To All:

What can we say, but thank you. Thank you for answering the call to serve our association, for taking on this leadership role, for the hours and effort spent guiding your committees, and for being here with us at Committee Leadership Camp. Whether you are here as a Chair, Vice Chair, Staff Executive, or in another capacity, your work is important to our achievements in 2023 and beyond.

Today, you will learn more about what Riding with the Brand means. In the old west, when a cowboy “rode for the brand,” it meant that they had signed on to the mission, goals and aims of the ranch owner. It meant that they were committed, and they were a dedicated team player. It meant, in the words of Red Steagall, that they gave the promise to protect the brand as though it were their own.

That’s why our theme for 2023 is “Riding with the Brand.” Note that it’s not “Riding for the Brand,” because you are the brand! The brand is us, and the brand means something to all of us! Thank you for Riding with the Brand and giving your very best to safeguard and promote what the REALTOR® Brand is. It represents the very best of people who truly love our community and the people who live in it! And thank you for your kindness and for making me want to be better. We can’t wait to share more about the program built around Riding with the Brand.

You will also have the opportunity to think, learn, share, and spread kindness today. We hope your takeaways include new leadership ideas, insights into the NAR governance process, and tips to best represent your committee and our profession. We also hope you take away some new ideas to spread kindness and gratitude.

We look forward to a productive day together, and a successful year in 2023. Thank you for all of your contributions.

Kenny and Tracy

Kenny Parcell, 2022 President-Elect

Tracy Kasper, 2022 First Vice President
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</tbody>
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I would like to express my sincere gratitude for your willingness to serve OUR association. You have been chosen to lead the National Association of REALTORS® with over 1.5 million members. I cannot thank you enough for the time you will sacrifice for this task. It is important.

I believe where much is given, much is expected. I believe we would all agree that we have been given much. I believe whom the Lord calls he qualifies. It is so true in this case; you are qualified to be in your position.

As Maya Angelou said, “People will forget what you said, people will forget what you did, but people will never forget how you made them feel.” It is important to me that the volunteer leaders of this association who are selected to participate in leadership in 2023 commit to serve our membership and, as you will hear me say often, to be KIND.

This volunteer contract is just between you and me. It sets the stage for some of the expectations that I have for our team so our year can be productive and memorable to all who give us their time away from their families, businesses, and personal lives.

My mother passed away at the young age of 47. She would ask me daily if I gave my best for the day. It has always stuck with me. I commit to you that I will give you my best. All I can ask is that you do the same and give me your best. By giving each other our best, we will move the work of the association forward and leave it better than we found it, we will be better today than we were yesterday, and we will be better tomorrow than we were today.

Love, 
KP
KENNY’S EXPECTATIONS OF SERVICE
FOR A PRESIDENTIAL APPOINTMENT

SELF-CARE
Remember to be kind to others, but also to yourself. Smile. Be happy. Find joy. This business is tough. Take time for yourself, family, business, and friends. Stay balanced, stay healthy, and stay strong. Don’t go broke—financially or emotionally—trying to give your all to volunteering. It doesn’t do you or the association any good. Take care of yourself.

KINDNESS
Look for ways to show random acts of kindness daily. You are a leader, and even though you may not know people, they will know you. Look for opportunities to serve others. Offer compliments instead of criticism. Focus on the good in others. Get to know the names of your committee members and make them feel valued. Let people know the qualities you admire in them.

GRATITUDE
Encourage everyone to be their very best, and recognize them when they deliver. Find time to send a note, email, or text message—or pick up the phone—to thank others for their service. Express your appreciation for the qualities that people bring to the world.

SOCIAL SHARING
Promote others more than yourself. Avoid posting something controversial that could bring harm to yourself or the association. Look for opportunities to build others up and make people look and feel better about themselves.

TEAM PLAYER
Be the very best vice chair you can be to your chair. Ask how you can serve and help your chair. Remember that it is not about you but about everyone else. Be the teammate and person you want others to be for you.

By accepting my appointment, you are acknowledging these expectations and will strive to accomplish them in your volunteer role. You are also committing to ask questions and seek clarification and understanding.

Finally, as one of my appointees, you are committing to be the best version of yourself and the best volunteer you can be because your actions impact the perceptions of our members, the industry, and the public.

THANK YOU
NAR’S COMMITMENT TO ANTITRUST COMPLIANCE

The National Association of REALTORS® is a not-for-profit trade association devoted to improving the business conditions of the real estate industry. NAR meetings and events often include real estate professionals and other industry stakeholders who compete with each other or work for competing businesses. NAR is committed to conducting all meetings and events in a professional, ethical, and lawful manner, including in adherence to all antitrust laws. To that end, the topics for this meeting will focus on advancing the interests of real estate professionals and consumers of real estate services, increasing competition, reducing risk for all parties involved in real estate transactions, and sharing insights on business best practices. The following discussion topics are always prohibited: agreements to fix prices, limit product or service offerings, allocate geographical territory or customers, and refuse to deal. Any discussion inconsistent with this policy will not be tolerated.

NAR CODE OF CONDUCT AND ANTI-HARASSMENT POLICY

This NAR Code of Conduct and Anti-Harassment Policy (Policy) applies to all NAR-related meetings or events, whether held in public or private facilities, including meetings or events sponsored by organizations other than NAR and held in conjunction with NAR meetings or events, and any NAR member communications related to NAR business or with NAR staff.

NAR Commitment:
NAR is committed to providing a productive and welcoming environment that is free from discrimination and harassment. Members are expected to act with courtesy and mutual respect toward each other, NAR staff, service providers, speakers and event participants.

Harassment:
Harassment in any form is strictly prohibited. Harassment includes inappropriate conduct, comment, display, action, or gesture based on another person’s sex, color, race, religion, national origin, age, disability, sexual orientation, gender identity, and any other protected characteristic.

Examples of harassment include, but are not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and the display or circulation of written or graphic material that denigrates or shows hostility toward an individual or group based on a protected characteristic.
Sexual Harassment:
Sexual harassment is one form of harassment. Sexual harassment may involve individuals of the same or different gender. Like all harassment, sexual harassment is strictly prohibited.

Sexual harassment can be:
- Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
- Non-Verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, or obscene gestures.
- Physical: Unwanted physical contact, including touching, pinching, coerced sexual intercourse, or assault.

How to Report Incidents of Harassment or Inappropriate Behavior:
Any member who believes they experienced or witnessed harassment or other inappropriate behavior in violation of this Policy should promptly report the incident to one of the following individuals: the NAR General Counsel, the NAR Senior Vice President of Talent Development Resources, or the NAR President.

Investigation and Discipline
Upon receipt of a member’s report of possible harassment or inappropriate behavior in violation of this Policy, NAR will promptly conduct an investigation at the direction of NAR’s General Counsel. During the investigation, NAR will involve only those deemed necessary to the investigation, and disclosures will only be made on an as-needed basis. If it is determined that the investigation substantiates that a violation of this Policy has occurred, NAR’s President, President-Elect, and First Vice President, in consultation with NAR’s General Counsel, will determine any disciplinary action. If one or more of the foregoing officers are named in the complaint of harassment or inappropriate behavior, NAR’s General Counsel will identify a substitute to be selected from the Executive Committee.

NAR reserves the right to take any necessary and appropriate action against a member who engages in any form of harassment or inappropriate behavior in violation of this Policy. Such actions may include, but are not limited to, prohibition from attendance at future NAR meetings or events, removal from a committee appointment, expulsion from membership or any other action deemed appropriate by NAR.
Note: We have assigned seating for the opening, general, and closing sessions, and assigned groups for breakout session rotations. Your table number and your breakout session group letter are on the back of your badge.

Tuesday, August 9

2:00pm – 6:00pm  Registration Desk
Sheraton Chicago Hotel – Lobby Level Registration Desk

6:00pm – 8:00pm  Welcome Reception
Lucky Strike – 322 Illinois Street

8:15pm - 9:30pm  Ice Cream Social with Kenny and Team
Sheraton - Location TBA
Wednesday, August 10

7:00am – 8:00am  Registration Open
Sheraton Chicago Hotel – Lobby Level Registration Desk

Breakfast Available
Sheraton Ballroom IV & V

8:00am – 9:15am  Opening Session
Sheraton Ballroom IV & V

9:15am – 9:30am  Break / Move to Breakout Session 1

9:30am – 10:45am  Breakout Session 1
Group A: How To Be an Effective Spokesperson for Your Committee, Sheraton Ballroom I
Group B: Lead and Deliver Successful Meetings, Sheraton Ballroom II
Group C: Navigating NAR Governance, Sheraton Ballroom III

10:45am – 11:00am  Break / Move to General Session

11:00am – 11:30am  General Session
Sheraton Ballroom IV & V

11:30am – 12:30pm  Lunch
Sheraton Ballroom IV & V

12:30pm – 12:45pm  Break / Move to Breakout Session 2

12:45pm – 2:00pm  Breakout Session 2
Group A: Navigating NAR Governance, Sheraton Ballroom III
Group B: How To Be an Effective Spokesperson for Your Committee, Sheraton Ballroom I
Group C: Lead and Deliver Successful Meetings, Sheraton Ballroom II

2:00pm – 2:15pm  Break / Move to Breakout Session 3

2:15pm – 3:30pm  Breakout Session 3
Group A: Lead and Deliver Successful Meetings, Sheraton Ballroom II
Group B: Navigating NAR Governance, Sheraton Ballroom III
Group C: How To Be an Effective Spokesperson for Your Committee, Sheraton Ballroom I

3:30pm – 3:45pm  Break / Move to Closing Session 3

3:45pm – 4:30pm  Closing Session
Sheraton Ballroom IV & V
Lead & Deliver Successful Meetings

Facilitators:
JoAnne Poole
Nate Johnson
Adorna Carroll
Motion Activity for How to Lead and Deliver Successful Meetings

Scenario is a short description of a complex issue that a committee is addressing and the desired outcome for the discussion. Note there are procedural issue(s) and group dynamics issue(s) to this activity and both should be considered as you discuss this situation.

Activity

During a committee meeting, a member, aka **Committee Member A** has moved a motion for committee members to have a field trip to ABC revitalized neighborhood with the understanding this would require an overnight stay, meals, and transportation due to the distance they must travel.

The motion was seconded and then opened for discussion. Committee members voted, motion was defeated. After the motion failed, **Committee Member A** was upset and said while the motion was being discussed, a lot of conversation about the cost of the field trip and committee’s staff time played a large part of the motion being defeated.

**Committee Member A** requested to know the salary breakdown, benefits, and incentives of all NAR staff since staff participation should not be a factor. The member is being nefarious and has been able to get 3 other people on the committee to agree they should have the information. The committee vice chair and assigned staff to this committee have attempted to share their points of views and perspectives but have not been able to assist the chairperson to bring this to a positive conclusion.
Brainstorming Discussion

You are to brainstorm what the chair needs to do to:

1. De-escalate the conversation and bring it back on point.
2. Identify points of agreement and disagreement to make sure all the members feel they have been heard, including Committee Member A.
3. How to get consensus to move or end the conversation.
4. How to help committee members from taking the conversation outside of the committee.
5. How to prepare for the next committee meeting so members do not re-live the experience.
Scan this QR code for helpful guides to manage and facilitate productive meetings.
Navigating NAR Governance

Facilitators:
Elizabeth Mendenhall
Natalie Davis
Toni Carone
Questions to Consider When Crafting a Motion

1. What is the ACTION that you want the association to take?
2. What is measurable? Is the action measurable?
3. What is the timeline?
4. What is the budget impact – this year, next year, ongoing?
5. Is this included in the budget for this year?
6. What other committees need to review or buy in to this action?
7. Why do we need it?
8. How does this benefit the members?
9. How might this impact our state and local committees?
10. What other groups may be impacted? (Brokers, affiliates, etc.)
11. Does this impact a specific segment of our members?
12. Is this a singular or ongoing activity?
13. What is the motion path for approval?
14. Has the liaison reviewed the motion?
15. Has legal reviewed the motion?

When a motion should not be a motion?

1. When there is already existing policy.
2. When there is already a budget.
3. When it is already in the committee, other committees or group’s purpose and purview.
HOW TO WRITE A RECOMMENDATION FOR THE NAR EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

Recommendations are brief and they answer the question: “What”?  


2. The Rationale answers the question: “Why?”

3. General rule – any Rationale longer than a page should be attached as an exhibit.

“What” is an action. When possible, active voice is better than passive.

<table>
<thead>
<tr>
<th>Active Voice</th>
<th>Passive Voice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopt</td>
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</tr>
<tr>
<td>Change</td>
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<tr>
<td>Amend</td>
<td>Be amended</td>
</tr>
<tr>
<td>Approve</td>
<td>Be approved</td>
</tr>
<tr>
<td>Support</td>
<td>Be supported</td>
</tr>
</tbody>
</table>

Formula for writing a good recommendation = “To” + “What” (and sometimes “Who” “How” or “When”)

Examples:

- To adopt the 2016 year-end financial statements, as audited by Crowe Horwath, LLP, for the combined entity of NAR, its wholly owned subsidiaries, and its affiliated Institutes, Societies and Councils.

- To provide funding of $375,000 in two cases as follows:
  - one-half of the legal fees and expenses incurred by the California Association of REALTORS® in the C.A.R. v. PDFfiller litigation (net of insurance reimbursements), up to a maximum of $300,000; and
  - an amount equal to the contribution of the Oregon Association of REALTORS® in the Oregonians for Floodplain Protection coalition, up to a maximum of $75,000.

- To amend the Procedure for Processing a Contested Application for Change of Jurisdiction as set forth in Exhibit A.

- To support laws requiring prior notification of, with an opportunity to correct, alleged violations of the Americans with Disabilities Act before a lawsuit on that alleged violation can be filed, while reaffirming support for the Americans with Disabilities Act and programs that encourage compliance with ADA laws.

- To replace the 1997 policy on rent control with the new policy set forth in Exhibit B.
HOW TO WRITE RATIONALE FOR A RECOMMENDATION

Rationale for a recommendation answers the question: “Why”?

1. The rationale should provide enough justification for making the recommendation.
2. Draft the rationale with “talking points” in mind. What 3-5 takeaways does your committee leadership need in order to “sell” this recommendation to Exec Committee, Regional Caucuses, and BOD.
3. Address whether the recommendation is new or changes an existing issue, policy or position previously adopted by NAR.
4. Include measurables with a deadline.
5. Include a consequence if you do not meet the measurables.

Formula for drafting a good rationale = Start with the most important reasons and give them some soundbites they can repeat if needed.

Examples:

• NAR policy already supports increased accessibility and believes that meeting the needs of Americans with disabilities is best achieved through education and guidance leading to voluntary compliance. This recommendation would allow NAR to support laws that require potential plaintiffs to notify businesses or potential ADA violations prior to filing a lawsuit. Having the opportunity to correct the alleged violation allows businesses to focus resources on increasing accessibility rather than contesting liability in the courts. Further, the law does not distinguish between minor technical violations or more serious and obvious violations of the law. Statutory remedies for violations of the ADA include correcting the violation and the payment of attorney’s fees to the prevailing plaintiff; no damages are available.

• NAR’s Rent Control policy was originally adopted in 1997. There has been a resurgence of rent control measures at both the state and local level. The new position identifies reasons why NAR opposes rent control measures because these types of laws are infringements upon private property rights. The recommended language is the result of a Rent Control Work Group (RCWG) which was comprised of NAR members and local Government Affairs Directors (GADs).

• The campaign and election manual does not address what NAR should do if (1) a candidate dropped out, leaving no candidate for a particular office or (2) no candidate was deemed eligible for a particular office. The recommendation gives the CCRC explicit direction on what to do if either of those instances were presented – that is, the CCRC would reopen an application period to allow additional individuals to submit their application so that no office was left without a candidate for election. Absent adoption of this policy, the association could be left with an office vacancy. In addition, it would not be practical to require Board of Director approval under these circumstances, since the CCRC would need to react expeditiously to seek additional candidates to submit an application.
Credentials and Campaign Rules Committee
2017 REALTORS® Legislative Meetings

Chair: Chris Lightyear (OR)
Vice Chair: Tom Thompson (AZ)
Committee Liaison: n/a
Staff Executive: Lesley Running and Idris Rivers (IL)

Recommendation(s):

1. To adopt the “Emergency Application Process and Deadline Policy” outlined below:

   If at any time after the Submission Period: 1) no NAR Applications for Elected Office were received for a particular Elected Office; or 2) no Potential Candidates are deemed Eligible Candidates for a particular Elected Office, then, within seven (7) days, or as soon as practical, the CCRC will open up a new thirty (30) day application period, the end of such period shall be referred to as the “Emergency Submission Deadline”, during which time Interested Members may file an NAR Application for Elected Office for the office at issue. The CCRC will release the list of the Eligible Candidates by either the Notification Date or the earliest date practical, as determined by the CCRC.

   Rationale: The campaign and election manual does not address what NAR should do if: 1) a candidate dropped out, leaving no candidate for a particular office; or 2) no candidate was deemed eligible for a particular office. The recommendation gives the CCRC explicit direction on what to do if either of those instances were presented - that is, the CCRC would reopen an application period to allow additional individuals to submit their application so that no office was left without a candidate for election. Absent adoption of this policy, the association would be left with an office vacancy. In addition, it would not be practical to require Board of Director approval under these circumstances, since the CCRC would need to react expeditiously to seek additional candidates to submit an application.

   This recommendation has been reviewed by (check all that apply):
   □ Not Applicable
   □ Leadership Team □ Legal □ Finance □ Other (list committees):

   The Executive Committee recommends to the Board of Directors:
   □ Approval
   □ Approval with the following amendment:
   □ Referral to ___ for further study
   □ Defeat

   Board of Directors Action:
   □ Approved
   □ Approved with the following Executive Committee amendment:
   □ Defeated
   □ Referred to ___ for further study
   □ Approved with the following Board of Directors amendment:
   □ Referred to ___ for further study

The following was reported for information only and did not affect Association policy or budget.

1. The Credentials and Campaign Rules Committee will post its meeting agenda in advance of its meetings at the REALTOR® Conference & Expo and the REALTORS® Legislative Meetings & Expo, and members will be allowed to submit comments for the Committee’s consideration.
LEADERSHIP CAMP PLAYBOOK

NATIONAL ASSOCIATION OF REALTORS®
PROGRAM IMPACT ANALYSIS FORM

Committee Name: _______________________________________________________

Proposed Program: _____________________________________________________

This program proposal may have financial implications at the following levels:

___NAR         ___State         ___Local

Implementation Steps to Consider:

A) Which, if any, changes may be necessary to the association's governing documents to implement this program?

_____________________________________________________________________

_____________________________________________________________________

B) What, if any, additional education/training for association members may be required for program implementation?

_____________________________________________________________________

_____________________________________________________________________

C) What, if any, additional education/training for association staff may be required for program implementation?

_____________________________________________________________________

_____________________________________________________________________

If the proposed program has financial impact on the NATIONAL ASSOCIATION OF REALTORS®, a Budget Adjustment Request form must accompany this Program Impact Analysis form.
NATIONAL ASSOCIATION OF REALTORS®
PROGRAM IMPACT ANALYSIS FORM

D) What, if any, resources may be needed by the association to facilitate program implementation? (i.e., technology, research, education/training, financial assistance, etc.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

E) What, if any resources may be needed by NAR to facilitate program implementation? (i.e., technology, research, education/training, financial assistance, etc.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

F) Will program implementation require assistance from the following NAR staff specialists?

___Legal
___Member Policy
___Government Affairs
___Research
___Finance
___Other (explain below)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

If the proposed program has financial impact on the NATIONAL ASSOCIATION OF REALTORS®, a Budget Adjustment Request form must accompany this Program Impact Analysis form.
## 2022 Budget Adjustment Funding Request

(Requestor: Complete Blue Shaded Areas Only)

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### Purpose for Funding Adjustment

Additional Memo Explanation & Reprogramming Recommendation Attached (Required)

### Budget Funding Request (From attached line item detail)

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### Approved 2022 Program Budget

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### Approved 2022 Team Budget

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### Finance Committee Review at

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### Line Item Detail

(Requestor: Complete Blue Shaded Areas Only)

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<tr>
<td>47130</td>
<td>Media Agency Fees</td>
<td>$ -</td>
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<td>47400</td>
<td>Writers Fees</td>
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<td>47700</td>
<td>Production R&amp;D</td>
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<td>47800</td>
<td>Instructor Fees</td>
<td>$ -</td>
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<tr>
<td>48100</td>
<td>Legal Fees</td>
<td>$ -</td>
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<tr>
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<td>Printing</td>
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<tr>
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<td>Art Services</td>
<td>$ -</td>
</tr>
<tr>
<td>51000</td>
<td>Service Materials</td>
<td>$ -</td>
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<tr>
<td>51200</td>
<td>Photography</td>
<td>$ -</td>
</tr>
<tr>
<td>54300</td>
<td>Freight</td>
<td>$ -</td>
</tr>
<tr>
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<td>Postage</td>
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</tr>
<tr>
<td>55000</td>
<td>Dues &amp; Subscriptions</td>
<td>$ -</td>
</tr>
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<td>55800</td>
<td>Gifts/Awards/Flowers</td>
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<tr>
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<td>$ -</td>
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<tr>
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<td>Audio Visual Materials</td>
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<tr>
<td>57500</td>
<td>Facilities &amp; Meetings</td>
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<td>Speaker Fees</td>
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<tr>
<td>58100</td>
<td>Booth Rental</td>
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<tr>
<td>60000</td>
<td>Equipment Rental</td>
<td>$ -</td>
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<tr>
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<td>Staff Telephone</td>
<td>$ -</td>
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<tr>
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<td>Equipment Maintenance</td>
<td>$ -</td>
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<td>Advertising</td>
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<td>Sponsorships</td>
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<td>Professional Liability Insurance</td>
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<tr>
<td>77200</td>
<td>Software</td>
<td>$ -</td>
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<tr>
<td>77500</td>
<td>Outside Computer Service</td>
<td>$ -</td>
</tr>
<tr>
<td>78000</td>
<td>527 Political Activity - Federal</td>
<td>$ -</td>
</tr>
<tr>
<td>78100</td>
<td>527 Political Activity - State</td>
<td>$ -</td>
</tr>
<tr>
<td>78200</td>
<td>Political Events</td>
<td>$ -</td>
</tr>
<tr>
<td>78300</td>
<td>Contribution Expense</td>
<td>$ -</td>
</tr>
<tr>
<td>39700</td>
<td>Expenses Charged to NAR Areas</td>
<td>$ -</td>
</tr>
<tr>
<td>39800</td>
<td>Expenses Charged to Affiliates</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td><strong>Total Direct Expenses</strong></td>
<td>$ -</td>
</tr>
</tbody>
</table>

### Net Expense (Revenue)

$ -
Recommendation:

1. To support tax policies that provide a targeted, additional gain exclusion or other tax relief to older homeowners and others who have lived in their principal residence for many years and have unrealized gains that are so much higher than the current-law maximum exclusion that the homeowner is discouraged from selling the home, even when it no longer meets their needs.

*Rationale:* Upon its enactment in 1997, the current-law exclusion of gain on the sale of a principal residence offered a tremendous benefit for countless millions of homeowners who otherwise would have been taxed on inflationary gains. The exclusion also largely eliminated the paperwork burden of tracking the cost of each home improvement, sometimes for decades, to properly determine the tax due upon the sale of the home. Further, the provision has assisted millions of homeowners in saving for retirement.

However, because the thresholds are not adjusted for inflation, the value of the exclusion in meeting these policy goals has seriously eroded over time and the burden of tracking extensive paperwork is back. Moreover, in a growing number of cases in many markets, older homeowners who have lived in their residence for some time have concluded that selling is not a viable option because the tax due on the excess of the gain over the exclusion leaves too little for the seller to purchase another home. Thus, many such homeowners stay in their home, even when it is no longer suitable. This situation exacerbates the growing shortage of homes for sale and diminishes municipal tax revenue. Projections show these problems are likely to grow exponentially in the years ahead if relief is not provided.

This recommendation may have financial impact on board of state associations (check one): □ Yes □ No
If yes, please attach a Program Impact Analysis Form as an Exhibit.

This recommendation has been reviewed by (check all that apply):
□ Leadership Team  □ Legal  □ Finance  □ Other (list)_____________________

The Executive Committee recommends to the Board of Directors:
□ Approval:  □ Referral to:
□ Approval with the following amendment:  □ Defeat

Board of Directors Action:
□ Approved  □ Defeated
□ Approval with the Executive Committee amendment:
□ Referred to:
□ Approved with the following Board of Directors amendment:  □
How to Present a Recommendation to the NAR Executive Committee

Before you enter the room

- Scheduled time will be available to staff execs the evening before the committee presents.
- Be early! (And plan to stay late – as anything is possible.)

When you enter the room

- Turn the chair’s microphone on.
- Have the chair introduce everyone seated on the dais -- chair, vice chair, liaison and staff executives

Provide brief background on the recommendation

- Assume that everyone in the room has read the recommendation and rationale – so no need to re-read it verbatim. Know your stuff. You are the authority on the issue and should speak quickly and confidently to it.
- Summarize briefly what the issue is and why it is important to NAR.

Present the motion

- Read the motion as written.
- For example, “On behalf of the Campaign Credentials Rules Committee, I present this recommendation to [read motion] ......”

President will open the floor for discussion and vote

- Members of the Executive Committee may (or may not) pose questions to the individuals on the dais.
- The Executive Committee may amend the recommendation.

After the vote

- “Thank you and goodbyes”
- STAFF EXECS – be prepared to provide 3-5 talking points for each recommendation by your committee as they may be needed for the information provided at the Region caucus meetings.
- STAFF EXECS – be prepared to provide rationale for any Executive Committee amendment to an original committee recommendation.
# SAMPLE AGENDA

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 am</td>
<td>I. Call to Order and Welcome</td>
</tr>
<tr>
<td>10:10 am</td>
<td>II. Conflict of Interest Policy &amp; Report of the General Counsel</td>
</tr>
<tr>
<td>10:15 am</td>
<td>III. Report of the President</td>
</tr>
<tr>
<td></td>
<td>a. Approval of Minutes from previous meeting</td>
</tr>
<tr>
<td></td>
<td>b. Approval of Consent Agenda</td>
</tr>
<tr>
<td>10:25 am</td>
<td>IV. CEO Update</td>
</tr>
<tr>
<td>10:35 am</td>
<td>V. Report of the Treasurer</td>
</tr>
<tr>
<td></td>
<td>a. Finance Committee</td>
</tr>
<tr>
<td>10:55 am</td>
<td>VI. Report of the Committees</td>
</tr>
<tr>
<td></td>
<td>a. Legal Action Committee - Committee Chair, Vice Chair, Liaison, and</td>
</tr>
<tr>
<td></td>
<td>Staff Executive</td>
</tr>
<tr>
<td>11:05 am</td>
<td>b. Membership Policy &amp; Board Jurisdiction Committee -</td>
</tr>
<tr>
<td></td>
<td>Committee Chair, Vice Chair, Liaison, and Staff Executive</td>
</tr>
<tr>
<td>11:15 am</td>
<td>c. Multiple Listing Issues &amp; Policies Committee - Chair,</td>
</tr>
<tr>
<td></td>
<td>Vice Chair, Liaison, and Staff Executive</td>
</tr>
<tr>
<td>11:25 am</td>
<td>d. Credentials &amp; Campaign Rules Committee - Committee Chair,</td>
</tr>
<tr>
<td></td>
<td>Vice Chair, Liaison, and Staff Executive</td>
</tr>
<tr>
<td>11:35 am</td>
<td>e. Diversity Committee - Committee Chair, Vice Chair, Liaison, and</td>
</tr>
<tr>
<td></td>
<td>Staff Executive</td>
</tr>
<tr>
<td>11:45 am</td>
<td>f. Professional Standards Committee - Committee Chair, Vice Chair,</td>
</tr>
<tr>
<td></td>
<td>Liaison, and Staff Executive</td>
</tr>
<tr>
<td>11:55 am</td>
<td>g. Conventional Finance &amp; Policy Committee - Committee Chair,</td>
</tr>
<tr>
<td></td>
<td>Vice Chair, Liaison, and Staff Executive</td>
</tr>
<tr>
<td>12:05 pm</td>
<td>h. Federal Taxation Committee - Committee Chair, Vice Chair, Liaison,</td>
</tr>
<tr>
<td></td>
<td>Staff Executive</td>
</tr>
</tbody>
</table>

**PURPOSE**

To conduct the affairs of the Association in accordance with the policies and instructions of the Board of Directors and to recommend to the Board of Directors new policies, changes in policy, or rescission of existing policies of the Association.
12:15 pm – 12:25 pm  i.  State & Local Issues Mobilization Committee - Committee Chair, Vice Chair, Liaison, and Staff Executive

12:25 pm – 12:35 pm  j.  State & Local Issues Policy Committee - Committee Chair, Vice Chair, Liaison, and Staff Executive

12:35 pm – 12:40 pm  VII.  Realtors Property Resource® Report

12:40 pm – 12:50 pm  VIII.  Report of the Canadian President & CEO

12:50 pm – 1:00 pm  IX.  Report of Council of Multiple Listing Services

1:00 pm  X.  Adjournment

Filed Committee Reports – available to view in The HUB
Association Executives Committee
Broker Engagement Committee
Broker Engagement Council
Business Issues Policy Committee
Commercial Committee
Consumer Communications Committee
Data Strategies Committee
Federal Financing & Housing Policy Committee
Federal Technology Policy Committee
Global Business & Alliances Committee
Housing Opportunity Committee
Idea Exchange Council for Brokers
Land Use Property Rights & Environment committee
Leadership Team
Meeting & Conference Committee
Member Communications Committee
Professional Development Committee
Public Policy Coordinating Committee
Real Property Operations Committee
Real Property Valuation Committee
REALTORS® Information Network (RIN)
REALTOR® Party Member Involvement Committee
REALTOR® Party Trustees for Campaign Services Committee
REALTOR® Safety Advisory Committee
Research Committee
Resort & Second Home Real Estate Committee
Risk Management Issues Committee
RPAC Trustees Federal Disbursement Committee
RPAC Trustees Fundraising committee
Second Century Ventures
Single Family Investment Management Committee
Strategic Thinking Advisory Committee
REPORTING TO THE EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

REPORTING TO THE EXECUTIVE COMMITTEE

- Each committee will be given a scheduled time to report to Executive Committee.
- Because reporting times often fluctuate, remind your chairs to arrive well in advance of the scheduled time and check in at holding area.
- Understand there may be considerable discussion on action items of the committees appearing before you, which will result in lengthy delay of your appearance time.
- The final agenda with times will be available the evening prior and will be posted to the Chair and Vice Chair Hub group, Committee Staff Executives Hub group, and the Executive Committee Hub group. Confirm the reporting time with your committee leaders.
- Chair, vice chair, committee liaison and staff executives will all come on stage together and present to the Executive Committee.
- When called to report remember to turn on the microphones provided, turn them off when you are not speaking.
- Chair introduces everyone on the team. When presenting a committee recommendation, follow the script provided by the staff executive. The recommendation is also viewable on the screens.
- If the motion is lengthy, highlight the changes and explain the rationale.
- When the Executive Committee recommends changes to your motion, work with your committee leaders on a rationale.
- Respect the time of the Leadership Team and other Executive Committee members. Brevity is appreciated especially if things are running behind. If the issue is non-controversial, do not attempt to spend time giving a rationale.
- When existing the room, use the exit door on your left.

REPORTING TO THE BOARD OF DIRECTORS

- The final agenda packet will be posted to the Board of Directors Hub community the evening prior to the Board meeting.
- Reporting order sometimes changes, so it is important for staff to know how to contact the Chair if called to report earlier.
- Chair reports to the holding area located at the front of the room, audience left of the stage, at least two committees prior.
- The Chair alone presents to Board of Directors.
- The committee liaison and committee vice chair accompanies and assists as needed.
- When presenting a committee recommendation, follow the script provided by the staff executive. The recommendation is also viewable on the screens.
- Only when the President opens the floor for discussion, can the Chair respond to questions asked from the floor or provide additional information important to the discussion. The Chair is not there to debate the issue.
SCRIPT FOR PRESENTING A MOTION TO THE EXECUTIVE COMMITTEE

Mister Chair, on behalf of the Credentials and Campaign Rules Committee, I move the adoption of motion number 1 as found in the Credentials and Campaign Rules Committee Report. It is prudent to evolve the Potential Candidate Review Process to include a social media audit of publicly-available information attributed to a candidate, and would allow the committee to further ensure that there is nothing in a candidate's history that may cause an embarrassment to or shed negative light on NAR should the candidate serve as an NAR Officer.

- No second is required for a motion brought by committee.
- The meeting Chair will open the floor for discussion. You should only respond to questions or discussion if the meeting Chair invites you to speak.
- The meeting Chair will call for the vote.
SAMPLE BOARD OF DIRECTORS DIAGRAM

Regional Seating assignment: The seated President, President-elect and First Vice President’s regions are assigned to the front of the room, with the President’s region seated in the center. The remaining regional seating assignments rotate annually.
Establishment of Standing Committees and Leadership Positions

Leadership Positions Appointed by the President:
- Vice President of Advocacy
- Vice President of Association Affairs
- REALTOR® Party Director
- Committee Liaisons
- Committee Chairs and Members

Officers Elected by the Board of Directors:
- President
- President Elect
- First Vice President
- Treasurer
- 13 Regional Vice Presidents

Committees:
- Delegate Body of Directors, Executive Committee & Leadership Team
- Past President Advisory Group
- Finance Committee
- Professional Standards Committee
- Institute Advisory Committee
- DSA Selection Council
- All other committees designated by the BOD, Exec Committee or Leadership Team

Constitution & Bylaws
LEADERSHIP CAMP  PLAYBOOK

How To Be An Effective Spokesperson For Your Committee

Facilitators:
Troy Green
Mantill Williams
Janelle Brevard
Practice Leading with Kindness Each Day

For each of the three prompts, write down something that you have either already done today or that you can do today.

Something for someone else _________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Something fun _______________________________________________________
_________________________________________________________________
_________________________________________________________________

Something hard ______________________________________________________
_________________________________________________________________
_________________________________________________________________
NAR’s RIDING with the BRAND NATIONWIDE CAMPAIGN TOUR FACT SHEET

VISION and PURPOSE: Riding with the Brand 2023 is a nationwide, multi-stop association member activation tour. NAR will partner with state REALTOR® associations while conducting events across the country that showcase the value of REALTORS®, our association, and the importance of real estate and REALTORS® to local communities. We will engage with local elected officials, community leaders, and the media to highlight everything from market condition trends to REALTOR® supported programs and policy initiatives.

The GOAL is to engage thousands of members nationwide by executing visits that can support member engagement, member recruitment and retention, and community engagement. This multi-stop tour will feature pop up events that showcase a branded vehicle with substantial facilities to capture member testimonials. Engaging activities will also be offered to help current and future member prospects learn about the vast array of benefits provided by local, state and national REALTOR® associations.

PARTICIPANTS CAN WIN a CUSTOM MOTORCYCLE with both the NAR and Riding with The Brand campaign themes. Members will have the opportunity to participate in a nation-wide sweepstakes for this grand prize. All proceeds raised will funnel directly to the REALTORS® Relief Foundation, which helps U.S. communities rebuild and recover after natural disasters and other destructive events.

THREE WAYS for STATE ASSOCIATIONS to PARTICIPATE

1. Incorporate a Riding with the Brand (RWTB) event into an existing event. Include the RWTB campaign stop as part of your previously scheduled association event. The RWTB pop up event, vehicles, and resources, along with appearances from members of NAR Leadership, based on availability, can be a major feature for one of your annual events.

2. Stand-alone Riding with the Brand Celebration. Host an event to promote the Riding with the Brand campaign, to include participation by NAR Leadership and Riding with the Brand resources.

3. Host an Activity to Promote the Riding with the Brand Campaign to Your Members. This event or activity may or may not involve participation by NAR Leadership and full Riding with the Brand resources.
NAR GRANT FUNDING AVAILABLE TO SUPPORT RWTB EVENTS

The *RWTB Grant* will provide state associations with assistance to help maximize their participation in a *Riding with the Brand* activity throughout 2023. The grant can be used to cover costs associated with hosting events or can be used among states to partner and host a regional or combined event.

**Grant funding offered to each State Association.** The application timeline is August 9 – October 15, 2022. States have until October 15 to submit their plans. For details on the application process and other information, visit [www.nar.realtor/riding](http://www.nar.realtor/riding) or scan this QR code.

Don't miss this opportunity to engage current and future members and showcase **ALL** aspects of what your association and NAR have to offer!