

16th REGION
C.A.R. DIRECTORS
POLICY & PROCEDURES MANUAL

C.A.R. STATE DIRECTORS POLICY AND PROCEDURES MANUAL

I. PURPOSE

The purpose of the Region shall be to provide representation for member Boards/Associations of REALTORS® at the Regional and State level, consisting of West San Gabriel Valley REALTORS® and Citrus Valley Association of REALTORS®, in accordance with C.A.R. bylaws.

II. EXECUTIVE COMMITTEE

The Region shall maintain an Executive Committee as follows:

A. OFFICERS

1. Regional Chair
2. Assistant Regional Chair
3. Immediate Past Regional Chair

B. DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE; It shall be the responsibility of the Executive Committee:

1. To prepare the regional budget for the following year;
2. Perform such other duties as may be assigned by the Regional Chair.

III. APPOINTMENT OF ASSISTANT REGIONAL CHAIR.

A. ASSISTANT REGIONAL CHAIR. The Assistant Regional Chair shall hold REALTOR® membership in a Board/Association within the Region and shall have served as a Board/Association President from within the Region prior to taking office shall have served two full years as a State Association Director.

1. The Assistant Regional Chair shall be chosen by each Board/Association on a rotating basis, beginning with Citrus Valley AOR for the calendar year 2025.
2. The Assistant Regional Chair shall ascend to the position of Regional Chair immediately following their term of Assistant Regional Chair.
3. The Regional Chair and Assistant Regional Chair shall serve at the pleasure of their respective Board/Association.

B. TERM. The term of office of the Regional Chair and Assistant Regional Chair shall each be one (1) calendar year.

C. SELECTION and NOTIFICATION DATES

1. Date and Location. Selection of the Regional Chair and the Assistant Regional Chair shall be in accordance with C.A.R. deadlines for appointment. Each Board/Association shall be notified as to the date and selection at least (60) days preceding the appointment.

D. VACANCIES

1. REGIONAL CHAIR. In the event a vacancy occurs in the position of Regional Chair, the Assistant Regional Chair shall fill the vacancy for the balance of the term.

2. ASSISTANT REGIONAL CHAIR. In the event a vacancy occurs in the position of Assistant Regional Chair, the Board/Association of the vacating Assistant Regional Chair shall appoint a qualified replacement to the position to complete the term and ascending to the Region Chair.

IV. DUTIES AND RESPONSIBILITIES OF THE OFFICERS;

A. REGIONAL CHAIR. It shall be the duty and responsibility of the Regional Chair to;

1. Act on behalf of the C.A.R. President within the Region;
2. Act as liaison between the Region and the C.A.R. Executive Committee;
3. Call and preside over Regional caucuses at C.A.R. Directors' meetings;
4. Serve as a member of the Regional Chair's Committee;
5. Represent the Region at C.A.R. Executive Committee meetings;
6. Call and preside over meetings of the Regional Executive Committee and Region as necessary;
7. Organize the C.A.R. Officer/Guest's visits, if any.
8. Conduct all Regional votes, as required;
9. Make recommendations for appropriate C.A.R. positions and committee assignments;
10. Install local Board/Association officers in the Region, when requested;
11. Take attendance and manage any issues of the C.A.R. Board of Directors meetings.

B. ASSISTANT REGIONAL CHAIR. It shall be the duty and responsibility of the Assistant Regional Chair to:

1. Work closely with, and assist, the Regional Chair;
2. Chair meetings at which the Regional Chair is unable to attend, including caucus and Regional meetings;
3. Attend meetings as requested by the Regional Chair, or as established by Regional Policy;
4. Make arrangements for Regional dinner/social functions as requested;
5. Distribute Regional Policy & Procedure Manuals to all Regional Executive Officers and Regional Directors;
6. Serve as a member of the Regional Executive Committee, and assist the Regional Chair with Regional functions;
7. Attend, when possible, meetings of the C.A.R. Regional Chair Committee;
8. Should the Regional Chair be unable or unwilling to serve, The Assistant Regional Chair will ascend to Regional Chair;
9. On behalf of the Region, prepare chair's departing gift and card.

C. IMMEDIATE PAST REGIONAL CHAIR. It shall be the duty and responsibility of the Immediate Past Regional Chair to;

1. Give priority as a C.A.R. Director;
2. Lend support to the Regional Chair and be available for assistance, as needed;

3. Assist the Regional Chair with recommendations of appropriate C.A.R. positions;
4. Serve as the C.A.R. Nominating Committee Representative.

V. C.A.R. DIRECTORS.

- A. C.A.R. Directors within the number allocated by C.A.R., shall be selected by each Board/Association within the Region, in accordance with the Board/Association procedure. Directors are responsible for attending all C.A.R. Director's meetings, including assigned committees and Board of Directors' sessions and Regional meetings. Directors shall serve at the pleasure of their respective Board/Association.

VI. C.A.R. MEETINGS.

- A. C.A.R. Director's meetings are held three times per year in various locations throughout the state.
- B. **BOARD OF DIRECTORS SESSIONS.** Each C.A.R. Director shall be responsible for attending all sessions of the C.A.R. Board of Directors. Attendance will be recorded by the Regional Chair. The absence of any Director from two (2) consecutive meetings of the C.A.R. Board of Directors, whether regular or special, unless for good cause is submitted to their Association Board of Directors in writing for approval, shall authorize the Association Board of Directors to declare the office vacant. This section shall not apply to Honorary Directors for Life or past C.A.R. Presidents. Excused absences must be processed through the Regional Chair and Association Executive of the respective Board/Association.

C.A.R. Attendance and Excuse - The proper procedure to request an excused absence is to send a letter to the attention of the C.A.R. President in advance of the meeting, stating the reason for the absence, and requesting that an excuse be granted. The letter may be addressed to:

C.A.R. President
915 L Street, #1460
Sacramento, CA 95814

Email: governance@car.org

As a courtesy, it is also recommended that Directors requesting an excused absence advise their Regional Chair, and their Committee Chairs, that they will not be in attendance at an upcoming meeting.

- C. **COMMITTEE MEETINGS.** Regional Representative and Members-At-Large of C.A.R. committees (hereafter, committee member) shall attend all meetings of his/ her assigned committee(s). In the event a committee member is unable to attend his/ her assigned

committee meeting, he/ she shall notify the Regional Chair so that another individual can be assigned to attend that committee meeting.

- D. REGIONAL CAUCUS MEETINGS. The Regional Chair shall hold regional caucus meetings at the C.A.R. Directors' meetings as required by C.A.R. policy which are to be attended by all directors. The Regional Chair shall report items of proposed action by each committee, when available, and other items he/she deems necessary. Regional Representatives/ Members-At-Large shall also report on proposed committee actions and other information as deemed necessary. The Regional Chair may request a vote of the Directors for the purpose of taking a position on a particular issue.
- E. REGIONAL DINNER. The Directors may choose to meet for a no host Regional dinner, or other Regional function in place of a Regional dinner. Attendance is optional but is encouraged. If the Directors choose to have a Regional dinner/function, it shall be the responsibility of the Assistant Regional Chair to make arrangements for this event.

VII. REGIONAL MEETINGS.

- A. REGIONAL EXECUTIVE COMMITTEE MEETINGS. The Regional Chair may call meetings of the Executive Committee as he/she deems necessary.
- B. REGIONAL C.A.R. DIRECTORS' MEETINGS. Meetings of the Region's Directors may be held preceding each C.A.R. Directors meeting to discuss issues for the upcoming C.A.R. Directors' meetings and at other times as determined by the Regional Chair.
- C. OTHER REGIONAL MEETINGS/ACTIVITIES. The Regional Chair, or others, may recommend Regional meetings or activities, including a C.A.R. President's visit, and, if so approved by the Directors, the Regional Chair may appoint a task force to plan said activity.

VIII. C.A.R. COMMITTEE APPOINTMENTS/RECOMMENDATIONS.

- A. REGIONAL REPRESENTATIVES. MEMBERS-AT-LARGE. Appointment of Regional Representatives and recommendations for Members-At-Large of C.A.R. committees shall be the responsibility of the incoming Regional Chair who shall seek request from among the incoming Directors for service on the C.A.R. committees within the guidelines set forth by C.A.R.
- B. SPECIAL COMMITTEES, WORKING GROUPS, TASK FORCES. In the event the C.A.R. President creates special committees, working groups and/or task forces during the year, any Director may apply to serve, however, the Director should notify the Regional Chair of said application.
- C. C.A.R. NOMINATING COMMITTEE DELEGATE. The Alternate Nominating Committee Representative shall ascend to the C.A.R. Nominating Committee Delegate. The Alternate shall be chosen by each Board/Association on a rotating basis, beginning with the West San Gabriel Valley REALTORS® for the calendar year 2025. Minimum requirements for the Alternate shall be the same as for the Assistant Regional Chair. In the event that the Alternate is unable to serve the Alternate's Board /Association will choose a replacement. Term of service for the Nominating Delegate and the Alternate is one year, but if the Alternate replaces the Nominating Delegate mid-year, the Alternate will also serve as

Nominating Delegate the year following. The Nominating Delegate and Alternate shall serve at the pleasure of their respective Board/Association.

- D. C.A.R. STRATEGIC PLANNING AND FINANCE COMMITTEE. The Regional Chair shall appoint a director to serve as the Region's representative to the C.A.R. Strategic Planning and Finance Committee as a non-voting member. It is strongly suggested the Assistant Regional Chair be appointed to serve as the Region's Representative.

IX. REGIONAL CHAIR AND ASSISTANT REGIONAL CHAIR BUDGET.

- A. FUNDING. Each Board/Association shall be responsible for funding their Regional Chair/Assistant Regional Chair to C.A.R. Meetings. Each Board/Association shall fund their Region Chair's outgoing gift and the "Thank You" card.
- B. Assistant Region Chair and their Association is planning and funding one Region Mixer outside of the normal meeting cycle, beginning in 2025 with Citrus Valley Association of REALTORS®.