following:
  - i. served at least one (1) year on their local Board of Directors
  - ii. served at least one (1) year on the board of a qualified institute, society, or council affiliated with NAR
- c. Attend all Texas REALTORS® Executive Committee and Board of Directors' meetings.
- d. Attend the annual Texas REALTORS® Legislative Day in Austin.
- e. Keep the MetroTex Board of Directors informed of the activities of the Texas REALTORS®.

- f. Present to the MetroTex Board of Directors any programs, suggestions or concerns of Texas REALTORS®.
- g. Be familiar with all governing documents of the Association and assist in the implementation of the objectives and strategies of the Strategic Plan.

### **1.7 Duties and qualifications of a MetroTex appointed NAR Director**

- a. All candidates for NAR Director positions from MetroTex:
- b. Must meet the NAR Director qualifications and performance expectations during their term as outlined by NAR. (Appendix E)
- c. Must have the endorsement of the local Association.
- d. Must be a REALTOR® member in good standing of a local association for at least 7 years
- e. Must have held office at the local association (Committee/, chair, vice-chair, Director or Officer).
- f. Must have served a minimum of 2 years as a Texas REALTOR® Director, or chaired a NAR Committee
- g. Must have served on a Texas REALTOR® Committee or task force for 2 of the last 3 yrs and attended 4 of the last 6 Texas REALTORS® meetings.
- h. Must complete NAR's written application.
- i. Serve as a NAR Board Director.
- j. Attend all NAR Board of Directors' meetings.
- k. Upon request, report to the MetroTex Board of Directors and members at each NAR Board of Directors meeting.
- l. Seek the opinions and/or advice of local and state Association leadership on issues under consideration by the NAR Board of Directors.
- m. Be familiar with all governing documents of the Association and assist in the implementation of the objectives and strategies of the Strategic Plan.
- n. Although the term of office stipulated by the National Association of REALTORS® is a 1-year term, MetroTex will appoint NAR Directors on a two year term cycle.

### **1.8 Duties of the President & Chief Executive Officer**

The Board of Directors shall appoint a President & Chief Executive Officer who shall be the President and chief administrative officer of the Association. The President & Chief Executive Officer shall have the authority to hire, supervise, evaluate and terminate other staff, and shall perform such other duties as prescribed by the Board of Directors. The President & Chief Executive Officer shall not hold an active Texas real estate license. In the extended absence or termination of the President & CEO, the association shall follow the prescribed "CEO Succession Plan" as outlined in this Policy Manual. (Appendix F)

### **1.9 Texas REALTORS® and NAR Director Voting**

In as much as Directors of Texas REALTORS® and NAR are elected and/or appointed by the Board of Directors of MetroTex to act and represent the membership of the local and state, those Directors should be left to cast their vote(s) according to their conscience in the best interests of Texas REALTORS® or NAR, as applicable.

Therefore, on all matters to be voted upon by the Board of Directors of Texas REALTORS® and NAR, although the Board of Directors of the Association may take a position on the

particular matter, MetroTex Directors may only suggest, but never require, that a Texas REALTOR® or a NAR Director vote for the position of the Association Board of Directors.

### ***1.10 Nominating Committee***

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- a. **Appointment of the Nominating Committee.**
- i. **Application Period.** Each year, the Association shall solicit applications from members interested in serving on the Nominating Committee. Applications shall open in early January and close no later than the end of January, with submissions completed through the Association’s website using the approved application form.
- ii. **Eligibility Review.** Upon close of the application period, staff shall conduct a baseline eligibility review to confirm that applicants meet the required qualifications. Only applicants meeting all baseline criteria shall be advanced to the Executive Committee (“EC”) for consideration.
- iii. **Executive Committee Review and Recommendation.** At or prior to its February meeting, the Executive Committee shall review eligible applicants and develop a slate of candidates to serve on the Nominating Committee. The proposed slate may include up to two (2) times the number of available positions, consistent with Board-approved guidelines. If an insufficient number of qualified applicants are received, the Executive Committee may recommend additional candidates who meet baseline eligibility requirements, subject to Board confirmation.

In evaluating candidates, the Executive Committee shall utilize an evaluation framework approved by the Board of Directors, as amended from time to time, to reflect the Association’s needs and governance priorities. Such framework may include consideration of leadership experience, relevant industry or organizational expertise, representation across the Association’s membership, demonstrated integrity, and overall professionalism and judgment.

- iv. **Board Approval.** At the February meeting of the Board of Directors, the Board shall ratify the final slate of Nominating Committee members and alternates. Upon ratification, the Nominating Committee shall be formally seated.

b. **Composition of the Nominating Committee.** The Nominating Committee shall be composed of twelve (12) members and two (2) alternates, who sit through interviews but do not score unless elevated to fill a vacancy. Of the twelve members, eleven (11) shall be voting members, and the Chair shall vote only in the event of a tie. The twelve (12) members of the Committee shall consist of the individuals described in subsections (i) through (iv) below.

- i. Chair. The Chair shall be the most recent Past President who is not the Immediate Past President (“Past President once removed”) and shall vote only in the event of a tie.
- ii. Vice Chair. The Vice Chair shall be the Immediate Past President.
- iii. Executive Committee Appointments. Two (2) members shall be appointed by the Executive Committee, each of whom i) must meet the baseline criteria; and ii) may not be current members of the Executive Committee or the Board of Directors.
- iv. At-Large Selection. The remaining voting members and both alternates shall be selected at-

large using a Board-approved rubric-based evaluation process.

- v. **Legal Advisor.** In addition to the 12 members, the Association's In-house Counsel shall serve as a non-voting, ex officio advisor responsible for ensuring fairness, neutrality, procedural compliance, and adherence to governing documents.

c. **Term Limits.** Each member of the Nominating Committee shall serve a one-year term. Except for the Immediate Past President, no individual may serve more than two (2) consecutive years. If a member is unable to continue serving due to a conflict of interest or other reason, the Executive Committee, with Board approval, shall appoint an alternate in accordance with the process described above.

d. **Chair and Vice Chair's Duties.** The Chair shall be responsible for setting the agenda, assigning interview panels, managing conflicts of interest, and ensuring adherence to the rubric. The Vice Chair shall support the Chair and assume the Chair's duties in their absence or when a conflict of interest arises.

e. **Conflicts and Vacancies.** All members of the Nominating Committee must disclose any conflicts of interest and recuse themselves from all discussion, scoring, and voting related to the affected candidate. If a member fails to voluntarily recuse themselves when a conflict exists, the Chair, or, if the Chair has a conflict, the Vice Chair in consultation with the Association's In-house Counsel, shall require such recusal. Vacancies shall be filled first by one of the two designated alternates. If no alternates remain, from the pre-vetted applicant pool of individuals who met the baseline criteria but were not initially selected. If no pre-vetted applicants remain, by appointment of the Executive Committee, subject to confirmation by the Board of Directors. If a vacancy occurs mid-cycle and no alternates are available, the Nominating Committee may continue without filling the vacancy, provided quorum is met. For purposes of conducting business, a quorum of the Nominating Committee is defined as three-fourths ( $\frac{3}{4}$ ) of the voting members.

f. **Baseline Eligibility and Requirements for Nominating Committee Service.** To be eligible for service on the Nominating Committee, an applicant must:

- a) Be an active REALTOR® Member of the Association.
- b) Be an active REALTOR® Member in good standing for at least the two (2) years immediately preceding the date of application, with dues fully paid and no unresolved ethics or professional standards violations;
- c) Not be a current candidate for Director or Officer positions during the same election cycle;
- d) Not be serving as a current MetroTex officer or director;
- e) Complete required conflict-of-interest and confidentiality disclosures; and
- f) Confirm that their primary professional occupation is in the real estate industry, even if they have additional sources of income.

Failure to maintain eligibility during the term of service shall result in removal from the Committee.

g. **Appeal/Challenge Process.** A candidate may file a written challenge limited solely to correcting clerical or procedural errors (e.g., failure to apply baseline criteria correctly, or oversight of submitted documentation). Any such challenge must be submitted to Association staff, in the manner designated by the Association, within five (5) business days following notice of ineligibility. Staff shall review the appeal and present findings for final confirmation

by the Executive Committee and/or Board of Directors, as needed. The decision on such a challenge shall be final and binding, and no further appeals shall be permitted.

h. **Duties.** The Nominating Committee shall implement and comply with the Nominating Committee Guidelines and Responsibilities of the Association as listed in Appendix C2 of this Policy Manual. The Nominating Committee shall score each Director and Officer using the rubric scoring as a guide. In addition to the scoring, the Nominating Committee shall interview all eligible candidates at times and places designed in writing by the Nominating Committee. The Nominating Committee shall furnish a written notice to each eligible candidate of the date, time and place for the interview. All candidate interviews shall be completed no later than one (1) week prior to the May meeting of the Board of Directors. With respect to the Affiliate Director position specifically, the Nominating Committee shall consider any endorsements submitted by the Affiliate Committee pursuant to the Affiliate Committee provisions of this Policy Manual. Such endorsements shall inform but not bind the Nominating Committee's evaluation. All endorsed individuals must have independently submitted a qualifying application to be eligible for consideration. On or before the May meeting of the Board of Directors, the Nominating Committee shall submit to the Board a recommended slate of candidates for Officer positions and for the available seats on the Board of Directors for the succeeding calendar year.. Any director who is elected as an officer shall vacate the current position effective at the end of the current year, and the Nominating Committee shall nominate a person to fill such vacancy.

### ***1.11 Election of Officers and Directors***

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- a. All rules, procedures, timelines, and eligibility requirements governing the election of officers and directors shall be approved annually by the Board of Directors and made available to the Members within the timeframe established by the Board. Such information shall be published through Association communication channels in a clear and accessible manner.
- b. All candidates for election as an officer or director shall be a Member in good standing whose primary professional occupation is in the real estate industry, regardless of supplemental income activities.
- c. A Member cannot simultaneously serve in more than one officer role. Election to an officer position takes precedence over election to a director position.
- d. Each year, the Association shall elect one (1) Chair-Elect and one (1) Treasurer, unless otherwise determined by the Board of Directors pursuant to these Bylaws.
- e. There shall be only one ballot allowed per Member entitled to vote in any election.

**Candidate Application and Orientation.** Each year, applications for officer and director positions shall open no later than March 1 and close on March 31. All applications must be submitted on the Association's approved form through the Association's designated submission method, properly signed and completed to be considered. A Candidate Orientation shall be conducted in April of each election year. All candidates shall be required to complete the Candidate Orientation in the same calendar year as the election. Candidates who fail to complete the required orientation shall be deemed ineligible.

f. **Candidate Disclosure Requirements.** Each candidate shall, at the time of application, complete and submit disclosures requiring the candidate to certify the following:

**Member Complaint Disclosure.** Whether the candidate has been the subject of a formal member complaint investigated by the Association that resulted in a finding of a violation, formal sanction, or disciplinary action.

**Criminal History Disclosure.** Whether the candidate has:

- i. Been convicted of any felony within the past ten (10) years;
- ii. Been convicted at any time of fraud, theft, embezzlement, breach of fiduciary duty, or any crime involving moral turpitude; or
- iii. A pending criminal charge in any of the categories described above.

**Conflict of Interest Disclosure.** Whether the candidate has any personal, financial, or business interest that could reasonably be expected to impair the candidate's ability to act in the best interests of the Association across a substantial portion of Board business.

**Dual Fiduciary Obligations.** Whether the candidate currently holds a board, trustee, or officer position in any of the following:

- i. Any organization with a contractual, financial, or advocacy relationship with MetroTex or any of its subsidiaries or affiliated entities;
- ii. Any MLS, REALTOR® association, or other real estate industry organization including without limitation North Texas Real Estate Information Systems Inc (NTREIS), the National Association of REALTORS® (NAR), Texas REALTORS® (TR) and the Texas Real Estate Commission (TREC); or
- iii. Any organization whose interests are, or are reasonably likely to become, adverse to those of MetroTex.

Candidates disclosing a dual fiduciary obligation may submit a written statement explaining how they would identify and manage any conflict arising from that obligation during their service.

**Evaluation Standard.** The Nominating Committee shall evaluate all disclosed information using the following standard: whether the disclosed matter, individually or in combination, would reasonably impair the candidate's ability to fulfill the fiduciary duties of a Director or Officer, or would create a material and ongoing conflict with the Association's interests. Disclosure alone shall not disqualify a candidate. The Nominating Committee shall apply this standard consistently across all candidates and shall document its evaluation of any disclosed matter in its records.

The Nominating Committee shall consult with In-House Counsel before making any eligibility determination based on disclosed litigation or criminal history.

**Confidentiality.** All information disclosed pursuant to this Section shall be treated as Confidential Information under Section 1.6 of this Policy Manual. Disclosure materials shall be accessible only to members of the Nominating Committee, In-House Counsel, and such staff as are necessary to administer the process. Unauthorized disclosure of a candidate's submitted materials by any member of the Nominating Committee may result in removal from the Committee and referral for further action consistent with the Association's governing documents.

**Verification.** The Association does not independently verify the accuracy of candidate disclosures. All disclosures are made by candidate certification only. The Association does not warrant or represent the completeness or accuracy of any disclosed information.

**Consequences of False or Incomplete Disclosure.** A candidate who makes a material misrepresentation or material omission in any disclosure required under this Section shall be subject to the following consequences, as applicable:

- i. Disqualification from candidacy if discovered prior to the slate being presented to the Board;
- i. Removal from the Board of Directors if discovered after seating, in accordance with the removal procedures set forth in the Bylaws; and
- ii. Referral to the professional standards process if the conduct constitutes a violation of the Code of Ethics or other membership duty.

**Incumbents.** Directors and Officers seeking re-election or re-appointment shall be subject to the same disclosure requirements applicable to first-time candidates and shall submit updated disclosure forms at the time of each application.

g. **Candidate Interviews.** All candidate interviews shall be completed no later than one (1) week prior to the May meeting of the Board of Directors.

h. **Slate Finalization and Board Presentation.** The recommended slate of officer and director candidates shall be finalized by the Nominating Committee and presented to the Board of Directors for approval at the May Board of Directors meeting and shall not include more candidates than the number of available positions.

i. **Member Notification.** The list of nominees for officer and director positions in each calendar year (the "Annual Meeting") shall be posted at the Association's office and/or distributed to Members entitled to vote by mail or electronic transmission no later than June 10.

j. **Additional Member Nominations.** After notification to the Members entitled to vote in the Annual Meeting of the list of nominees, other than for the office of Chair, additional nominations of qualified Members may be made to the Chair and President & CEO no later than the 15th day of July, provided that each nomination shall be in writing and signed by at least one percent (1%) of the Members entitled to vote in the Annual Meeting.

k. **If No Additional Nominations.** In the event there is no contest for an office or directorship of the Association in an Annual Meeting, the candidates nominated by the Nominating

Committee shall be presented at a membership meeting no later than August 10. Where the approved slate is uncontested following the additional nomination period, the candidates shall be presented to the membership at the Annual Meeting and, absent any objection or additional nominations properly submitted under subsection (h), shall be declared elected by acclamation by the Chair or presiding officer.

l. **If Additional Nominations.** If additional nominations are received in accordance with subsection (j) and are determined to qualify, such candidates shall be added to the ballot for the Annual Meeting, which shall be conducted as provided in subsection (n) below.

m. **Election Procedure.** Where additional nominations have been received and qualified pursuant to subsection (j), a contested election shall be conducted by a voting procedure approved by the Board of Directors. Each REALTOR® Member entitled to vote shall be entitled to cast a number of votes equal to the number of open positions. Cumulative voting is not permitted; therefore, no Member may cast more than one vote for any candidate. The open positions shall be filled by the candidates receiving the highest number of votes cast, unless otherwise decided by the Board of Directors.

n. **2027 Transitional Election Procedure.** For the 2027 election year only, and in addition to the procedures set forth in subsections (k) through (m), the ten (10) At-Large Director positions shall be filled as follows: (i) Where the slate of nominees is uncontested, the slate, including the ten At-Large candidates, shall be elected by acclamation pursuant to subsection (k), and term assignment shall be determined by a separate ballot conducted at the same membership meeting, with the five (5) candidates receiving the highest number of votes cast serving two-year terms, and the remaining five (5) serving one-year terms. (ii) Where the election is contested pursuant to subsections (j) through (m), term assignment shall be determined by the vote totals from that election, with the five (5) candidates receiving the highest number of votes serving two-year terms and the remaining five (5) serving one-year terms. In the event of a tie affecting term assignment under either (i) or (ii), the Chair shall break the tie by lot. e.

o. Where a contested election is conducted pursuant to subsection (n), the Chair shall appoint, with the advice and consent of the Executive Committee, a Ballot Canvassing Committee of three (3) REALTOR® Members of the Association or staff members to canvass the ballots. The Ballot Canvassing Committee shall convene in the Association's office and on the same day as the Annual Meeting, count all ballots that were timely received from Members entitled to vote.

A tabulation of the votes cast for each candidate shall be prepared, certified as correct by all the Ballot Canvassing Committee Members, and delivered to the Chair. The candidate for each position receiving the most votes shall be elected. The Chair shall cause a list of the elected directors to be posted in the Association's office and/or on the Association's website, and shall ensure Members are notified as soon as practicable following certification, and in any event no later than one (1) day after the Annual Meeting.

p. Where a tie vote occurs in a contested election conducted pursuant to subsection (n), a run-off ballot listing only the tied candidates shall be distributed to Members entitled to vote no later than August 25. The Ballot Canvassing Committee shall convene in the Association's office on the same day voting closes to (i) tabulate the votes cast and (ii) report the voting results to the Chair for the results to be posted on the Association's website and/or otherwise communicated to the Members.

## **1.12 Contested Elections**

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a. **Campaign Rules and Candidate Conduct (Contested Elections).** In the event that one or more candidates are nominated from the floor by petition in accordance with this Policy Manual, or otherwise result in a contested election for any officer or director position, the following Campaign Rules and Candidate Conduct requirements shall apply.

(1) **Association-Sponsored Candidate Forums.** The Association shall host two (2) or more official candidate forums, which may include in-person, livestreamed, and recorded formats. All eligible candidates for the contested position(s) shall be afforded equal opportunity to participate. When practicable, recordings of such forums shall be made available to the membership for on-demand viewing.

(2) **Standardized Candidate Materials.** To promote fairness and consistency, each candidate in a contested election shall be permitted to submit standardized candidate materials in a format prescribed by the Association, which may include i) A written candidate statement not to exceed two hundred fifty (250) words; and ii) A recorded candidate video not to exceed sixty (60) seconds.

All candidate materials shall be produced using Association-approved templates and shall be published or distributed in a uniform manner.

(3) **Prohibited Campaign Activities.** In a contested election, candidates shall not engage in any of the following activities:

- i. The purchase or placement of paid advertisements in any medium including print, digital, broadcast, or social media platforms;
- ii. The solicitation or use of brokerage, firm, or organizational endorsements including endorsements communicated through websites, email, or social media, that imply institutional or Association support;
- iii. The offering or provision of gifts, giveaways, incentives, or anything of value in connection with a campaign whether in person or promoted through electronic or social media

## **1.13 Installation of Officers and Directors**

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The Officers and Directors-elect shall be installed during the Installation Meeting. A pledge should be administered by a National Association of REALTORS®' elected officer, an elected officer of the Texas REALTORS® or by a person appointed by the incoming Chair of the Association. If the elected person is unable to attend, that person shall take the pledge at the first Directors' meeting in which he/she/they are in attendance.

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## **SECTION 2: COMMITTEES/TASK FORCE POLICIES**

### **2.1 Standing Rules of Committees and Task Forces**

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#### **RULE I: AUTHORIZATION**

**Section 1.** The establishment of new committees, the dissolution of existing standing

committees, or any change to a committee's name or charge shall be initiated by the Chair of the Association, with the advice and consent of the Executive Committee, and subject to confirmation by the Board of Directors. No Committee or Task Force shall be established or appointed for the purpose of circumventing or undermining any function of the Association.

## **RULE II: CHARGES**

**Section 1. Annual Review and Approval.** Each year or as required, the Board of Directors shall review and approve the annual charges of all Committees and Task Forces. Each Committee or Task Force shall prepare a proposed work plan aligned with the Association's Strategic Plan and submit such plan, together with any related budget, to the Executive Committee and Board of Directors for consideration and approval.

In exigent or emergency circumstances, the Chair may temporarily assign a charge, subject to subsequent review and ratification by the Board of Directors

**Section 2.** All Committee charges shall be designed to further the Association's Strategic Plan, and each Committee shall provide progress updates and outcome reports as requested by the Executive Committee or the Board of Directors.

## **RULE III: COMMITTEE RECRUITMENT/TERMS/SELECTION**

### **PROCESS RECRUITMENT OF MEMBERS:**

1. In line with the Association's Strategic Plan, members shall be provided with Committee Request Forms to indicate their interest in service.
2. Each Request Form shall include a clearly stated submission deadline to ensure timely and orderly appointments.
3. Members shall also be provided with applications for Chair, and Vice Chair positions, including position descriptions and eligibility requirements.
4. All members, including those in line to ascend, shall be required to complete a formal application to be considered for any Committee Chair or Vice Chair position.
5. The application shall include a statement of qualifications, relevant service history, and an option for the applicant to indicate willingness to serve as a general Committee member if not selected for a leadership role.
6. In making Committee leadership selections, input from current Chairs, Vice Chairs, and staff liaisons shall be considered as part of the appointment process.

### **COMMITTEE TERMS:**

1. Terms and limits may be as established by the Board. Unless otherwise expressly provided for a specific Committee, Committees shall not have defined terms.
2. Each Committee shall operate on an annual cycle beginning January 1, unless otherwise directed by the Board of Directors.

### **COMMITTEE SELECTION PROCESS:**

The Executive Committee shall review all applications and recommend Committee and Task Force Chairs, Vice Chairs, and members for all Committees and Task Forces with closed

membership or defined membership limits to the Board of Directors for approval. In making such recommendations, the Executive Committee shall consider input from current Committee and Task Force Chairs, Vice Chairs, and staff liaisons.

## 1. Application Timeline

|                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b><i>No later than September 1:</i></b></p> <p><i>For the 2026 application cycle only, this opening date is postponed to no later than October 1, 2026, pursuant to Board action taken August 2026; this Application Timeline shall otherwise apply as written beginning with the 2027 cycle.</i></p>   | <p><i>Applications open for Committee and Subcommittee Chairs, Vice Chairs and membership.</i></p>                                                                                                      |
| <p><b><i>No later than September 30:</i></b></p> <p><i>For the 2026 application cycle only, this opening date is postponed to no later than October 31, 2026, pursuant to Board action taken August 2026; this Application Timeline shall otherwise apply as written beginning with the 2027 cycle.</i></p> | <p><i>Deadline for general member applications.</i></p>                                                                                                                                                 |
| <p><b><i>No later than October 31:</i></b></p> <p><i>For the 2026 application cycle only, this opening date is postponed to no later than November 30, 2026, pursuant to Board action taken August 2026; this Application Timeline shall otherwise apply as written beginning with the 2027 cycle.</i></p>  | <p><i>The Executive Committee conducts its review and compiles its recommended slate for Committees with defined size or membership limits and Committee Chairs and Vice chairs for Committees.</i></p> |
| <p><b><i>No later than November 30:</i></b></p>                                                                                                                                                                                                                                                             | <p><i>Executive Committee finalizes the slate, followed by Board of Directors approval Members are then notified of their appointments.</i></p>                                                         |
| <p><b><i>January 01:</i></b></p>                                                                                                                                                                                                                                                                            | <p><i>New Committees commence their terms.</i></p>                                                                                                                                                      |

## 2. Review and Appointment.

Staff shall compile all applications into a Committee Matrix for review, including all applicants and shall identify any restrictions based on eligibility criteria, if any. The Executive Committee shall review applications and present recommended slates to the Board of Directors.

### **3. Approval and Notification.**

The Executive Committee shall approve recommended appointments, subject to Board ratification. Staff shall issue written invitations to serve and shall notify members of their Committee assignments.

All appointed committee members must sign such acknowledgment forms, agreements, and policies as the Association may require from time to time, which may include but not limited to a Code of Conduct Form, Conflict of Interest Form, Confidentiality Agreement, and Social Media Use Policy to promote alignment, accountability, and professionalism.

### **4. Composition.**

All Committees shall be composed of not less than eighty percent (80%) REALTOR® members of the Association, excluding those Committees designated as open membership (e.g., Affiliate, Global Business, Community Outreach). Non-voting ex officio members may be appointed at the discretion of the Committee. Except for the Affiliate Committee, the Chair and Vice Chair of each Committee shall be REALTOR® Members of the Association.

### **5. Vacancies.**

Vacancies on Committees with closed or limited membership (“Closed Committees”) may arise due to resignation, removal, ineligibility, failure to satisfy attendance requirements, or inability to continue service. Upon the occurrence of a vacancy, a replacement member shall be appointed by the Executive Committee, taking into consideration, where practicable, prior applicants from the most recent application cycle, demonstrated interest, relevant experience, and the needs of the Committee, and subject to Board ratification where otherwise required by the Association’s Bylaws or this Policy Manual.

A member appointed to fill a vacancy shall serve for the remainder of the unexpired term and shall thereafter be eligible for reappointment or continued service, subject to any applicable term limits or eligibility requirements.

The Association shall not be required to fill a vacancy immediately if the Executive Committee determines that the Committee may continue to function effectively with reduced membership.

## **RULE IV: MEETINGS**

**In-person First Meeting.** The first meeting of the year for every Committee shall be held in person. This meeting serves to foster community, establish expectations, and review key governance documents such as the Code of Conduct and Committee Policy.

**Hybrid and Virtual Flexibility.** After the initial meeting, Committee Chairs may determine whether subsequent meetings will be held in a hybrid, fully virtual, or in-person format, taking into account the Association’s extensive geographic footprint.

**Leadership Presence.** For any meeting conducted in hybrid format, the Committee(s) and Vice Chair are expected to be physically present at the primary meeting location with the staff liaison.

**Meeting Locations.** Committee Chairs and Vice Chairs shall determine meeting locations at the beginning of the year. While alternating sites is permissible, the Association’s Irving facility

is preferred for hybrid meetings due to its accessibility and technical capability.

### **Quorum for Committee Meetings.**

**Open Committees.** For open committees, a quorum shall consist of a majority of the active voting members recorded as present at the meeting and eligible to vote at the time the meeting is called to order.

### **Closed Committees.**

A majority of the active voting members then serving on the committee shall constitute a quorum for the transaction of business at any duly called meeting.

**Attendance.** A Committee Member who fails to attend twenty-five percent (25%) of regularly scheduled meetings provided that such failure includes absences from at least two (2) meetings, shall be subject to removal from the Committee. As needed, a replacement may be recommended to the Executive Committee by the Chairperson. Members who attend virtually are expected to be on camera and prepared to participate in order to be counted as present. Participation while driving is not permitted.

## **RULE V: OPEN MEETINGS**

Board meetings will be open and accessible to any member who wishes to attend, with the exception of personnel or other matters deemed by the Board of Directors to be of a sensitive nature, for which the Board may choose to go into Executive Session. Only the voting Officers and Directors, President & CEO, and approved staff shall be entitled to attend the Executive Session.

### **2.2 *Committees Defined***

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**Affiliate Committee.** The Affiliate Committee unites Affiliate Members to foster meaningful interaction with REALTOR® Members, promoting mutually beneficial business relationships and industry collaboration. The Committee is responsible for planning and implementing networking, marketing, and exposition events that connect Affiliate and REALTOR® Members while supporting Association programs. The Committee shall also have the first right of refusal for sponsorship opportunities associated with MetroTex events.

Additionally, no later than March 31 of each year, the Affiliate Committee may identify and endorse qualified Affiliate Members for the Affiliate Director position on the Board of Directors, encourage them to apply in accordance with the application requirements set forth in Section 11.7 of the Bylaws and Section 1.11 of this Policy Manual, and submit such endorsements to the Nominating Committee for consideration. The Affiliate Committee shall maintain standing Subcommittees for **Lenders and Inspectors**, with Subcommittee Chairs appointed by the Committee Chair, as needed.

**Budget & Finance Committee.** \*The Budget & Finance Committee is responsible for the fiscal oversight of the Association, including the review of financial reports, the annual operating budget, and the monitoring of overall financial performance including the Association's investment portfolio. The Committee shall recommend the annual budget to the Board of Directors for approval in September preceding the budget year.

The Committee shall consist of the following members, composed as follows:

- All members of the Executive Committee;
- One (1) Past Chair who is not the Immediate Past Chair of the Association;
- Five (5) members of the Board of Directors (serving one-year terms to ensure broad exposure across the Board);
- Chair and Vice Chair of the OI Committee; and
- Eight (8) general members (serving two-year staggered terms).

The Association's Treasurer shall serve as Chair of the Committee. General Members may serve a maximum of two (2) consecutive two-year terms. Members should possess experience in budgeting, accounting, or fiscal oversight.

**Bylaws Committee.** \* The Bylaws Committee is responsible for reviewing and recommending amendments to the Association's Bylaws, Policy Manual and governing documents to ensure they remain current, compliant, and aligned with the Association's operational and strategic needs. The Committee meets on an as-needed basis. The Committee is a closed committee with membership to be determined by the Chair of the Association in consultation with the Executive Committee.

**Commercial Committee.** The Commercial Committee serves the needs of members engaged in commercial real estate by providing specialized education, industry forums, and networking opportunities. The Committee focuses on advancing the knowledge, visibility, and business success of REALTORS® and Affiliate Members working in commercial markets.

**Community Outreach Committee.** The Community Outreach Committee creates and promotes opportunities for members to engage with and support the local community through volunteer service, charitable giving, and civic participation. The Committee identifies and supports programs that enhance housing opportunities, promote the value of REALTORS® in the community, and strengthen public awareness of the Association's charitable and educational initiatives.

This Committee is also tasked with addressing Housing Opportunities and may establish a dedicated Subcommittee for that purpose as needed.

**Global Business Committee.** The Global Business Committee provides education, resources, and networking opportunities for members serving international clients and markets. It promotes cross-cultural understanding, fosters global partnerships, maintains liaison relationships with affiliated multicultural real estate organizations, and advances fair housing and diversity within the industry.

**Government Affairs Committee.\*** The Government Affairs ("GA") Committee serves as the Association's advocacy and public-policy body. It identifies, researches, monitors, analyses and recommends legislative and regulatory priorities affecting the real estate industry and private property rights at the local, state, and national levels. The Committee coordinates the Association's response to Calls for Action initiated by Texas REALTORS® or NAR.

The Committee shall consist of fifteen (15) members, recommended annually by the Executive

Committee and ratified by the Board of Directors. Participation in subcommittees is open to all REALTORS® and Affiliate members of the Association in good standing. These groups serve as broad engagement pathways with no fixed membership limits.

The Association's representative to the Texas REALTORS® Political Involvement Committee (PIC) and TREPAC Trustees shall serve as non-voting observers to ensure coordination between advocacy efforts.

All members shall be REALTOR® members of the Association in good standing and shall complete annual leadership orientation.

Members should demonstrate a working knowledge of legislative and regulatory processes and a commitment to the REALTOR® advocacy mission. The composition of this Committee, including the Chair and Vice Chair representational guidelines outlined for the composition of the Board of Directors.

Members shall serve staggered two (2)-year terms. No member may serve more than two (2) consecutive full terms.

Members are expected to actively participate in legislative and policy discussions within Texas REALTORS®, ensuring that the Association's perspectives are represented at all relevant meetings and forums.

The GA Committee is responsible for:

1. Establishing and maintaining the Association's advocacy, legislative, and public-policy priorities.
  2. Establishing, as needed, and coordinating the work of Subcommittees under its purview, including Grassroots, Local Contact Program, Public Policy, Government Affairs Leadership Pipeline, and Data & Research necessary to advance its objectives.
  3. Appointing the Chairs and Vice Chairs for its Subcommittees
  4. Reviewing and recommending advocacy initiatives and corresponding budgets for consideration by the Board of Directors.
  5. Sharing information and collaborate with the Legislative Management Council (LMC) and the Leasing & Property Management Committee (LPM) on legislative or regulatory matters requiring coordination.
  6. Ensuring that Association policy positions remain consistent with programs and initiatives of Texas REALTORS® and NAR.
  7. Providing strategic oversight for local advocacy campaigns and educational outreach to members and the public.
  8. Submitting formal recommendations to the Board of Directors for approval and policy adoption.
- i. **Grassroots Subcommittee.** The Grassroots Subcommittee mobilizes REALTOR® and Affiliates Members of the Association to advocate for private-property rights, responsible growth, and real-estate related issues through outreach, education, and REALTOR® Party engagement. Serving as the Association's field-intelligence and volunteer network, the Subcommittee advances advocacy priorities established by the Government Affairs Committee

by:

- Organizing grassroots advocacy efforts, including Calls for Action, voter-engagement, and issue-mobilization campaigns.
- Building and maintaining a network of REALTOR® advocates to advance public-policy priorities.
- Serving as a communications link between members, staff, and elected officials on local issues.
- Collaborating with the Local Contact Program to ensure consistent monitoring and reporting of local-government activity.
- Supporting Texas REALTORS® and NAR initiatives consistent with Association advocacy goals.
- Providing timely feedback and recommendations to the GA Committee for review and potential submission to the Board of Directors.

ii. **Local Contact Program Subcommittee.** The Local Contact Program Subcommittee strengthens REALTOR® engagement with local elected officials and municipal staff throughout the Association’s territorial jurisdiction. Composed of REALTOR® and Affiliate members of the Association serving as liaisons to city and county officials, the Subcommittee functions as the Association’s local-government intelligence network, identifying, monitoring, and communicating emerging real-estate issues to the Government Affairs Committee (GA) and staff. Working independently in its information-gathering role while coordinating with the GA and Legislative Management Council (LMC) when strategic alignment is required, the Subcommittee:

- Builds and maintains professional relationships with assigned local officials and staff.
- Monitors local-government meetings to identify issues impacting real estate and property rights.
- Provides timely intelligence and updates to the GA and Government Affairs staff.
- Collaborates on advocacy strategies and policy recommendations affecting local jurisdictions.
- Supports grassroots and REALTOR® Party initiatives at the local level.
- Participates in annual training and maintains ongoing communication with staff.

iii. **Public Policy Subcommittee.** The Public Policy Subcommittee evaluates, advises, and recommends policy positions on issues affecting real estate professionals, homeowners, and communities across North Texas. It provides informed analysis on legislative and regulatory matters related to property rights, housing affordability, taxation, land use, and business regulation. Drawing on diverse REALTOR® perspectives, the Subcommittee ensures that MetroTex’s advocacy positions are data-driven, practical, and consistent with the priorities of the Government Affairs Committee (GA), Texas REALTORS®, and the National Association of REALTORS® (NAR). The Subcommittee:

- Reviews, establishes, and recommends public policy positions aligned with those of Texas REALTORS® and NAR.
- Develops policy positions specific to municipalities within the MetroTex Advocacy Territorial Jurisdiction.
- Collaborates with the Local Contact Program to monitor and report local government

activity.

- Provides timely feedback and recommendations to the GA for review and potential submission to the Board of Directors.

iv. **Government Affairs Leadership Pipeline (GALP) Subcommittee.** The Government Affairs Leadership Pipeline Subcommittee identifies, cultivates, and supports emerging leaders committed to advocacy and public policy within the Association. It develops programs, mentorship, and training opportunities to prepare members for service in Government Affairs related leadership roles, including but not limited to TREPAC Trustees, PIC Representatives, state and national committee participation, and Chair or Vice Chair positions within the GA structure.

Beyond leadership development, the Subcommittee connects current and future leaders, fostering a culture of collaboration, inclusion, and innovation. It assesses leadership readiness, promotes volunteer engagement, and recommends initiatives that build members' confidence, skills, and understanding of association governance. Through these efforts, the Subcommittee ensures that MetroTex continues to cultivate diverse, well-prepared leaders who embody the professionalism and integrity of the REALTOR® community. The Subcommittee:

- Identifies and mentors future volunteer leaders for Government Affairs related roles within the Association.
- Develops programs and resources that promote leadership readiness and understanding of advocacy processes.
- Coordinates with the GA and staff to align leadership development with broader advocacy goals.
- Supports Texas REALTORS® and NAR initiatives consistent with Association objectives.
- Provides recommendations and progress reports to the GA for review and action.

v. **Data & Research Subcommittee.** The Data & Research Subcommittee provides expert, accurate and up-to-date guidance in collecting, analyzing, and interpreting housing, economic, and market data that inform the Association's advocacy and decision-making. By producing timely and actionable insights, it enhances MetroTex's ability to anticipate industry trends, support policy development, and communicate market intelligence to members and the public. The Subcommittee:

- Oversees research projects and data initiatives that support evidence-based policy positions and advocacy strategies.
- Collaborates with the Local Contact Program to monitor local government and market conditions.
- Partners with external organizations, universities, and agencies to expand data sources and improve analysis.
- Delivers findings and recommendations to the GA and Board of Directors to inform public policy and communication efforts.

**Government Affairs Forum.** The Government Affairs Forum serves as the Association's primary venue for member education, communication, and engagement on public-policy and advocacy issues. It provides a platform for the Government Affairs Committee (GA),

Legislative Management Council (LMC), and their subcommittees to share information, host discussions, and highlight REALTOR® advocacy efforts. The Forum:

- Hosts educational programs, panels, and discussions featuring elected officials and community leaders on legislative and policy issues.
- Promotes REALTOR® Party initiatives, Calls for Action, and advocacy successes to strengthen member engagement.
- Facilitates dialogue between members, staff, and leadership on current and emerging public-policy issues.
- Coordinates with the GA and LMC to ensure message alignment and consistency across all advocacy communications.
- Maintains a professional, non-partisan environment focused on education, transparency, and collaboration.
- Collaborates with the Leasing & Property Management Committee on forums where legislative, regulatory, or market-related topics overlap, ensuring members receive cohesive and comprehensive information.

**Installation and Awards Committee\*.** The Installation and Awards Committee may be established at the discretion of the incoming Chair as an ad hoc committee to assist with planning, promoting, and supporting the Association’s annual Installation and Awards events. The Committee is responsible for helping to secure advertisers and sponsors, coordinate event logistics, and ensure recognition of incoming leaders and award recipients.

Committee members, including the Chair and Vice Chair, shall be appointed by the incoming Chair of the Association. The size, composition, and duration of the Committee shall also be determined by the incoming Chair.

**Legislative Management Council.\*** The Legislative Management Council (LMC) is a standing committee of the Association responsible for all political engagement, and candidate support activities, consistent with applicable laws, TR and NAR policies, and the Association’s political and tax-compliance requirements. As the central coordinating entity for the Association’s political activity within the framework of Texas REALTORS® (“TR”) Region 12, the LMC oversees legislative engagement, candidate support, and Political Involvement Committee (PIC) functions.

The LMC operates independently from, but in coordination with, the Government Affairs Committee (GA). Under a defined “no overlap” structure, each committee retains authority within its assigned scope while collaborating as appropriate to ensure a unified REALTOR® advocacy strategy.

The LMC has final authority over all local candidate endorsements and contributions. It also makes recommendations to TREPAC for state-level endorsements and to RPAC for federal endorsements, subject to approval by those bodies. In addition, the LMC approves opportunity race requests, coordinates issue-mobilization requests to Texas REALTORS® or the National Association of REALTORS® as appropriate, and exercises final approval over direct campaign expenditures in accordance with governing policies.

The LMC shall operate independently from the Executive Committee and the Board of

Directors but shall report its recommendations, decisions, and updates to the Executive Committee and/or the Board of Directors in a manner that preserves required confidentiality, complies with all state and federal campaign-finance laws, and maintains the Association's tax-exempt compliance obligations. The LMC shall have final decision-making authority, within the limits of applicable law and TR/NAR policy, on the following matters:

- Candidate Support Recommendations including endorsements and candidate interview outcomes while maintaining strict confidentiality over all interviews, discussions, and deliberations.
- Ensuring all endorsement and contribution activity complies with law, TREPAC requirements, and Association policy.
- Opportunity Races and designation and prioritization of competitive political races; and
- Direct Campaign Expenditures (DCEs) including authorization and coordination in compliance with TR guidelines.
- Ensuring all endorsement and contribution activity complies with law, TREPAC requirements, and Association policy.
- The LMC shall also be responsible for planning annual election-engagement activities and advocacy strategies, to be initiated each year no later than October for the following election cycle.

The LMC shall consist of not fewer than nine (09) and not more than fifteen (15) voting members.

The Region 12 Texas REALTORS® Political Involvement Committee (PIC) shall serve as Standing Member of the LMC by virtue of their position ("ex officio" with vote) whereas the TREPAC Trustees shall serve as non-voting observing members.

Members must be REALTORS® of the Association in good standing with demonstrated political or advocacy experience. Eligible members must have previously served in one or more of the following roles:

- a. TREPAC Trustee
- b. Member of the Board of Directors
- c. Political Involvement Committee (PIC) member
- d. Federal Political Coordinator (FPC)
- e. MetroTex Advocacy Advisory Group (AAG), CCAR Legislative Management Team (LMT) or its equivalent
- f. Chair or Vice Chair of Government Affairs Committee
- g. Chair or Vice Chair of the legacy CCAR TREPAC Committee
- h. Chair or Vice Chair of the Leasing & Property Management Committee

Active elected officials, precinct judges and current Executive Committee members are ineligible to serve on the LMC.

**Term & Term Limits.** Members shall serve staggered three-year terms, with initial appointments adjusted as necessary to establish staggered rotation. No Member may serve more than two (2) consecutive full terms.

**Appointment and Leadership.**

1. The Executive Committee shall appoint all members of the LMC.
2. The Chair of the LMC shall be selected by and from among the members of the LMC at its first organizational meeting each year.
3. Staff liaisons from the Government Affairs Department shall support the work of the LMC and ensure compliance with all applicable procedures and reporting requirements.

#### Meetings and Reporting.

The LMC shall meet as necessary to fulfill its responsibilities, with at least one organizational meeting held annually to establish election and advocacy priorities. The LMC shall report its recommendations and actions to the Executive Committee and/or the Board of Directors for informational purposes and coordination with the broader strategic goals of the Association.

**Candidate Interview Panels.\*** The Candidate Interview Process (“Process”) shall be administered under the oversight of the Legislative Management Council (“LMC”). The Process shall ensure transparent, consistent, and compliant evaluation of candidates for public office within the Association’s advocacy territorial jurisdiction in alignment with the Association’s mission to promote homeownership, protect private property rights, and advance the real estate industry.

Candidate Interview Panels shall consist of up to ten (10) members appointed by the LMC, including the Chair and the Vice Chair at the start of each election cycle, in accordance with the selection criteria below. Members may volunteer to serve on interview panels for one (01) year terms and for specific counties or races, particularly those where they reside, work, or are otherwise engaged in the community.

#### Eligibility and Training.

1. REALTOR® members of the Association in good standing.
2. Members must have successfully completed the required Interview Orientation and Training within the preceding two (2) years prior to service, which shall include instruction on the candidate questionnaire, relevant policy issues, and the criteria governing decision-making.
3. Panelists must reside or work in the jurisdiction they are assigned, or otherwise demonstrate meaningful engagement or familiarity with its local governance, political context, or community issues.
4. The Legislative Management Council (“LMC”) may, at its discretion, request additional information from members to verify eligibility, professional background, subject-matter expertise, impartiality, professionalism, and a commitment to REALTOR® advocacy principles.

As a condition of participation, all Interview Panelists shall execute and submit the following documents prior to service:

1. A Confidentiality Agreement;
2. A Conflict of Interest Disclosure; and
3. A Social Media Use Agreement.

The panels are responsible for:

1. Conducting structured interviews of municipal, county, state, and federal candidates as directed by the Committee asking only real-estate-related issues during candidate interviews.
2. Reviewing candidate questionnaires distributed by staff.

3. Maintaining accurate records of candidate responses, deliberations, and recommendations.
4. Developing written support recommendations for Committee review and final action.
5. Preserving confidentiality throughout the process and upholding professional standards of conduct.
6. Ensuring that all interactions reflect the Association's commitment to professionalism, neutrality, and fair evaluation.

**Opportunity and Innovation (OI) Committee\*.** The OI Committee evaluates and recommends new revenue opportunities, investment strategies, and the use of technology and reserve funds to promote the Association's financial growth and sustainability in alignment with its primary purpose. The Committee provides recommendations to the Budget & Finance Committee and the Board of Directors.

The Committee shall be composed of up to fifteen (15) members appointed based on demonstrated expertise in finance, commercial real estate, technology, or business development. Members shall serve two-year staggered terms, with a limit of two (2) consecutive terms.

The Chair and Vice Chair of the OI Committee shall concurrently serve as general members of the Budget & Finance Committee to ensure coordination and information exchange.

**Professional Development Committee.** The Professional Development Committee oversees the educational programming of the Association, ensuring a high standard of professional development, continuing education, and industry training. The Committee advises on curriculum, course offerings, and credentialing opportunities to meet member needs and advance professional excellence.

The Committee shall maintain standing Subcommittees for **Contracts & Forms** and **Curriculum** established for the specific purpose of educating members on updates to Texas Real Estate Commission and Texas REALTORS® contracts. The Chairs of these Subcommittees shall be appointed by the Committee Chair.

**Leasing & Property Management Committee.** The Leasing & Property Management ("LPM") Committee identifies, monitors, and advises on policy and regulatory issues affecting leasing and property-management professionals within the Association's territorial jurisdiction. The Committee provides specialized insights, analysis, recommendations, and supports members through educational programs, workshops, and forums. The LPM Committee operates in conjunction with the Government Affairs Department and Committee, which provides staff support to coordinate meetings, communications, and issue research. The Chair and Vice Chair shall be appointed in accordance with the Association's standard committee appointment procedures. The LPM Committee is responsible for:

- Monitoring legislation, regulations, and ordinances that affect leasing and property-management professionals.
- Identifying and analyzing emerging issues impacting property management practices, housing policy, and rental markets.
- Developing policy recommendations and issue briefs for review by Government Affairs

Committee, as appropriate, and for potential submission to the Board of Directors.

- Collaborating with the Government Affairs Committee to develop or recommend educational programs relevant to leasing and property management and referring CE-eligible topics to the Professional Development Department.
- Serving as a conduit for feedback between practitioners, the Government Affairs Committee, and Association leadership on regulatory and operational challenges relating to leasing and property-management.
- Ensuring that all actions, recommendations, and communications align with Association policy and advocacy priorities, maintaining a clear separation from political endorsement or campaign activities overseen by the Legislative Management Council.

**Nominating Committee\*.** The Nominating Committee serves as the impartial, competency-based body responsible for identifying, evaluating, and recommending qualified candidates for MetroTex leadership positions. Its mission is to ensure a transparent, equitable, and merit-driven selection process that elevates strong, ethical, and representative leaders who reflect the diversity, professionalism, and strategic vision of the Association.

**Volunteer Leadership Development Committee.** The Volunteer Leadership Development Committee identifies, cultivates, and mentors future Association leaders. It manages leadership development programs, alumni engagement, and mentorship initiatives to strengthen the pipeline of qualified volunteers at the local, state, and national levels.

Members would be limited to individuals who have graduated from a leadership program (e.g., TRLP) or have served in a leadership position at the local, state, or national level.

The Committee shall maintain a **TRLP Alumni** Networking Group. A point person from each class will be selected to convey information back to their class, and the Volunteer Leadership Development Committee Vice Chair shall oversee the Networking Group. There is no requirement to be part of the Volunteer Leadership Development Committee to participate in the TRLP Alumni Networking Group, and committee attendance requirements are not mandated for this group. TRLP Alumni Networking Group members are required to be TRLP Graduates.

**North Texas Young Professionals Network (NTYPN).** The North Texas YPN Committee engages members who are young or new to the real estate business through networking, education, and community involvement. It encourages participation in Association activities, volunteerism, and leadership opportunities.

\* These Committees are closed to non-Committee members.

### **2.3 *Special Forums/Programs***

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a. **FORUMS.** Committees may plan and coordinate “Forums” for the purpose of offering networking events, specialized educational, and informational programs. Forums are open to all members throughout the year, without term limits.

b. **TEXAS REALTORS® LEADERSHIP PROGRAM (TRLP).** \*\* MetroTex provides leadership training through its “TRLP.” TRLP follows the guidelines as established by the

Texas REALTORS®.

\*See *TRLP Alumni Subcommittee Guidelines* in Appendix A

\*\* Find *Texas REALTORS® Leadership Program Rules and Regulations* in Appendix B

#### **2.4 Responsibilities of Committee Chair**

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The Committee Chair is responsible for leading the Committee in a manner that advances the mission, strategic goals, and best interests of the Association. The Chair shall act impartially, avoid conflicts of interest or self-dealing, and ensure the Committee's work remains aligned with the Association's priorities. The Chair shall:

1. Collaborate with MetroTex staff and key Committee members in advance of meetings to establish objectives, develop agendas, and prepare materials.
2. Lead Committee meetings by fostering productive discussion, encouraging diverse perspectives, and guiding deliberations toward clear outcomes.
3. Ensure, in coordination with staff, that accurate minutes are maintained, motions are properly recorded, and required reports are prepared and retained.
4. Monitor progress on assigned tasks and follow up with individual members to ensure timely completion.
5. Encourage active participation by Committee members and align individual skills and expertise with the Committee's objectives.
6. Maintain familiarity with Association policies, governing documents, and the work of other Committees to avoid duplication of effort.
7. Participate in annual leadership training, orientation, and planning meetings as required.
8. Periodically review and evaluate the Committee's work plan, progress, and outcomes.
9. Perform such additional duties as may be assigned by the Chair of the Association or the Board of Directors.

#### **2.5 Responsibilities of Vice Chair**

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1. The Vice Chair supports the Committee Chair and serves as a leadership resource to the Committee. The Vice Chair shall:
2. Assume the duties of the Chair in the Chair's absence, incapacity, or recusal.
3. Assist the Chair in carrying out Committee responsibilities and initiatives.
4. Perform other duties as assigned by the Chair.
5. Participate in annual leadership training, orientation, and planning meetings.
6. Maintain familiarity with the Association's governing documents and assist in advancing the Association's Strategic Plan.

#### **2.6 Responsibilities of Committee Members**

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Committee members are expected to contribute actively, professionally, and constructively to the fulfillment of the Committee's charge. Committee members shall:

- Conduct all Committee business in alignment with the mission, goals, and best interests of the Association, avoiding conflicts of interest or self-dealing.
- Respond promptly to communications related to Committee work.
- Notify the Chair or staff liaison as soon as practicable if unable to attend a meeting.

- Ensure their employer or brokerage is aware of their volunteer commitments.
- Review agendas, materials, and background information in advance of meetings.
- Participate respectfully in discussions, value differing viewpoints, and seek clarification when needed.
- Complete assigned tasks and follow through on commitments in a timely manner.

## ***2.7 Role of Committee Staff Liaison***

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Staff liaisons provide administrative, operational, and policy support to Committees while respecting the advisory role of volunteer leadership. Staff liaisons shall:

- Support Committee operations by coordinating meetings, materials, and communications.
- Provide guidance on Association policies, procedures, and applicable governance requirements.
- Offer recommendations and clarification as appropriate, without supplanting the Committee's advisory role.
- Ensure Committee activities comply with Association policies and procedures.

The President & Chief Executive Officer retains authority over internal staffing decisions and the allocation of Association resources.

## ***2.8 Executive Committee***

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**Purpose:** To conduct the affairs of the Association in accordance with the policies and instructions of the Board of Directors and to make recommendations concerning any policy changes of the Association to the Board of Directors.

The Executive Committee is responsible for ensuring that the Association's overall goals are met. The Executive Committee's agenda should focus on the Association's strategic initiatives and oversight of allocation processes and results.

**Composition:** The Executive Committee shall consist of the Chair, Chair-Elect, Treasurer, Immediate Past Chair, and one (1) Executive At-Large. In addition, the Association's President & Chief Executive Officer shall serve in an ex-officio, non-voting capacity.

The Executive Committee has the authority to take executive action on matters that may arise between the regular meetings of the Directors, and has the duty to recommend to the Directors appropriate action in regard to policy decisions and general executive decisions that the Directors must make from time to time.

### **Areas of Responsibility:**

1. Provide budget oversight of all programs as outlined in the budget policies.
2. Hire the Chief Executive Officer, enter into an employment agreement as appropriate and approve extensions to such agreement as specified in the agreement.
3. Conduct an annual review of the CEO.

4. All personnel issues dealing with the CEO, including the annual review process, shall be conducted by the Chair, Chair-elect, Immediate Past Chair and Treasurer. However, the full Board of Directors shall vote on the hiring and firing of the CEO.
5. Review the annual budget as submitted by the Budget and Investment Committee and make recommendations on a draft budget to be presented to the Board for approval.

**Meeting Procedures:** Meetings shall be chaired by the Chair and conducted in accordance with the Bylaws and the intent of Standing Rules for the Board of Directors. Agenda items should be presented to the Chair and the Chief Executive Officer at least ten (10) days prior to a meeting whenever possible. The Executive Committee, between meetings of the Board of Directors, may act upon matters of policy subject to Board ratification at its next meeting, that are necessary to conduct the affairs of the Association. In addition, the Executive Committee shall review the progress of the Association, including work of standing and other Committees task forces, CAGs, administration, and periodically report its findings, conclusions and recommendations.

**Virtual Participation.** The format of Executive Committee meetings, whether in person, hybrid, or fully virtual, shall be at the discretion of the Chair. A member participating by approved electronic means shall be deemed present for purposes of quorum and attendance, provided that such participation enables the member to hear all discussion and to be heard by all other participants in real time.

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## SECTION 3: FINANCIAL POLICIES

### **3.1 Budget Timeline**

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**No later than April 30** – Strategic Planning Conducted & Draft Plan Formulated

**No later than May 31** – Board of Directors will review and approve the Strategic Plan

**No later than June 30** – Committee Chairs, Vice Chairs and staff liaisons begin developing Committee Business Plans based on approved Strategic Plan.

**No later than July 31** – The Budget & Finance Committee will meet to set the preliminary membership projections for the following year.

**No later than July 31** - Detailed budget and history reports through June 30<sup>th</sup> are provided to Committee Chairs and Senior Staff for finalizing Budgets and Business Plans

**No later than July 31** - Senior Staff return budget projections and Business Plans for their areas to the Director of Finance for assembly.

**No later than July 31** – a partial Draft operating budget for following year. Details reviewed by CEO and Senior Staff..

**No later than August 31** – The Executive Committee will review and approve the NTRER Management Fee that will be assessed through the MetroTex budget.

**No later than October 31** – The Executive Committee will finalize any Operating Budget issues before sending the Budget to the Board of Directors for approval at its November meeting.

**No later than November 30** – The Board of Directors will meet and may amend the proposed budgets, if necessary, prior to final approval.

**January 1**– New Budget Cycle commences.

### ***3.2 General Dues / Fee Policies***

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- a. **DUES & FEES.** Payment of dues and fees is subject to the Bylaws and is a membership obligation. MetroTex does not accept personal checks or cash for any dues, fees, or store purchases.
- b. **ANNUAL DUES PAYMENT.** Dues are assessed annually by the Board of Directors in accordance with the Bylaws. Dues are the property of the Association and are non-refundable after December 31st.

Note: The Institutes, Societies and Councils of the National Association shall be responsible for collecting and remitting dues to the National Association for Institute Affiliate Members \$105. The National Association shall credit \$35 to the account of a local association for each Institute Affiliate Member whose office address is within the assigned territorial jurisdiction of that association, provided, however, if the office location is also within the territorial jurisdiction of a Commercial Overlay Board (COB), the \$35 amount will be credited to the COB, unless the Institute Affiliate Member directs that the dues be distributed to the other board. The National Association shall also credit \$35 to the account of the state associations for each Institute Affiliate Member whose office address is located within the territorial jurisdiction of the state association. Local and state associations may not establish any additional entrance, initiation fees or dues for Institute Affiliate Members but may provide service packages to which Institute Affiliate Members may voluntarily subscribe.

- c. **DELINQUENCY.** If the annual dues are not paid by December 31st of each year, the dues shall be declared delinquent. The Board of Directors will determine the amount of a late fee for payments received after December 31st. After January 30<sup>th</sup>, a notice shall be sent to the delinquent member's designated broker, indicating non-payment of dues and given 15 days to cure such delinquency.
- d. **APPLICATION FEE AND REQUIREMENTS.** The application fee must accompany the application for membership. All requirements for membership, including orientation, must be completed within sixty (60) days of application or Association services are suspended.
- e. **FAILURE TO COMPLY WITH NAR MANDATORY CODE OF ETHICS COURSE REQUIREMENTS.** MetroTex staff shall send a notice to members who are out of compliance with Article V, Section 5 of the Bylaws indicating those members have until December 31st to complete the course (online or in person) or will be subject to suspension

of membership outlined in Article V, Section 5 of the Bylaws.

Failure to satisfy the required periodic ethics training shall be considered a violation of a membership duty. Failure to meet the requirement in any three-year cycle will result in suspension of membership for the first two months (January and February) of the year following the end of any three-year cycle or until the requirement is met, whichever occurs sooner. On March 1 of that year, the membership of a member who is still suspended as of that date will be automatically terminated.

### ***3.3 General Financial Policies***

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- a. All items under Financial Policy 3 shall be reviewed and updated prior to the annual budget preparation process.
- b. **ANNUAL BUDGET.** The annual budget shall be submitted to the Directors in November for approval, preceding the budget year.
- c. The Board of Directors shall supervise the expenditure of the Association's funds and shall designate the depository in which such funds are deposited. The Chair, Chair Elect, Treasurer, Chief Executive Officer or CEO's designee are authorized to sign the checks on the Association's checking accounts.

Contracts and agreements with vendors can only be entered into by the Association with the approval of the Board of Directors and executed by the CEO, or CEO's designee, as defined by the limits placed on expenditures for budgeted and non-budgeted items.

Investments and reserves shall be governed by the Investment Policy approved by the Board of Directors.

The Chair shall cause an audit of the Association's financial statements annually and review such audit with the Board of Directors. The Association Chair may review the checking accounts monthly and date and initial the review by the last check written. The Directors shall review the monthly financial reports. No distribution of funds shall be made without proper invoice or receipt being submitted.

- d. **SPENDING FOR NON-BUDGETED ITEMS.** Non-budgeted items are reviewed by the Executive Committee and if recommended, are presented to the Board of Directors for approval. No personal loans shall be made to staff without the approval of the Board of Directors.
- e. **RESOLUTION OF DEPOSIT.** WHEREAS: The MetroTex Association of REALTORS®, Inc. is a not-for-profit corporation receiving dues, fees and other monies from its members, and

WHEREAS: These funds should be deposited in a financial institution within the jurisdictional boundaries of the Association; now therefore be it:

RESOLVED: That all FDIC or FSLIC insured financial institutions within the jurisdictional

boundaries of the Association that are duly authorized Texas banking institutions be acceptable depositories in which funds of the Association may be deposited; further, that any officer of the Association is hereby authorized for and on behalf of the Association to open an account or accounts with said financial institutions, to accept the provisions and conditions set forth on the financial institutions' required signature card(s) relating to said account or accounts, and to make arrangements for the conduct thereof as he/she/they shall deem proper; and that the Chief Executive Officer or his/her/their designee of the Association be duly authorized to sign checks that indebted the Association and further, that any one of the following named Officers of the Association shall also be authorized to sign checks indebteding the Association effective during the duration of their elected term: Chair, Chair-Elect, and Treasurer.

And be it further:

RESOLVED: That one signature of any of the above-named representatives of the Association be required to withdraw funds or close established accounts with any duly authorized depositor(s); and be it further:

RESOLVED: That the approved depositories be authorized and directed to honor and pay checks that are properly executed in accordance with the Bylaws and this resolution; and be it further:

RESOLVED: That the foregoing resolution shall remain in full force and effect until written notice of the amendment or rescission thereof shall have been delivered and receipted by the depository institution; and be it further:

RESOLVED: That the Chief Executive Officer of the Association be, and he/she/they hereby is, authorized and directed to certify to the Bank that these resolutions and the provisions thereof are in conformity with the Articles of Incorporation and the Bylaws of the Association.

- f. **CHECKING RECONCILIATION.** Monthly bank statements shall be reconciled with the respective general ledger account balance.
- g. **PERSONAL VEHICLE USE REIMBURSEMENT POLICY.** The owner of a vehicle that is used for authorized association business will be reimbursed at the IRS allowable rate per mile. The allowable rate per mile changes periodically and is updated on the Concur Solutions software. Personal auto mileage is reimbursable only when other modes of transportation are unobtainable, or when personal auto use is less expensive or equal to other available modes of transportation. When submitting expense reports, miles are reported using the Concur Solutions software mileage calculator. The "Business Purpose" as well as "From Location" and "To Location" fields are required for each trip submitted for mileage reimbursement.

Parking/tolls: Actual cost is reimbursed. Original receipts or toll tag statement should be provided. The Association will not reimburse for valet parking services at airports.

- h. **ASSOCIATION RELATED TRAVEL.** All items of Association related travel shall be reviewed and updated prior to the annual budget preparation process and reviewed by

Budget & Finance Committee annually.

- i. **TRAVEL EXPENSES.** The travel policy shall cover travel expense reimbursement to all meetings considered regular and normal, local, State, Regional or National, approved by the Board of Directors. The Board of Directors reserves the right to determine in their annual budget who gets reimbursed for travel expenses.
- j. **REIMBURSEMENT.** The Association expense reimbursement policies have been formulated to comply with the regulations of the Internal Revenue Service (IRS). The IRS establishes an “accountable plan” travel-expense allowance based on what is considered to be ordinary, necessary, and directly related to the active conduct of one’s trade or business. Accordingly, the Association limits of reimbursement may seem somewhat restrictive. Expenses must be actually incurred and documented by dated and itemized receipts in order to warrant reimbursement under the Association policies. “Trade-offs” (i.e., submission of an expense voucher for other expenditures in lieu of transportation, lodging, and meals) do not meet the IRS criteria of “directly related” and therefore are not reimbursable.

When receipts are submitted for reimbursement, the Association limits, as stated herein, apply. **Detailed itemized receipts including date of service, itemization of expense and gratuity are required for ALL receipts.**

**k. REIMBURSEABLE EXPENSES DEFINITIONS EXPENSE REPORT FORMS**

The Association, Inc. travel reimbursement process is initiated with the submission of a travel expense report through the SAP Concur App and the Concur Desktop reporting via [www.concursolutions.com](http://www.concursolutions.com). You will receive account credentials in order to use these tools. They are designed to assist you in organizing and accounting for essential information necessary to receive reimbursement. The SAP Concur app allows you to take pictures of your receipts. These pictures will download automatically to your Concur Solutions account.

Information such as time, place, and business purpose of the meeting attended, type of expense, related cost, and the party to be reimbursed are required and will be notated through the Concur Solutions Desktop software. All travel expense reimbursement requests will be completed and submitted online through the Concur Solutions Desktop software. Detailed and itemized receipts and complete information must be submitted to receive reimbursement.

All expenses must be submitted within 30 days of the completed trip. Those expenses submitted after 30 days, under special circumstances, may be approved. Except for special circumstances, no expenses will be reimbursed if submitted more than 60 days after the expense is incurred.

**GENERAL EXPENSE REIMBURSEMENT GUIDELINES**

**General Note**

All expenses are strictly based on the number of days the individual must be in attendance. If an individual chooses to arrive early or remain after the conclusion of his/her/their business required stay, all additional expenses (lodging, meals, communication, etc.) will

be paid by the individual.

### **Reimbursement Limitation**

Travel reimbursements, as approved by the Budget and Finance Committee and MetroTex Board of Directors, are intended to offset travel expenses for members serving in leadership roles and representing the Association at the state and/or national level. A member who serves in multiple roles where a reimbursement is budgeted, will indicate which reimbursement they will be utilizing when submitting their expense report. A member will be required to designate this for each conference attended, and under no circumstance will more than one MetroTex approved reimbursement be permitted for any single conference or event attended. (i.e. Members are limited to one eligible reimbursement per conference.)

### **Transportation**

**Air:** Airline reservations should be made as far in advance as possible to take advantage of purchase discounts. All individuals should look for the least expensive flight and not settle for one carrier in order to receive points, miles, credits, perks, etc. Commercial air travel is reimbursed at the coach-class rate. Preferred seating costs will not be reimbursed. Any lost refund resulting from cancellation or rescheduling of air travel is the sole responsibility of the individual, unless related to a documented and legitimate business reason. Curbside baggage-handling fees are reimbursed at the actual cost, plus \$3 per bag/box for a tip. The cost for bags/boxes exceeding the weight limit or number of bag limit will not be reimbursed. All unused flight coupons or airfare tickets must be submitted at the time the expense report is submitted. Any upgrades or enhancement to trips is considered personal expenditures and will not be reimbursed. In these circumstances, the cost of a coach ticket (with all available discounts applied) for the same trip should be determined, and verification printed out. This documentation must be submitted with the receipt for the actual ticket and reimbursement will be made based on the cost of the coach ticket.

**Limo/taxi/bus:** Actual cost is reimbursed, and original receipts must be provided. When traveling by taxi, shuttle, limo or other forms of miscellaneous transportation (excluding auto and air) individual must clearly write on the receipt where individual is traveling and for what business purpose. Tipping for taxi/limo shall not exceed 20% of the actual fare.

**Rental car:** Rental cars are reimbursable only when other modes of transportation are unobtainable or are more expensive. Insurance shall not be purchased when renting. Individuals must notify the Association and the car rental agency, if applicable, of any type of accident, minor or major, that such individual was involved in within 24 hours of the occurrence.

**Lodging MetroTex Limit:** The actual cost of the room, based on a single-room rate for the facility is the reimbursable limit. If attending a meeting or conference where a special rate is negotiated (i.e., meetings of the Texas REALTORS® or the National Association of REALTORS®), the reimbursement will be limited to the negotiated rate. Should you choose to stay at a different facility; the limit of the reimbursement will be based on the negotiated rate at the stated meeting facility. If you choose to stay at a different facility, it is your responsibility to cancel any reservation that the Association may have made for you at the original facility to ensure reimbursement. When direct billing of lodging expenses to the Association has been arranged, personal or non-reimbursable expenses are considered your

responsibility and should be settled with the facility at check-out. If expenses are reimbursable, original receipts should be attached to the expense report. Overnight lodging is not reimbursable for meetings held in the DFW metroplex, or when the first meeting starts at or after 10:00 a.m. and the last meeting adjourns by 4:00 p.m., unless travel time exceeds three hours one way or commercial travel modes do not accommodate the meeting's start or end time. Any exceptions to this policy are subject to approval prior to incurring the expense.

**Tippling:** For a maid, \$5 per day per room is reimbursable. For a bellhop or doorman, \$2 per bag is reimbursable. Personal or non-reimbursable expenses include but are not limited to:

- Entertainment such as in-room movies, tours, or any other non-business function
- Books, periodicals or magazines
- Airline headsets for movies
- Childcare/animal care
- Laundry service (for travelers away less than five business days)
- Barber or beautician services
- Toiletries and other personal items
- Spa service or Fitness-center fees
- Golf fees
- Mini-bar or bottled water fees
- All fines for traffic or parking/toll violations
- Valet service if self-parking is available.

**Meals MetroTex limit:** The maximum daily limit including tips for all meals, beverages and snacks is, as approved by the Budget and Finance Committee and MetroTex Board of Directors, provided receipts are attached. The lesser of the limit and the receipt will be reimbursed. The name of each person and the purpose of the business meal must be written on the back of each **itemized receipt**. Meals while in the DFW metroplex are not reimbursable. Breakfast expenses may be reimbursed if an individual is required to leave home for a trip earlier than the customary eating time. Evening meal expenses are reimbursable if an employee could not arrive home from a trip until later than the customary eating time.

**Tippling:** If dining at a restaurant the maximum reimbursable tip is 20% of the bill, while for room service, the maximum is 15% or as mandated by the hotel.

**Conference Registration Fees - MetroTex Limit:** Registration fees and the cost for ticketed events (conference banquets or luncheons) for meetings of the Texas REALTORS® or the National Association of REALTORS® are reimbursable. These meals will still be reimbursed in full if the daily meal limit above is exceeded. Tickets purchased for additional seminars or training sessions offered at these meetings are not reimbursable.

**Hosting/Entertaining:** The Association will reimburse the actual costs incurred in situations where it is deemed appropriate for the individual to pay for several individuals at a meal. Entertainment expenditures draw the greatest attention from the IRS, and thus require a higher degree of discretion. IRS regulations require the expenditure to be adequately explained with information concerning the purpose of the gathering, a list of individuals attending, the name of the organization each individual represents, the name and

location where the expense was incurred. And all costs included. Any hosting expenses must be within the Association budget.

### **Communications:**

**Telephone:** All Association-related calls or fax transmissions are reimbursed based on actual charges. Charges for personal business are not reimbursable.

**Internet:** Internet access charges for Association business purposes are reimbursable based on actual cost.

### **Misc. Supplies and Other Expenses:**

Unless the receipt clearly explains what the purchase is, the individual must detail on the expense report exactly what was purchased and how it is business related. It should always be clear for reviewers what the individual is submitting for reimbursement. Receipts that are not made clear by the individual will be held in abeyance until clearly explained.

## **NAR DIRECTOR REIMBURSEMENT**

Each NAR Director representing NAR Region 10 is eligible for reimbursement, as approved by the Budget and Finance Committee and MetroTex Board of Directors, for attendance at the NAR Legislative Conference and Expo (May) and the NAR Annual Convention (November). Travel costs (airfare or mileage driven at the IRS approved rate in effect) are divided over the days of travel to determine the daily reimbursement limit.

Any reimbursement is subject to the expense reimbursement guidelines as outlined in the Travel Policy and Guidelines for the Association. At the conclusion of the meeting, the NAR Director must submit an expense report to the Association Accounting Department using the Concur Online Expense Reporting Tool. The NAR Director Expense Reimbursement Report must also be included with the expense report.

No reimbursement will be made for any day the NAR Director did not attend any NAR program/meeting/event. **Receipts with detail** are to be attached documenting the expenditure and all attendees. No reimbursement can be authorized for reports received after a 30-day period from the final date of the NAR meeting.

No reimbursement shall be made for any expense that NAR or other related organizations (CRS, WCR, RLI, etc.) reimburse for travel. Reimbursement requests should be made from these organizations first, and any amounts not reimbursed may be submitted with sufficient documentation on an expense report submitted to the Association. \*Please be aware that the Association budget does not allow for any hotel nights to be reimbursed in any year that the NAR Convention is held in the metroplex.

## **TEXAS REALTORS® DIRECTOR AND RVP REIMBURSEMENT**

Each Texas REALTORS® Director and Regional Vice Chair representing Texas REALTORS® Region 12 is eligible for reimbursement, as approved by the Budget and Finance Committee and MetroTex Board of Directors, for attendance at the Texas REALTORS® Winter meeting (February) and the Texas REALTORS® Annual

Convention (September). Travel costs (airfare or mileage driven at the IRS approved rate in effect) are divided over the days of travel to determine the daily reimbursement limit.

Any reimbursement is subject to the expense reimbursement guidelines as outlined in the Travel Policy and Guidelines for the Association. At the conclusion of the meeting, the Texas REALTORS® Director and/or RVP must submit an expense report to the Association Accounting Department using the Concur Online Expense Reporting Tool. The Texas REALTORS® Director Expense Reimbursement Report and/or RVP Report must also be included with the expense report.

No reimbursement will be made for any day the Texas REALTORS® Director and/or RVP did not attend any Texas REALTORS® program/meeting/event. **Receipts with detail** are to be attached documenting the expenditure and all attendees. No reimbursement can be authorized for reports received after a 30-day period from the final date of the Texas REALTORS® meeting.

No reimbursement shall be made for any expense that Texas REALTORS® or other related organizations (CRS, WCR, RLI, etc.) reimburse for travel. Reimbursement requests should be made from these organizations first, and any amounts not reimbursed may be submitted with sufficient documentation on an expense report submitted to the Association.

\*Please be aware that the Association budget does not allow for any hotel nights to be reimbursed in any year that the Texas REALTORS® Annual Convention is held in the metroplex.

- l. **OFFICE TRANSFER FEE.** All changes in member affiliation (except transfers with the same Designated Broker) shall be made in writing and shall be submitted with a \$25 transfer fee. No fee will be charged for an agent changing from one branch office to another.
- m. **EDUCATION CREDIT/REFUND POLICY.** There is a "no refund" policy for prepaid registration to Association educational programs. If a registrant is unable to attend a prepaid educational program, credit may be applied to a subsequent program. However, no cash refund will be made.
- n. **LATE FEES.** Any REALTOR® or Affiliate member who has incurred a late fee and who is not currently on the Auto Payment service will be provided the opportunity to sign up for the service for the term of that member's membership in the Association. By doing so, the member will receive a waiver of the late fee as a one-time courtesy. Any further late fee assessments will not be eligible for an additional waiver, even if the member reinstates the Auto Payment service.

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## SECTION 4: GENERAL OPERATION POLICIES

### 4.1 ***Facilities & Association Property***

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- a. **ASSOCIATION ASSETS.** Membership dues or fees shall not create a vested interest in any properties owned by the Association.

- b. **OFFICIAL ADDRESS.** The Directors shall designate an address as the official headquarters and office of the Association if any change should be made to the Association's present address.
- c. **SMOKING.** The Association facilities have been designated as non-smoking facilities.
- d. **ALCOHOLIC BEVERAGES.** There will be no open bars at a local function of the Association, only cash bars and not more than two free drink tickets per person attending any function of the Association shall be approved by the Board of Directors. Special exemption of this policy can be approved by the Board of Directors. There will be no alcoholic beverages at Board of Directors' meetings.

#### **4.2 General Membership Policies**

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- a. **BROKER AFFILIATION CHANGE.** All changes in member affiliation shall be made in writing and shall be submitted to the Association within thirty (30) days of the change. The Association shall maintain a form for the use by members to sever, add, or transfer a member or licensee. However, a letter or statement in writing, signed by the broker or his assignee, shall be acceptable.
- b. **ORIENTATION POLICY.** Any former member who is reapplying for membership will be credited with having completed the orientation requirement if the applicant can show proof of completion of the Association Orientation course within the previous two years, unless membership has been previously terminated "not in good standing."
- c. When a Designated REALTOR® notifies the Association office of a termination of a REALTOR® member, the termination results in an automatic resignation from the Association. REALTOR® members who have been terminated have ten (10) days in which to apply for a withdrawal or associate with another Designated REALTOR® member. REALTOR® members who have been terminated shall automatically be reinstated to REALTOR® membership within the ten (10) day period by notifying the Association of affiliation or employment with a Designated REALTOR® member of the Association, providing proper written notice is provided to the Association within the ten (10) day period.
- d. Temporary Designated REALTOR® membership shall automatically terminate ninety (90) days after the date of Application unless extended by the Board of Directors. Permanent status will be given upon completion of application requirements and approval by the Board of Directors.

#### **4.3 Document Retention Policy**

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- a. **DOCUMENT DESTRUCTION AND RETENTION.** The Association shall retain records for the period of such records immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy include paper, electronic files (including emails) and voice mail records.

In accordance with 18 USC §1519 and the Sarbanes Oxley Act, the Association shall not

knowingly destroy a document with the intent to obstruct or influence an investigation or proper administration of any matter within the proper jurisdiction of the United States. If an official investigation is anticipated or underway, document purging will stop. Further, to eliminate accidental or innocent destruction, the Association follows a Records Retention Schedule as set forth below.

| Description (alphabetically)                                                                                                                                                            | Retention Period |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
|                                                                                                                                                                                         |                  |
| Accident Reports and Claims (settled cases)                                                                                                                                             | 7 years          |
| Accounts payable ledgers and schedules                                                                                                                                                  | 7 years          |
| Accounts receivable ledgers and schedules                                                                                                                                               | 7 years          |
| Audit reports of accountants                                                                                                                                                            | permanently      |
| Bank reconciliations                                                                                                                                                                    | 7 years          |
| Board Minutes                                                                                                                                                                           | permanently      |
| Corporate Minute Books                                                                                                                                                                  | permanently      |
| Capital stock and bond records; ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc.                                                            | permanently      |
| Charts of accounts                                                                                                                                                                      | permanently      |
| Checks (canceled but see exception below)                                                                                                                                               | 7 years          |
| Checks (canceled for important payments, i.e., taxes, purchases of property, special contracts, etc. [checks should be filed with the papers pertaining to the underlying transaction]) | permanently      |
| Contracts and leases (expired)                                                                                                                                                          | 7 years          |
| Contracts and leases still in effect                                                                                                                                                    | permanently      |
| Correspondence (routine) with members, customers, or vendors                                                                                                                            | 2 years          |
| Correspondence (general)                                                                                                                                                                | 3 years          |
| Correspondence (legal and important matters only)                                                                                                                                       | permanently      |
| Deeds, mortgages, and bill of sale                                                                                                                                                      | Permanently      |
| Depreciation schedules                                                                                                                                                                  | permanently      |
| Duplicate deposit slips                                                                                                                                                                 | 2 years          |
| Employee personnel records (after termination)                                                                                                                                          | 5 years          |
| Employment applications                                                                                                                                                                 | 3 years          |
| Expense analyses and expense distribution schedules                                                                                                                                     | 7 years          |
| Financial statements (end-of-year, other months optional)                                                                                                                               | permanently      |
| General and private ledgers (and end-of-year trial balances)                                                                                                                            | permanently      |
| Insurance policies (expired)                                                                                                                                                            | 7 years          |
| Insurance records, current accident reports, claims, policies, etc.                                                                                                                     | permanently      |
| Internal reports (miscellaneous)                                                                                                                                                        | 7 years          |

- b. **RETENTION OF PROFESSIONAL STANDARDS ETHICS FILES.** Ethics Case: If respondent is found in violation of the Code of Ethics, paperwork will be presented to the Board of Directors for final approval and returned to the Texas REALTORS®. (A copy of the decision will remain at the Association office).

c. **LITIGATION HOLD OVERRIDE.**

Notwithstanding any retention periods set forth in this Policy or the Records Retention Schedule, all records subject to an active litigation hold shall be preserved in full until the hold is formally released, at which point normal retention periods shall resume. Upon

issuance of a litigation hold, the Litigation Hold and Record Preservation Policy set forth in Appendix G shall govern and control.

#### 4.4 ***Legal Policies***

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- a. **LEGAL COUNSEL.** The Board of Directors may employ a legal counsel.
- b. **ACCESS TO ASSOCIATION ATTORNEY.** Only the Chair, Chair-Elect, and Chief Executive Officer or their designee is authorized to contact the Association attorney on official business of the Association. Billings for unauthorized contacts will be the responsibility of the contacting party.
- c. **LEGAL CASES AND LEGAL INFORMATION.** No member, or group of members, shall be permitted to obligate the Association for legal fees or litigation costs in which individual members of the Association are involved. No member of the Association shall seek legal information from the Officers, Directors or office staff of the Association; whenever an Association member requires legal advice, he/she/they shall consult an attorney. If a member requests legal advice from the Association's attorney, he/she/they shall do so with the understanding he/she/they is/are seeking such information as an individual and is obligated to pay any legal charges for such services rendered.
- d. **WHISTLE BLOWER.** The Association is committed to lawful and ethical behavior in all of its activities and requires its staff to conduct themselves in a manner that complies with all applicable laws and regulations. If at any time a concern exists regarding the propriety or legality of action contemplated to be taken or that has been taken by an Officer, Director, staff, Association member, Committee member or any contract or vendor as the action relates to Association activities, or if an action needs to be taken in order for the Association to be in compliance with law or appropriate ethical standards you can address the issue directly by going to the CEO, Chair or Chair-Elect as needed until matters are satisfactorily resolved. Alternatively, if you are not comfortable speaking to the CEO about the matter or do not feel your issue has been properly addressed; you may contact the Association Chair or Chair-Elect about the matter. If you do not believe that direct channels of communication can/should be used to express your concerns, you can send an anonymous letter or mail utilizing the U.S. mail or any internet hosted email service (using an anonymous name) to the CEO, Chair, or Chair-Elect.
- e. **ARTIFICIAL INTELLIGENCE USE POLICY.** The Association's Artificial Intelligence Use Policy, set forth in Appendix H, establishes standards governing the responsible, secure, and ethical use of AI tools in Association operations. The Policy applies to staff, contractors, consultants, and volunteer leadership using AI tools in connection with Association business and addresses permitted and prohibited uses, data confidentiality and security requirements, human review and oversight obligations, and compliance with the Association's document retention and litigation hold policies. The Policy is intended to promote operational efficiency while mitigating legal, regulatory, reputational, and ethical risks associated with AI-generated content and to ensure that AI tools are used in a manner consistent with the Association's governance and fiduciary obligations.
- f. **MESSAGING PLATFORMS & UNOFFICIAL COMMUNICATION CHANNELS POLICY.** The Association's Messaging Platforms & Unofficial Communication Channels

Policy, set forth in Appendix I, governs the use of informal messaging platforms and unofficial communication tools by staff, officers, directors, volunteers, committee members, and contractors engaged in Association business. The Policy establishes that substantive Association business, including board and committee deliberations, governance discussions, and confidential matters, must be conducted through official Association communication channels. Messaging applications such as WhatsApp, GroupMe, Signal, and similar platforms are limited to logistical and supplemental purposes only. The Policy further addresses record preservation obligations applicable to communications conducted through unofficial channels, including obligations arising under applicable litigation holds.

#### 4.5 ***Harassment Policies***

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MetroTex is committed to providing a productive, professional, and welcoming environment that is free from discrimination and harassment. All members are expected to act with courtesy, professionalism, and mutual respect toward one another, MetroTex staff, service providers, speakers, and event participants. Harassment is strictly prohibited and is governed by the Association's Harassment Policy as set forth in Article 6.2 of the Bylaws, which is incorporated herein by reference.

#### 4.6 ***Awards***

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**MetroTex REALTOR® of the Year** is the highest honor the association can bestow upon one of its members. This award recognizes an active REALTOR® member who has made the greatest impact on the association, the real estate industry, and the REALTOR® community during the award year. The recipient exemplifies the REALTOR® spirit and Code of Ethics through outstanding service to the profession, fellow members, and the association. Selection is based on demonstrated leadership and contributions to the real estate industry.

**MetroTex Affiliate of the Year** recognizes an affiliate member who has demonstrated outstanding service to the real estate profession, the community, and the Association. Selection is based on association activity, industry service, and community engagement.

**MetroTex Broker/Manager/Executive of the Year** recognizes a REALTOR® member who is a broker, manager, or executive and has demonstrated outstanding service to the profession, community, and association. Selection considers office production, civic activity, and industry contributions.

**MetroTex Community Service Award** recognizes an individual who has made a significant impact in the community by donating time, money, or goods to improve livability. Some work must occur in the current year. Evaluation focuses on community impact and volunteering.

**MetroTex Vanguard Award** recognizes REALTOR® members for outstanding efforts in non-residential areas such as commercial, global, or property management. Up to three may be awarded annually. Selection considers business accomplishments, association engagement, and community contributions.

**MetroTex Bridge Builder Award** recognizes leaders from other associations, multicultural organizations, or community partners who have strengthened collaboration and diversity and

improved the real estate profession.

**MetroTex Chair's Award** presented to an individual or individuals, selected by the Chair, who contributed significantly during the Chair's year.

**MetroTex Rising Star Award** recognizes an emerging leader within the MetroTex Association of REALTORS® whose early accomplishments distinguish them as a future leader in the industry and beyond through their service, commitment, leadership, responsibility and impact.

**40 Under 40 Award** recognizes REALTORS® under the age of 40 who have demonstrated active engagement in the industry, their association, and the community.

The 40 Under 40 Awards nominees:

- Must be a Texas REALTOR member in good standing,
- Must meet the criteria set by the 40 Under 40 Task Force,
- Must not turn 40 until after December 31st of the award year
- Must not be former 40 Under 40 honorees.

The 40 Under 40 Selection Panel shall be between 4 and 8 individuals, including the chair and vice-chair of the YPN committee, and each shall be a voting member of this panel. In addition, the chair will also appoint additional members to assist with selection.

The additional members must be former honorees.

The 40 Under 40 Selection Panel shall consider, when selecting honorees, a representative balance of participants from the membership of the Association. The number of applicants and the names of possible honorees will be kept confidential. The names of honorees shall be announced after all candidates have been notified.

Selection Panel members must disclose any potential conflicts of interest with any nominated candidates and recuse themselves from evaluating such candidates.

MetroTex staff will thoroughly review and vet all nominations based on the eligibility criteria and present a shortlist to the 40 Under 40 Selection Panel. Shortlisted candidates may be interviewed by the Selection Panel to gain a better understanding of their qualifications. Each Selection Panel member will assign scores to the candidates based on predefined evaluation criteria. The candidates with the highest scores will be selected as the 40 Under 40 Honorees.

**Application timeline:** Nominations will remain open all year, applications open for 30 days prior to selection deadline.

**Selection Committee:** The Selection Committee is responsible for reviewing nominations and selecting recipients for all association awards, except for the Chair's Award. For the 2026 awards cycle, the Awards Committee CAG will serve as the Selection Committee. Beginning in 2027, the Executive Committee will appoint a Selection Committee consisting of seven (7) to nine (9) members. To ensure balanced representation, the committee will include at least one (1) Affiliate member and no more than two (2) Affiliate members.

**Exclusions:** Members serving on the Executive Committee are not eligible to receive any

Association awards for any award year in which they serve on the Executive Committee.

#### ***4.7 Political Candidate Policies***

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- a. Any elected official or candidate for political office who is permitted to address an Area REALTOR® meeting must be formally endorsed by MetroTex or Texas REALTORS® at the time of the appearance.
- b. Any such endorsed official or candidate shall be introduced by the Area Representative or a member of the Government Affairs Committee, who shall provide a brief disclaimer prior to the introduction.
- c. The Area Representative may establish a time limit for remarks. All endorsed officials or candidates shall be allotted equal time and treated in a fair and impartial manner.

#### ***4.8 Communication Policies***

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- a. **ROSTER AND INFORMATION DISTRIBUTION\***. MetroTex does not sell or distribute member information.

\* See Appendix D, MetroTex Privacy Policy.

- b. **USE OF OFFICIAL TITLE**. Officers and/or Directors may use the title bestowed upon them by the Association as a statement of fact.

- c. **OFFICIAL SPOKESPERSON**. The Chair and Chief Executive Officer of MetroTex are the only official spokespersons for MetroTex. The Chair may also appoint an official spokesperson on behalf of the Association.

- d. **OFFICIAL SPOKESPERSON**. The Chair and Chief Executive Officer of MetroTex are the only official spokespersons for MetroTex. The Chair may also appoint an official spokesperson on behalf of the Association.

- e. **EXTERNAL COMMUNICATION POLICY**. All correspondence which involves the Association's standing or reputation in the community or correspondence from any Committee, or communication from any Director to an external source, or any external correspondence of a legal nature, must either be signed or authorized in writing by the Chair or Chief Executive Officer of the Association before the communication is mailed. It is extremely critical that the Association knows what correspondence is being distributed which materially affects the reputation or operations of the Association.

- f. **SOCIAL MEDIA, PHOTOGRAPHY, AND MEDIA RELEASE POLICY**

##### **Purpose**

This Policy governs the use of photography, audio, and video recording at Association events and establishes standards for social media communications conducted by or on behalf of

MetroTex Association of REALTORS®, Inc. ("MetroTex"). It also addresses the rights of members with respect to event photography in which they appear.

### **Event Photography and Recording — Consent and Release**

When you attend any course, educational seminar, program, or other event ("Event") sponsored by or held in connection with MetroTex, you enter an area where photography, audio recording, and video recording may occur. By entering the Event premises, you consent to photography, audio recording, and video recording of your likeness, image, and voice, and to the use, release, publication, exhibition, and reproduction of such recordings for any purpose deemed appropriate by MetroTex, including but not limited to social media, promotional and advertising materials, webcasts, simulcasts, news coverage, websites, and other digital or print media.

You hereby release MetroTex, its officers, directors, employees, volunteers, and authorized representatives from any and all liability arising out of or related to the capture, recording, digitization, or publication of your image, likeness, or voice in connection with any Event.

By entering the Event or Association premises, you waive any right to inspect or approve photography, audio, or video recordings taken at an Event by MetroTex or its authorized representatives, and waive all claims to payment or royalties in connection with any exhibition, streaming, broadcast, or other publication of such recordings, whether or not an admission fee or sponsorship is charged.

### **Member Photo Requests**

A member who appears in event photography taken by MetroTex may submit a written request to receive a copy of such photograph. Requests will be fulfilled on a courtesy basis, subject to the following:

- All event photography remains the sole property of MetroTex. Providing a copy to a requesting member does not transfer any ownership or intellectual property rights in the image.
- A member who receives a copy of an event photograph may use it for personal or professional purposes but may not use it in any manner that misrepresents the Association, any individual depicted, or the context in which it was taken, and may not commercially exploit the image without prior written consent from MetroTex.
- Where a requested photograph prominently features other identifiable individuals, MetroTex reserves the right in its discretion to provide a cropped version, fulfill the request as submitted, or take such other action as is appropriate under the circumstances.
- MetroTex is under no obligation to retain event photography for any specified period and cannot guarantee the availability of any particular image upon request.

### **Social Media Disclaimer**

MetroTex maintains social media platforms as a service to its members and the public. MetroTex is not responsible for opinions, statements, or information posted on social media by members or third parties and disclaims all warranties, express or implied, with respect to such content, including implied warranties of merchantability and fitness for a particular purpose. MetroTex shall not be liable for any special, indirect, or consequential damages

arising out of or in connection with the use of or reliance on any content posted on its social media platforms by any party other than MetroTex.

### **Acknowledgment**

Your presence at a MetroTex Event constitutes your acknowledgment of and agreement to this Policy. Where required, a separate written acknowledgment may be requested at the time of registration.

## **g. METROTEX ASSOCIATION OF REALTORS® SOCIAL MEDIA USE POLICY**

**Overview.** MetroTex Association of REALTORS® ("MetroTex") recognizes social media as a powerful communication tool that encourages interaction, transparency, and outreach. Both personally and professionally, members, staff, and leadership use social platforms to engage with peers and the public. As such, MetroTex is committed to ensuring that online conduct reflects the Association's values, promotes a positive image, and limits liability.

This policy outlines expectations for all individuals associated with MetroTex including but not limited to executive leadership, volunteer leaders, Committee members, officers, directors, Area Realtor Meeting Representatives, staff, Texas REALTORS® Leadership Program (TRLP) participants, Texas REALTORS® (TR) Directors and RVPs, and National Association of REALTORS® (NAR) Directors regarding their use of social media, both personally and on behalf of the Association.

**Scope and Application.** This policy applies to all forms of social media, including but not limited to Facebook, X (formerly Twitter), Instagram, LinkedIn, YouTube, TikTok, blogs, and other digital platforms. It applies to both personal and professional social media use, as they often overlap. All individuals governed by this policy must adhere to the following standards:

### **Guidelines for Responsible Social Media Use.**

1. Use social media to share MetroTex's mission, policy positions, advocacy efforts, events, and updates.
2. Repost and share official MetroTex communications and positions accurately and without distortion.
3. Avoid posting content that could negatively impact MetroTex's reputation or that of its members, staff, partners, or affiliated organizations (e.g., NAR, TR).
4. Always maintain professionalism and refrain from posting language or content that could be perceived as offensive, harmful, or disparaging.
5. When acting in a MetroTex leadership capacity, avoid contradicting NAR or TR's public positions on federal or state issues, elected officials, candidates, or regulatory matters.
6. Where appropriate, use disclaimers clarifying that views expressed are personal and do not represent MetroTex.
7. Do not disclose confidential or sensitive information.
8. Do not advocate for boycotts of products, companies, or services.
9. Avoid linking personal accounts to MetroTex unless the shared content is appropriate and in line with this policy.
10. Do not use MetroTex's name or leadership titles in personal account usernames or handles.
11. Refrain from posting endorsements or opposition to individuals, services, or companies in a way that suggests MetroTex affiliation.

12. Remove or avoid content that may create unnecessary controversy or conflict.
13. Do not post discriminatory, harassing, defamatory, or inappropriate content, including offensive photos or remarks.
14. Respect copyrights, trademarks, and other intellectual property rights, including proper use of the REALTOR® mark in accordance with NAR's Membership Marks Manual.
15. Present yourself professionally online in a way that reflects your role with MetroTex.
16. Respect privacy settings and confidentiality requirements. Contact MetroTex's Marketing and Communications Department for help with social media privacy settings, if needed.

**Confidentiality and Sensitive Information.** Confidential matters, including but not limited to strategic discussions, personnel matters, project details, financials, or member information, must not be shared on social media. Even with disclaimers, public commentary on MetroTex challenges or sensitive topics is discouraged. When uncertain, members should consult with the CEO, Chair, or Communications Department before posting.

**Logo Usage.** MetroTex logos may not be used in external materials (e.g., websites, business cards, advertisements) without written approval. Requests for logo use must be directed to the Marketing & Communications Department, which will provide approved logos and usage guidelines.

**Oversight of Communication Materials.** Any communications including emails, flyers, social media posts, etc. produced by or for MetroTex-affiliated groups (e.g., Committees or task forces) that reference MetroTex programs, services, or initiatives must be reviewed by MetroTex staff. Submissions should be sent to the Marketing & Communications Department or CEO for review before distribution through official channels.

**Content Standards and Restrictions.** MetroTex will not publish or promote any content that, without limitation, includes personal opinions presented as fact, unverified or speculative claims, defamatory or harmful language, commentary on criminal activity, or any material that could damage the reputation of individuals, businesses, or the REALTOR® brand.

MetroTex is not a reporting agency for criminal allegations; such matters should be referred to the appropriate law enforcement authorities or media outlets.

**Social Media Disclaimer.** While MetroTex provides social media platforms for public engagement, it is not responsible for content posted by users. MetroTex disclaims liability for damages arising from third-party posts or shared information.

**Violations.** Violations of this policy, including inappropriate posts, comments, or photos may lead to intervention by the Chair and/or CEO. Actions may include requiring retraction, correction, or revision of content. Further disciplinary measures, include but are not limited to removal from leadership roles, may be imposed following an investigation in consultation with legal counsel. MetroTex will also consider social media conduct in evaluating an individual's suitability for Board, Committee and/or leadership positions.

**Acknowledgment.** By reviewing this policy, individuals acknowledge that they understand its provisions and agree to comply. Failure to follow the guidelines may result in dismissal from MetroTex governance positions.

**Policy Updates.** This policy may be revised periodically. Any changes will be communicated

through appropriate channels prior to taking effect.

## APPENDIX A TRLP GUIDELINES

The Volunteer Leadership Development (“VLD”) Committee is responsible for maintaining an on-going leadership skills development program to prepare its members for leadership roles in their community, their profession and at all levels of the Association.

1. The Chairperson of the VLD Committee shall be a REALTOR® member in good standing of the Association and shall be appointed by the Chair of the Association.
2. The chairperson and vice chairperson of the VLD Committee shall be graduates of the TRLP.
3. The vice Chair of the VLD Committee shall be a REALTOR® member in good standing of the Association and shall be appointed by the Chair Elect of the Association. The vice Chair, among other duties, in the absence of the Chair, will act as Chair of the Committee.
4. The Application and Selection Task Force shall include the **current VLD Committee Chair** and the vice chair of the TRLP Alumni Subcommittee, and each shall be a voting member of this task force. In addition, the Executive Committee will also select no more than three (3) additional alumni of the TRLP program to assist with selection, and one (1) of these three (3) members shall be an affiliate practitioner.  
The Application and Selection Task Force, shall consider, when selecting participants for the program, a representative balance of participants from the membership of the Association. The number of applications and the names of the possible participants will be kept confidential. The names of the incoming class participants shall be announced after all candidates have been notified, and tuition is paid in full.
5. If scholarships are to be offered, **Scholarship sponsors will review student essays prior to graduation, and scholarships will be awarded at graduation.**
6. Information Sessions. No solicitation of funds or promotional items shall be permitted at information sessions for the TRLP by any of its alumni, participants, staff, or officers.
7. Alumni Contributions. TRLP Alumni will have an opportunity each year to make contributions, which will be used to offset the cost of closed alumni programs, events and program scholarships. The contribution levels are \$35, \$50, \$75 and \$100.

*This policy may be revised periodically. Any change will be communicated through appropriate channels prior to taking effect.*

## APPENDIX B



### *RULES AND REGULATIONS:*

*Associations who host TRLP agree to abide by the following:*

1. The Texas REALTORS® Leadership Program is designed to be delivered to active, practicing real estate agents and brokers. However, we recognize that certain local boards have different dynamics and may desire to offer affiliate member participation. It is also at the local board's discretion to set the parameters for their program that participants are practicing REALTOR® members, and not include affiliate members.
2. Local boards will utilize some type of personality or leadership assessment as part of their program, preferably in the opening retreat. This assessment is used and carried throughout the program and reviewed in the context of additional sessions.
3. The Spokesperson Training component of TRLP will be taught by the Texas Association of REALTORS® staff and/or their approved instructors unless otherwise approved in advance by Texas Association of REALTORS® leadership. This session incorporates handling and responding to media calls and requests and interacting with the media, as well as general public speaking skills and addressing various groups. High-level information such as an overview of the local market, market conditions, and how Texas REALTORS® can assist buyers and sellers will be included in the training.
4. The Texas REALTORS® Governmental Affairs department will schedule and offer two Austin sessions that satisfy the requirements for Law, Legislature, and the Texas REALTOR® within Module 7. Requests for exceptions to schedule a separate session outside of these group sessions should be directed to the Government Affairs department. They will evaluate and must confirm any separate or additional requests.
5. To be eligible to graduate from the Texas REALTORS® Leadership program, the participants must participate in your opening retreat, the Spokesperson Training session, and the Law, Legislature, and the Texas REALTOR® session. Participants may, at the discretion of the local governing body, be allowed to miss one other session and still graduate. If a participant cannot attend the Spokesperson Training or Law, Legislature, and the Texas REALTOR® session due to travel constraints or other circumstances, they may still graduate from the program, and make-up that session during next year's program or at another participating area program.
6. CE may be offered for certain sessions through Texas REALTORS®. Program facilitators and staff should contact Professional Development for details regarding CE.
7. Local associations are allowed to obtain sponsorships for leadership program functions or events, however, must adhere to TREC rules if CE is being offered.
8. To avoid scheduling mishaps, leadership program staff facilitators will ensure Texas REALTORS® designated staff is provided a copy of their overall program schedule and updated on any changes to said schedule.
9. Texas REALTORS® will provide program facilitator access to available resources including exercise and activity ideas, speaker suggestions, and reading recommendations, and will provide Spokesperson Training recordings and out-takes when requested, as well as graduation pins and certificates.

10. Each TRLP class will complete a Leadership Project. Leadership projects are independent projects planned and executed by the participants. Staff will approve the group's project, but the project should not be staff driven or staff supported. The group should reach consensus on the idea or project and determine the timeframe for execution with staff supervision and guidance. Leadership projects can be completed within the timeframe of the program or after graduation.

Ideas include:

- City, school or blighted neighborhood refurbishment projects
- Community outreach projects
- Fund-raising projects to support identified causes.

Groups may contact organizations such as the Chamber of Commerce, Habitat for Humanity, places of worship, or other local charitable or non-profit organizations to identify a project or need where the local group may be able to make a difference in their community.

*11– 17 are required for all TRLP participants. 11-20 are specific to MetroTex TRLP Participants.*

11. There shall be no more than ten percent (10%) participants in the TRLP selected from non-REALTOR organizations, (subsidiary or affiliate), to participate as students in any program year.
12. All tuition shall be payable to the Association. Total tuition is due in full upon acceptance into the program. TUITION FEES ARE NON-REFUNDABLE.
13. There shall be no less than twenty (20) or the number of participants necessary to cover all expenses of the program, and no more than forty (40) participants selected for each program year. In the event 20 or fewer participants are enrolled after the tuition cutoff date, only the MetroTex Association of REALTORS Board of Directors may authorize the beginning of a program year.
14. The TRLP is company neutral, therefore no solicitation of funds, items of value, donations or promotional items shall be permitted in the name of the TRLP by any of its participants, staff, or officers. Lunch and snack sponsorship by MetroTex Affiliate membership is permitted.
  - Program days are to be held in accordance with TRLP Guidelines. Prior approval from the Association is required for media coverage during the program. Participants who are employed by the media are prohibited from using information acquired at the programs for reporting news.
  - TRLP is structured to be politically non-partisan. No participant, Advisory member or staff member may use the name of the program in a political campaign nor imply endorsement by the program.
  - Any request for exceptions to the terms and conditions of these Rules and Regulations shall be presented to the Chair of the TRLP Alumni Subcommittee for consideration.

- Any proposed changes to these Rules and Regulations shall be submitted to the Association's Board of Directors for approval.
- Should a timely decision need to be made with regard to the administration of this program, including the suspension or termination of a participant of this program, such a decision may be made by the Chairperson of the VLD Committee and a panel consisting of at least two (2) other Committee members appointed by the Subcommittee Chairperson, [who shall be graduates of TRLP](#).

## APPENDIX C.1

### METROTEX CANDIDATE CAMPAIGN POLICY ACKNOWLEDGEMENT

**CANDIDATE CAMPAIGN POLICIES.** MetroTex Board of Directors and Nominating Committee members shall not advocate or publicly promote individual candidates running for Director or Officer Positions and will comply with the required confidentiality agreement.

**CAMPAIGN RULES AND CANDIDATE CONDUCT (CONTESTED ELECTIONS).** In the event that one or more candidates are nominated from the floor by petition in accordance with these Bylaws, or otherwise result in a contested election for any officer or director position, the following Campaign Rules and Candidate Conduct requirements shall apply.

**ASSOCIATION-SPONSORED CANDIDATE FORUMS.** The Association shall host two (2) or more official candidate forums, which may include in-person, livestreamed, and recorded formats. All eligible candidates for the contested position(s) shall be afforded equal opportunity to participate. When practicable, recordings of such forums shall be made available to the membership for on-demand viewing.

**STANDARDIZED CANDIDATE MATERIALS.** To promote fairness and consistency, each candidate in a contested election shall be permitted to submit standardized candidate materials in a format prescribed by the Association, which may include i) A written candidate statement not to exceed two hundred fifty (250) words; and ii) A recorded candidate video not to exceed sixty (60) seconds.

All candidate materials shall be produced using Association-approved templates and shall be published or distributed in a uniform manner.

**PROHIBITED CAMPAIGN ACTIVITIES.** In a contested election, candidates shall not engage in any of the following activities:

- d. The purchase or placement of paid advertisements in any medium including print, digital, broadcast, or social media platforms;
- e. The solicitation or use of brokerage, firm, or organizational endorsements including endorsements communicated through websites, email, or social media, that imply institutional or Association support;
- f. The offering or provision of gifts, giveaways, incentives, or anything of value in connection with a campaign whether in person or promoted through electronic or social media.

**VIOLATION OF POLICY.** Reporting of violations shall be sent to the MetroTex CEO. Candidates found in violation of the campaign policies (by a panel of 3 past Chairs, with no business or personal affiliation) within 7 days of reported violation, may be subject to an appropriate sanction, penalty or remedy, which could include being deemed disqualified for the elected position such candidate is seeking.

#### Candidate Acknowledgement of Receipt:

Signature:

Dated:

## APPENDIX C2

### METROTEX ASSOCIATION OF REALTORS, INC. NOMINATING COMMITTEE

#### GUIDELINES AND RESPONSIBILITIES

*Members of the Nominating Committee carry special duties and responsibilities to the MetroTex Association of REALTORS®, Inc. This document serves as a pledge that if selected, you will fulfill these responsibilities as a member of the Nominating Committee. Please read each qualification/responsibility carefully, sign the document indicating your commitment, and return to the Professional Development Department prior to attending the first meeting of the Committee.*

#### **Overview of the Committee.**

**Composition of the Nominating Committee.** The Nominating Committee shall be composed of twelve (12) members and two (2) alternates, who sit through interviews but do not score unless elevated to fill a vacancy. Of the twelve members, eleven (11) shall be voting members, and the Chair shall vote only in the event of a tie. The twelve (12) members of the Committee shall consist of the individuals described in subsections (a) through (d) below.

- a. Chair. The Chair shall be the most recent Past President who is not the Immediate Past President (“Past President once removed”) and shall vote only in the event of a tie.
- b. Vice Chair. The Vice Chair shall be the Immediate Past President.
- c. Executive Committee Appointments. Two (2) members shall be appointed by the Executive Committee, each of whom i) must meet the baseline criteria; and ii) may not be current members of the Executive Committee.
- d. At-Large Selection. The remaining voting members and both alternates shall be selected at-large using a Board-approved rubric-based evaluation process.
- e. Legal Advisor. In addition to the 12 members, the Association’s In-house Counsel shall serve as a non-voting, ex officio advisor responsible for ensuring fairness, neutrality, procedural compliance, and adherence to governing documents.

**Term Limits.** Each member of the Nominating Committee shall serve a one-year term. Except for the Immediate Past President, no individual may serve more than two (2) consecutive years. If a member is unable to continue serving due to a conflict of interest or other reason, the Executive Committee, with Board approval, shall appoint an alternate in accordance with the process described above.

**Vacancies.** Vacancies shall be filled in the following order:

- a. By elevation of one of the designated alternates;
- b. From the pre-vetted applicant pool meeting baseline criteria;
- c. By appointment of the Executive Committee, subject to Board confirmation.

If a vacancy occurs mid-cycle and no alternates are available, the Committee may continue to operate without filling the vacancy, provided quorum requirements are met.

**Quorum.** A quorum shall consist of three-fourths ( $\frac{3}{4}$ ) of the voting members.

**Chair and Vice Chair Responsibilities.**

**Chair.** The Chair is responsible for:

- i. Setting meeting agendas and timelines;
- ii. Assigning interview panels;
- iii. Managing and enforcing conflict-of-interest recusals;
- iv. Ensuring consistent application of the scoring rubric; and
- v. Overseeing adherence to these Guidelines.

**Vice Chair.** The Vice Chair shall support the Chair and assume the Chair's duties in the event of absence or conflict.

**Conflicts of Interest and Recusal.** All Committee members must sign a Conflict-of-interest Form and disclose any actual, potential, or perceived conflicts of interest. Members with a conflict shall recuse themselves from all discussion, scoring, and voting related to the affected candidate. If a member fails to voluntarily recuse, the Chair, or, if conflicted, the Vice Chair in consultation with In-House Counsel, shall require recusal. Failure to comply may result in removal from the Committee.

**Election of Directors & Officers.** 1.11 & 1.12 of this Policy Manual details the formal process for the election of officers and directors for compliance by the Nominating Committee.

**Commitment to Impartiality.** Members of the Nominating Committee shall conduct themselves in a manner that reflects positively on the Association and the integrity of its governance process. In serving on the Nominating Committee, members act on behalf of the Association as a whole and not in any personal, geographic, business, or brokerage capacity.

Committee members are expected to set aside personal, professional, or business interests and exercise independent judgment in the best interests of the Association and its membership.

**Confidentiality.** As part of their service, members of the Nominating Committee will engage in discussions involving candidate applications, member records, governance matters, professional standards, and future plans of the Association. These discussions involve confidential, sensitive, and proprietary information (collectively, "Confidential Information") that must be protected to safeguard the interests of the Association and its members.

Confidential Information includes all non-public information disclosed or made available to the Committee, whether written, electronic, oral, or otherwise, including but not limited to candidate materials, evaluations, interview discussions, scoring, deliberations, member data, governance findings, and Association plans, policies, strategies, and proprietary information.

Each Committee member acknowledges that Confidential Information is proprietary and that unauthorized disclosure or use may cause irreparable harm to the Association or its members. Confidential Information may be used solely for purposes of fulfilling Committee duties and may be shared only with other Committee members, designated Association staff, the CEO, and In-House Counsel.

Once the Committee has reached a final decision or recommendation in accordance with these Guidelines, all members agree to support that decision and to maintain the confidentiality of internal discussions, deliberations, and votes.

All Committee members and alternates must execute a confidentiality acknowledgment prior to service. A breach of confidentiality may result in removal from the Committee and any other action deemed appropriate under the Association's governing documents and policies.

**Responsibilities to Membership.** In fulfilling its charge, the Nominating Committee shall give thoughtful consideration to the need for broad, diverse, and representative leadership, including:

- i. Identifying candidates from a wide range of brokerages, office sizes, and professional roles, including brokers, managers, and sales agents;
- ii. Considering diversity of experience, background, age, ethnicity, and gender so that the Board reasonably reflects the composition of the Association's membership;
- iii. Evaluating candidates based on demonstrated competence, professionalism, leadership potential, and commitment to service, regardless of personal affiliation or familiarity;
- iv. Assessing each candidate's willingness and capacity to serve the entire membership, recognizing that Directors represent the Association as a whole and may be called upon to assume Officer roles in the future.

***I pledge to fulfill the above-mentioned duties to the best of my ability:***

Sign

Date

## **APPENDIX D**

### **PRIVACY POLICY**

MetroTex Association of REALTORS® Inc, North Texas Real Estate Information Network, Inc, North Texas Real Estate Resources, Inc, MetroTex Key Services, Inc. and MetroTex Commercial Data Exchange, Inc. (collectively referred to as “MetroTex” “we” or “us” or “our”) respect the privacy of our member, users, employees, website visitors, and other stakeholders, affiliates and service providers (“user” or “you”) and we understand your concern about your information shared by you with us. As such, we ensure we safeguard the information provided by you and honor your requests for confidentiality when you interact with us through various channels including but not limited to our website, apps, third party social networks etcetera (“Platforms”).

This Privacy Policy (“Policy”) is intended to comply with applicable privacy laws, including the Texas Data Privacy and Security Act (TDPSA), where applicable. It explains how we collect, use, store, (under certain conditions) disclose and safeguard your information. By interacting with us through any of the Platforms directly or through any other media form, media channel, mobile website, or mobile application related or connected thereto, you accept the terms and conditions described in this Policy. Please read this Policy carefully.

We reserve the right to make changes to this Policy at any time and for any reason. We will alert you about any changes by updating the “Last Updated” date of this Policy. Any changes or modifications will be effective immediately upon posting the updated Policy on our Platforms, and you waive the right to receive specific notice of each such change or modification. If the changes are significant, we may, at our sole discretion, provide a more prominent notice (including, for certain services, email notification of Policy changes). We will also keep prior versions of this Policy in an archive for your review.

What information do we collect?

We gather the following types of information needed to process your transactions, fulfill your requests, and maintain our membership records. Where required, we will obtain your affirmative consent before collecting or processing sensitive personal data, in accordance with the TDPSA.

- Personal Information: Name, contact details (email, phone, mailing address), membership details, company affiliation, job title, and professional credentials.
- Financial Information: Payment details for membership dues, event registrations, and other transactions.
- Website Usage Information: IP addresses, domain name browser type, pages visited, and cookies for site optimization.
- Event & Training Data: Attendance records, certifications, and feedback from association-sponsored events.
- Communication Data: Emails, inquiries, and interactions with our association.
- Information you volunteer, via applications or surveys (for example, education, designations, specialties, affiliations with other real estate organizations and general demographic data).

Minors. Our services are not directed at children under the age of 13. We do not knowingly collect personal data from children. If we learn that a child under 13 has provided us with personal information, we will delete it immediately.

How do we collect your information?

You directly provide us with most of your information that we collect. We collect information through:

User submissions via membership registrations, dues payment, event sign-ups, inquiries and feedback surveys.

Automated collection via cookies, tracking tools, and website analytics.

Third-party sources, including business partners, social media platforms, and research organizations.

Secondly, some information may be collected automatically when you visit or use our Platforms (and those of our third-party service providers acting on our behalf), such as information collected by cookies and other technologies (such as web analytic tools and pixel tags) on our Platforms.

Lastly, we may also collect information about you from other sources. These other sources may include:

- our trusted business partners;
- social media sites and apps;
- research organizations; and
- intermediaries that facilitate data portability.

How we use your information?

Having accurate information about you permits us to provide you with a smooth, efficient, and customized experience. Specifically, we may use information collected about you via the Platforms including but not limited to:

- Create and manage your membership account.
- Fulfill and manage payments, and other transactions.
- Monitor and analyze usage and trends to improve your experience with our Platforms.
- Improve and customize the content and layout of our sites and other communications tools, such as our online eNewsletters.
- Provide and improve our services, events, and programs
- Notify you of updates to our sites.
- Notify you of relevant products, member benefits and services.
- Notify you of upcoming events and programs, newsletters or announcements.
- Notify you of billings posted to your account, processing payments and event registrations.
- Complying with legal or regulatory requirements.
- Track usage of our sites
- Assist state and national REALTOR® associations and affiliated Institutes, Societies and Councils in membership tracking and for their use for purposes similar to those listed above.

We may further anonymize data about users of the Platforms generally and use it for various purposes, including or a link contained in an email to those registered to receive them, and supply that anonymized data to third parties such as publishers. However, that anonymized data will not be capable of identifying you personally.

We collect and process your personal data solely for the purposes stated in this policy, ensuring compliance with the TDPSA and other applicable laws.

**Information Sharing & Disclosure.** We do not sell or rent personal information. We also do not share personal data for targeted advertising purposes. If this changes, we will provide an opt-out option as required by law. However, we may share information in the following circumstances:

- **With Service Providers:** Third-party vendors assisting with payment processing, email distribution, IT services, and event management.
- **With Affiliates & Partners:** National and state Realtor® associations, MLS providers, and affiliate partners in connection with sponsored events and other professional activities.
- **Safety and Risk Management:** To prevent harm to our tangible or intangible property, ensure the safety of individuals, or facilitate the recovery of amounts owed to us.
- **Business Transitions:** In connection with mergers, acquisitions, reorganizations, financing, or the sale of assets, or in the event of insolvency, bankruptcy, or receivership, personal information may be transferred as part of our business assets. We are not obligated to provide notice of such transfers.
- **As Required by Law:** When necessary to comply with legal obligations, respond to regulatory requests, or protect our rights and members.
- **With Your Consent,** if you explicitly agree to additional sharing.

**Data Security.** We implement reasonable administrative, technical, and physical safeguards, including [encryption, multi-factor authentication, etc.], to protect your data in compliance with Texas privacy laws.

**Data Retention.** We retain personal data for as long as necessary to fulfill the purposes outlined in this policy or as required by law. When no longer needed, we securely delete or anonymize information.

**Your Rights & Choices.** Depending on applicable laws, including the TDPSA, you may have the following rights regarding your personal data:

- **Right to Know:** You have the right to know whether we are processing your personal data and to obtain the personal data in a readable format
- **Right to Correct:** You may request that we correct inaccurate personal data about you, taking into account the nature of the data and the purposes for processing the data
- **Right to Delete:** You may request the deletion of personal data we have collected about you, subject to certain exceptions.

- Right to Opt Out: You may opt out of the processing of your personal data for targeted advertising, the sale of personal data, or profiling in furtherance of decisions that produce legal or similarly significant effects.
- Right to Not Face Retaliation: You will not face retaliation or discrimination for exercising these rights.

If we deny your request regarding your personal data, you have the right to appeal our decision. To appeal, please contact us at the details provided below within 30 days of receiving our response

To exercise these rights, contact us at [Insert Contact Information].

**Cookies & Tracking Technologies.** Our website may use cookies and similar technologies to enhance user experience and analyze site traffic. You can manage cookie preferences through browser settings.

**Third-Party Links.** Our website may contain links to third-party sites. We are not responsible for their privacy practices, and we encourage you to review their policies.

**Updates to This Policy.** We may update this Privacy Policy periodically. Changes will be posted on our website with the effective date. Continued use of our services indicates acceptance of the updated policy.

#### Contact Us

For questions or concerns regarding this Privacy Policy, contact:

MetroTex Association of REALTORS®,

1701 Kinwest Pkwy, Irving, TX 75063

[Email]

[Phone Number]

You are advised to obtain independent legal advice in relation to your data protection rights under applicable laws.

**APPENDIX E**  
**NAR BOARD OF DIRECTORS**  
**PERFORMANCE EXPECTATIONS & QUALIFICATIONS**

**NAR DIRECTOR QUALIFICATIONS.**

Each applicant must satisfy the following qualifications to serve as an NAR Director:

1. Be a REALTOR® member in good standing, actively engaged in the business of real estate.
2. Have served in some capacity within NAR governance, a state or local association, or NAR Institute, Society, or Council.
3. Complete a written application that includes the following:
  - a. Provide a statement describing their involvement in real estate, why they are seeking a position on the NAR Board of Directors, and what they believe they can contribute in their role.
  - b. Commitment to supporting the mission, priorities, and core values of NAR.
  - c. Acknowledge that the applicant will fulfill all duties and responsibilities of the role and abide by NAR policies.

**NAR DIRECTOR PERFORMANCE EXPECTATIONS**

Each NAR Director must meet the following performance expectations during their term:

1. Execute the NAR Volunteer Service Agreement that includes Director duties, responsibilities, and performance expectations.
2. Complete an annual orientation and NAR fiduciary refresher module.
3. Serve on at least one Committee, forum, or task force to stay informed on key policy positions to act as a local member resource.
4. Demonstrate leadership and communication skills as well as proficient use of technology and social media.
5. Review all materials prior to each meeting and fully participate in each meeting from beginning to end.
6. Forfeit their Director position when they miss two consecutive Board meetings unless the Board of Directors, upon receipt of a written explanation for such absence satisfactory to it, waives this provision.
7. Resign or be removed from the Board in the event of a violation of fiduciary obligation to NAR or a violation of the NAR conflict of interest or harassment policies.

## **APPENDIX F**

### **METROTEX CEO ABSENCE AND SUCCESSION PLAN**

#### **1. Purpose and Scope**

This CEO Absence and Succession Plan (“Plan”) is intended to ensure the continuity of leadership, operations, and decision-making authority of MetroTex Association of REALTORS® (the “Association”) in the event of a temporary or permanent absence of the Chief Executive Officer (“CEO”).

This Plan applies under the following circumstances:

- 1.1 Short-term planned absence of the CEO;
- 1.2 Unplanned or emergency absence of the CEO; and
- 1.3 CEO transition or succession requiring recruitment and appointment of a new CEO.

This Plan is intended as a governance framework and does not create contractual rights for any employee or third party.

#### **2. Governance and Interpretation**

- 2.1 This Plan shall be reviewed annually by the Executive Committee and the Board of Directors and updated as necessary.
- 2.2 The duties and responsibilities of the CEO are set forth in Section 1.8 of the Policy Manual, as may be amended from time to time.
- 2.3 This Plan shall be interpreted and applied in a manner consistent with, and not in conflict with, any applicable CEO Employment Agreement. In the event of any inconsistency, the terms of the CEO Employment Agreement shall control.

#### **3. Senior Leadership Team**

- 3.1 For purposes of this Plan, the Senior Leadership Team (“SLT”) shall consist of senior executive and leadership personnel designated by the CEO from time to time. The SLT shall be responsible for maintaining continuity of operations and coordination across the Association during any period of CEO absence.
- 3.2 The CEO may, from time to time, identify a recommended successor or interim leadership designee for purposes of this Plan. Any such designation shall remain confidential and shared only with the Executive Committee unless disclosure becomes reasonably necessary to implement this Plan or otherwise protect the operational continuity of the Association.

#### **4. Scenario 1: Short-Term Planned Absence (1–4 Weeks)**

- 4.1 This Section applies to a planned, temporary absence of the CEO for a duration typically ranging from one (1) to four (4) weeks, including but not limited to industry travel, vacation, or personal leave.
- 4.2 During such period:
  - (a) The CEO shall remain reasonably available for limited consultation;
  - (b) Each member of the SLT shall retain decision-making authority within their respective functional areas;

4.3 Prior to the absence, the CEO shall:

- (a) Designate one or more SLT members to assume specific responsibilities as necessary; and
- (b) Identify a primary point of contact for urgent or cross-functional matters.

4.4 The SLT shall continue to meet as necessary to coordinate on Association-wide matters.

4.5 The Chair of the Association shall be kept reasonably informed of any material issues affecting the Association's operations, strategy, or risk profile.

## **5. Scenario 2: Unplanned Temporary Absence (Up to 12 Weeks)**

5.1 This Section applies where the CEO is unexpectedly unavailable due to illness, medical condition, emergency, short-term disability, extended leave of absence, sabbatical or other unplanned or involuntary circumstances. All applicable leave entitlements and protections, including those consistent with family and medical leave laws, shall be honored and taken into account. In circumstances where the CEO seeks to resume duties following the CEO's own medical or health-related absence, the return to duties shall, where appropriate, be supported by certification from a qualified medical professional confirming the CEO's ability to return to work.

5.2 During such period:

- (a) The CEO shall be deemed unavailable for consultation or decision-making;
- (b) The SLT shall continue to manage day-to-day operations within their respective areas;
- (c) Non-essential projects or initiatives may be deferred as necessary to preserve operational continuity; and
- (d) All applicable human resources policies and state and federal laws shall be followed.

5.3 The CEO shall designate an individual to assume interim responsibilities, subject to approval by the Executive Committee, and such designation shall control. Any such designation shall remain confidential between the CEO and the Executive Committee unless and until activation of this Plan or disclosure becomes reasonably necessary under the circumstances. In the absence of a prior designation, the Executive Committee shall appoint an Acting/Interim CEO. In the absence of such a designation, the Executive Committee shall appoint an Acting/Interim CEO.

5.4 The Acting/Interim CEO shall:

- (a) Serve as the primary liaison to the Board of Directors and the Executive Committee;
- (b) Coordinate decision-making among the SLT on cross-functional or enterprise-level matters; and
- (c) Exercise such authority as is reasonably necessary to maintain continuity of operations, subject to Board oversight.

5.5 If the CEO's absence extends beyond twelve (12) weeks, the Executive Committee and Board shall on a monthly basis evaluate:

- (a) Whether interim leadership should continue; or
- (b) Whether additional leadership or structural adjustments are required.

## **6. Scenario 3: CEO Transition and Succession**

6.1 This Section applies when a new CEO must be recruited and appointed.

6.2 The terms of any existing CEO Employment Agreement shall remain enforceable.

6.3 An Acting or Interim CEO shall continue in such capacity unless otherwise determined by the Executive Committee or Board of Directors.

6.4 The Executive Committee and/or Board may call special meetings as necessary to:

- (a) Ensure continuity of operations;
- (b) Approve interim leadership decisions; and
- (c) Oversee the recruitment and selection process.

## **7. Interim Leadership**

7.1 The Acting or Interim CEO shall be designated as follows:

- (a) By the CEO, subject to the approval of the Executive Committee, if a prior designation has been made; or
- (b) By the Executive Committee, if no prior designation exists.

7.2 The Executive Committee shall approve appropriate compensation adjustments for any individual serving in an Acting or Interim CEO capacity; provided, however, that any such adjustment shall apply only for the duration of time during which the individual is formally serving in such Acting or Interim capacity.

## **8. Authority and Limitations of Acting/Interim CEO**

8.1 The Acting or Interim CEO shall have authority to manage the day-to-day operations of the Association, subject to the limitations set forth herein.

8.2 Unless otherwise approved by the Executive Committee or Board of Directors, the Acting or Interim CEO shall not:

- (a) Enter into contracts or financial commitments exceeding thresholds established in the Budget, Policy Manual or Board-approved financial policies;
- (b) Make material changes to the strategic direction of the Association;
- (c) Hire or terminate members of the Senior Leadership Team, except for cause and in consultation with internal or external legal counsel, as may be appropriate under the circumstances;
- (d) Approve unbudgeted expenditures outside the ordinary course of operations; or
- (e) Amend or materially alter major vendor, MLS, or subsidiary agreements.

8.3 Notwithstanding the foregoing, the Acting or Interim CEO may take such actions as are reasonably necessary in good faith to protect the Association's operations, assets, or legal position in exigent circumstances, subject to prompt reporting to the Executive Committee and/or Board of Directors in accordance with this Plan.

## **9. Emergency Decision-Making Protocol**

9.1 In the event of an emergency requiring immediate action, including but not limited to legal risk, cybersecurity incidents, MLS disruption, financial exposure, or reputational harm:

- (a) The Acting or Interim CEO, or in Scenario 1 the designated SLT member, is authorized to take reasonable and necessary action;
- (b) The Chair and, where appropriate, the General Counsel shall be notified as soon as reasonably practicable; and
- (c) The Executive Committee shall be informed promptly of:
  - (i) the nature of the issue;
  - (ii) actions taken; and
  - (iii) any ongoing risks or required decisions.

9.2 All actions taken pursuant to this Section shall be:

- (a) Limited to what is reasonably necessary under the circumstances;
- (b) Appropriately documented; and
- (c) Submitted for approval or ratification where required under applicable governance policies.

## **10. Recruitment and Search Process**

10.1 The Association may engage a qualified executive search firm specializing in association management and/or REALTOR® association leadership recruitment.

10.2 A Search Committee shall be established, with its size and composition recommended by the Executive Committee and approved by the Board of Directors, provided, however, that the Search Committee shall include no fewer than three (3) members who are not members of the Executive Committee or the Board of Directors. Members of the Search Committee shall maintain strict confidentiality regarding all discussions, materials, and candidates. Any breach of confidentiality may result in removal from the Search Committee or other action as determined by the Executive Committee.

10.3 Internal or External Legal Counsel may provide administrative and procedural support to the Search Committee as needed.

### **10.4 Responsibilities of the Search Committee**

The Search Committee shall:

- (a) Develop a recruitment plan and timeline;
- (b) Establish a budget for the search;
- (c) Select, hire and work with the recruiting consultant;
- (d) Receive direction from the Board regarding qualifications and attributes;
- (e) Review and refine the position description;
- (f) Determine a competitive compensation structure;
- (g) Develop interview processes and questions;
- (h) Interview qualified candidates; and
- (i) Recommend a final candidate to the Board.

### **10.5 Responsibilities of the Recruiting Consultant**

The recruiting consultant shall:

- (a) Prepare and distribute job postings;
- (b) Identify and recruit prospective candidates;
- (c) Collect and present candidate materials;
- (d) Conduct preliminary screenings and interviews;
- (e) Perform background and reference checks;
- (f) Coordinate interview logistics;
- (g) Facilitate the selection process;
- (h) Participate in negotiations regarding employment terms, as appropriate; and
- (i) Provide additional recruitment-related support as needed.

#### **10.6 Internal Candidates**

Internal candidates may be considered for the CEO position. All candidates shall be evaluated based on consistent, impartial, and objective criteria, in accordance with fiduciary duties and applicable governance standards.

## **APPENDIX G**

### **LITIGATION HOLD & RECORD PRESERVATION POLICY**

#### **1. Why This Policy Exists**

From time to time, the Association may become subject to a litigation hold requiring the preservation of documents and Electronically Stored Information ("ESI") that are relevant or potentially relevant to the claims, defenses, parties, or subject matter of pending or reasonably anticipated litigation, regulatory inquiry, or other legal proceeding.

#### **2. What Records Must Be Preserved**

"Association Records" include all documents, communications, and data created, received, maintained, or transmitted in connection with Association business, regardless of format, device, or storage location.

This includes, but is not limited to:

- Emails (including personal email used for Association work)
- Text messages
- Messaging apps (WhatsApp, GroupMe, Signal, Slack, etc.)
- Voicemails
- Meeting notes or minutes
- Contracts and agreements
- Financial documents or spreadsheets
- Committee materials
- Draft documents
- Files stored in cloud systems (Google Drive, OneDrive, Dropbox, etc.)
- AI prompts or outputs used for Association work
- Calendars and scheduling records
- Metadata and audit trails associated with the above

Association Records may exist on Association-issued devices or personal devices used for Association business. All such records fall within the scope of this Policy.

#### **3. Suspension Of Routine Retention Policies**

The Association maintains a records retention schedule in its Policy Manual. During the pendency of this litigation hold, compliance with any destruction provisions of that schedule is suspended for documents and ESI that may be relevant.

#### **4. What You Must Do**

- Do not delete any potentially relevant records
- Disable auto-delete functions, including email deletion rules, message expiration settings and text cleanup features
- Preserve all drafts and working documents
- Preserve records stored in cloud systems
- Contact Legal if you are unsure whether something should be preserved

***When in doubt: preserve it.***

#### **5. What You Must NOT Do**

While the litigation hold is active, you may not:

- Delete or destroy relevant records
- Edit, alter, or backdate documents
- Move records to personal systems to avoid retention
- Enable disappearing messages
- Reset or wipe devices used for Association work
- Destroy paper originals after scanning
- Use unofficial channels to avoid preservation

No one may destroy potentially relevant evidence, even if the evidence appears unfavorable.

## **6. What Can Still Be Deleted**

The following may still be deleted only if they are clearly unrelated to Association business or the litigation:

### **Personal Content**

- Personal emails
- Personal photos
- Personal messages unrelated to work

### **Spam / Junk**

- Spam emails
- Malware or phishing messages
- System error notifications
- Marketing newsletters unrelated to Association business

### **Clearly Unrelated Work Records**

Examples include:

- Scheduling emails unrelated to the issue
- Committee discussions on unrelated topics
- Vendor communications unrelated to the dispute

*Again, if you are unsure, do not delete it.*

## **7. Devices & IT Systems**

Before any device used for Association business is:

- Replaced
- Reset
- Reassigned
- Destroyed

All relevant data must first be preserved.

IT vendors and cloud providers may also be required to preserve Association data.

## **8. Third-Party Vendors & Controlled Data**

The Association must preserve information within its possession, custody, or control.

If a third party (such as an IT vendor, cloud provider, or outside consultant) maintains potentially relevant information on behalf of the Association, the Association must notify that party and direct preservation of relevant ESI. All IT vendors must be directed to:

- Suspend automatic deletion programs

- Preserve server data
- Preserve backup media
- Prevent overwriting of relevant data

## **9. Devices & Departing Personnel.**

Before any computer, server, or device (including Association-issued or personal devices used for Association business) is replaced, updated, reset, destroyed or reassigned any potentially relevant ESI must first be identified and preserved.

## **10. Importance of Original Documents**

Original documents must be preserved, even if electronic copies exist. Courts have imposed sanctions where parties destroyed original documents after scanning them, even though electronic copies were retained. Courts recognize that original documents may contain relevant physical or forensic characteristics not captured in scanned copies. Accordingly, no original documents shall be destroyed while this litigation hold remains in effect.

## **11. Consequences of Non-Compliance**

Courts evaluating document destruction consider:

- Whether deletion was intentional
- Whether deletion was negligent
- Whether litigation was anticipated
- Whether policies were suspended

Failure to preserve relevant records can lead to court sanctions, financial penalties, and legal risk for both the Association and individuals.

## **12. Duration of the Hold**

This litigation hold remains in effect until legal counsel formally lifts it in writing. Until that happens, records covered by this policy must not be deleted or altered.

## **13. Questions**

If you have any questions about whether something should be preserved, contact Legal immediately. Staff and leadership may be required to acknowledge receipt of this policy.

## **APPENDIX H**

### **ARTIFICIAL INTELLIGENCE (AI) USE POLICY**

#### **1. PURPOSE**

The purpose of this Policy is to establish standards governing the responsible, secure, and ethical use of Artificial Intelligence (“AI”) tools in MetroTex Association of REALTORS®’ (“Association”) operations. This Policy is intended to:

- Promote operational efficiency while safeguarding confidentiality and data security
- Preserve appropriate human governance oversight and fiduciary responsibility
- Mitigate legal, regulatory, reputational, and ethical risks
- Ensure compliance with the Association’s confidentiality, document retention, and litigation hold obligations

#### **2. SCOPE**

This Policy applies to Association staff, contractors or consultants acting on behalf of the Association and volunteer members or leadership using AI tools in connection with Association Business. The Policy governs the use of publicly available AI platforms and any AI-enabled software used in connection with Association operations, governance, communications, or strategic activities.

#### **3. DEFINITIONS**

##### **Artificial Intelligence (AI):**

Software systems capable of generating text, analysis, images, summaries, recommendations, or other outputs based on user input, including generative AI platforms and machine-learning tools.

##### **AI-Generated Content:**

Any text, image, analysis, document, recommendation, summary, or other output created in whole or in part using AI tools.

##### **Association Business:**

Any activity conducted on behalf of the Association, including governance, committee work, communications, operations, or decision-making.

#### **4. POLICY ACKNOWLEDGMENT AND USE REQUIREMENT**

Employees, contractors, consultants, and volunteers using AI tools in connection with Association business may be required to review and acknowledge this Policy and confirm their understanding of its requirements prior to continuing to use AI tools for Association-related work.

Such acknowledgment is intended to ensure that individuals understand:

- the capabilities and limitations of AI tools;
- the risks associated with data input and AI-generated outputs;
- the governance, confidentiality, and compliance obligations applicable to the Association; and
- the responsibility of complying with this Policy and all related Association policies.

#### **5. PERMITTED USES**

AI tools may be used as assistive tools for operational efficiency and administrative support; however, any AI-Generated Content representing official Association positions, policies, or communications must be reviewed and approved in accordance with applicable governance or leadership procedures prior to distribution. Permitted uses include:

- Drafting preliminary documents, outlines, or templates
- Summarizing materials, reports, or meeting notes

- Generating agendas or discussion frameworks
- Research assistance and issue spotting
- Brainstorming or idea generation
- Administrative workflow support
- Supporting internal HR coaching tools, note-taking, or performance tracking systems like Leadr
- Software development assistance, including code generation, script writing, code review, and technical documentation for the IT department.

The Association may, from time to time, implement or approve an enterprise-level AI platform for official use. Where such a platform is designated, it shall be the preferred and approved platform for Association-related AI use, particularly where confidentiality, data security, and compliance considerations are implicated.

## **6. PROHIBITED USES**

AI tools shall not be used to:

1. Upload, input, or process confidential, staff or member data unless the platform has been approved in accordance with Section 8 of this Policy.
2. Input or disclose sensitive information into publicly accessible AI platforms, including but not limited to:
  - Staff or Member financial or personal information
  - Personally identifiable information (PII)
  - Disciplinary or ethics matters
  - Litigation-related materials
  - Confidential contracts or vendor agreements
  - Strategic planning or governance documents not approved for release.
3. Generate or issue final legal advice, compliance determinations, or disciplinary decisions without review by appropriate human authority.
4. Make automated personnel, disciplinary, ethics, or enforcement decisions.
5. Circumvent established governance, review, approval, or confidentiality processes.
6. Replace required human oversight in governance or fiduciary decision-making.

## **7. HUMAN REVIEW AND ACCOUNTABILITY**

All AI-generated content used for official Association purposes must:

- Be reviewed by a qualified individual or by the user through a careful self-review prior to use
- Be verified for factual accuracy
- Be evaluated for bias, tone, and appropriateness
- Be approved in accordance with applicable governance or operational procedures prior to distribution.

AI-generated materials are considered draft or assistive outputs only. The Association retains full responsibility for all final communications, decisions, and materials regardless of AI involvement. Individuals remain responsible for the accuracy, legality, and appropriateness of any content generated using AI tools in connection with Association business.

## **8. DATA SECURITY AND CONFIDENTIALITY**

Preservation of Association data security, intellectual property, and confidentiality is essential when using AI tools. Before entering any information into an AI platform, users must:

1. Confirm whether the platform stores, retains, or trains on submitted data
2. Review the platform's privacy and data protection practices
3. Consult leadership or legal counsel and obtain appropriate approval if confidential or sensitive information may be implicated.

Absent explicit approval, confidential or protected Association data shall not be entered into public AI platforms. Users must ensure compliance with:

- The Association's Confidentiality Policy
- The Document Retention Policy
- Applicable data protection laws.

## **9. AI USE DURING LITIGATION HOLD**

When a litigation hold is in effect:

- AI-generated drafts, prompts, summaries, and outputs relating to the subject matter of the hold must be preserved.
- AI prompts used in governance, disciplinary, investigative, or strategic decision-making may constitute discoverable materials.
- No AI-generated materials related to the subject matter of the hold may be deleted or altered.

Routine deletion practices are suspended for any AI-generated materials falling within the scope of the litigation hold.

## **10. TRAINING AND OVERSIGHT**

The Association may:

- Provide training regarding responsible AI use
- Restrict or approve specific AI tools for authorized use
- Periodically review AI usage as part of its broader risk and governance oversight framework.

The Association reserves the right, to the extent permitted by law, to monitor or audit AI usage on Association systems for compliance with this Policy.

## **11. VIOLATIONS**

Intentional misuse involving confidential or litigation-related materials may expose both the individual and the Association to legal liability. Violations of this Policy may result in disciplinary action, including but not limited to:

- Revocation of access privileges
- Disciplinary action
- Employment-related corrective action

## **12. POLICY COMPLIANCE**

Compliance with this Policy will be monitored by Association leadership. Any identified breaches will be addressed promptly and appropriately.

## **13. REVIEW AND REVISION**

This Policy shall be reviewed periodically and may be amended as necessary to reflect changes in technology, legal requirements, governance practices, or operational needs.

# **APPENDIX I**

## **MESSAGING PLATFORMS & UNOFFICIAL COMMUNICATION CHANNELS POLICY**

### **1. Purpose**

To ensure Association business is conducted through appropriate communication channels that support record retention, transparency, and compliance with legal obligations, governance requirements, and the Association's document preservation policies.

### **2. Scope**

This policy applies to all individuals conducting Association business, including:

- Association staff
- Officers and Directors
- Volunteer leadership, including committee members and task force members
- Association members when participating in Association governance, committees, or official activities
- Contractors or consultants acting on behalf of the Association

The policy governs communications relating to Association operations, governance, committee activities, or other official Association matters, regardless of the device or platform used.

### **3. General Rule**

Association business should be conducted through official communication platforms, including:

- Association email systems
- Official document management systems
- Board and committee meeting platforms
- Other Association-approved collaboration tools

Messaging applications such as WhatsApp, GroupMe, Signal, Slack, iMessage, or similar platforms are considered informal or supplemental communication tools and should not be used for substantive Association business.

### **4. Prohibited Uses**

Unofficial messaging platforms may not be used to:

- Conduct Board or committee deliberations
- Take votes or make decisions
- Discuss confidential Association matters
- Share sensitive staff or member information or disciplinary matters
- Conduct negotiations or contract discussions
- Circumvent official communication channels or recordkeeping requirements
- Avoid documentation of governance discussions or decisions

### **5. Limited Permitted Uses**

Messaging platforms may be used only for limited logistical purposes, such as:

- Scheduling meetings
- Event coordination
- Quick operational updates
- Time-sensitive logistical coordination
- Informal reminders related to meetings or events

If substantive discussion begins in a messaging thread, the conversation must be moved to official

Association channels and documented appropriately.

## **6. Record Preservation**

Communications conducted through messaging platforms may still constitute Association records and may be subject to:

- Document retention policies
- Litigation hold obligations
- Legal discovery

Individuals must preserve relevant messages if required by Association policy or legal counsel. Records relating to Association business may exist on personal devices or accounts and remain subject to the Association's document retention and preservation requirements in effect at the time.

## **7. Compliance**

Failure to comply with this policy may result in removal from committee or leadership roles, revocation of communication platform access and internal disciplinary action.