

Mountain Metro Association of REALTORS®

POLICIES, PROCEDURES AND DESCRIPTIONS

- A. DEFINITIONS**
- B. POLICY GOVERNANCE**
- C. PROFESSIONAL STANDARDS**
- D. DUES BILLING/PAYMENT**
- E. POSITION DESCRIPTIONS**
- F. BOARD MEETINGS, MINUTES AND COMMITTEE NOTES**
- G. AWARDS**
- H. MMAR'S ATTORNEY AND MMAR'S CPA**
- I. STANDARD FINANCIAL PROCEDURES**
- J. TRAVEL**
- K. EDUCATION**
- L. ENDORSEMENT OF CANDIDATES AND LOCAL GOVERNMENT ISSUES**
- M. RECORDS MANAGEMENT, EMAILS AND PASSWORDS**
- N. STAFF COMPENSATION**

A. DEFINITIONS

1. **BOARD OF DIRECTORS** – Board of Directors for MMAR.
2. **BOOKKEEPER** – Bookkeeper hired by MMAR.
3. **CAR** – Colorado Association of REALTORS®.
4. **CEO** – Chief Executive Officer of MMAR.
5. **CODE OF ETHICS** – Code of Ethics promulgated by NAR.
6. **CREDENTIAL COMMITTEE FOR AFFILIATE OF THE YEAR** – Committee is comprised of all Affiliate of the Year award winners from the last 5 years.
7. **CREDENTIAL COMMITTEE FOR COMMUNITY SERVICE AWARD** – Committee is comprised of all Community Service Award winners from the last 5 years.
8. **CREDENTIAL COMMITTEE for REALTOR® OF THE YEAR**– Committee is comprised of all REALTOR® of the Year award winners for the last 5 years.
9. **DESIGNATED BROKER** – One REALTOR® member from an office, designated by that office, as being responsible for duties of membership (including payment of dues) of all REALTORS® in their office. Typically, this is the Managing Broker of the office.
10. **DIRECTOR** – An individual Director on the Board of Directors.
11. **MMAR** – Mountain Metro Association of REALTORS®.
12. **MMAR’s Attorney** – Attorney (s) representing MMAR.
13. **MMAR’s CPA** – Certified Public Accountant hired by MMAR.
14. **NAR** – National Association of REALTORS®.
15. **PRIMARY MEMBER**- MMAR member who pays all dues (NAR, CAR and MMAR) through MMAR.
16. **RECOLORADO DIRECTORS** – Board of directors made up of REALTORS® from the local REALTOR® Association that are members of RECOLORADO MLS. RECOLORADO is the corporation that owns the MLS.
17. **SECONDARY MEMBER** - MMAR member that pays only local association dues through MMAR and pays CAR and NAR dues through another REALTOR® Association. A Designated Broker, whose primary membership is held with another association, is a non-paying secondary member.

B. POLICY GOVERNANCE

MMAR operates as a hybrid of policy governance and board governance. The primary function of the Board of Directors is to implement and oversee governance and policy tasks, with the ability to perform operational tasks as necessary, in order to protect and grow the organization. The CEO and staff are tasked with organizational achievement and are empowered to use their creativity and innovation within the scope of the Policy and Procedures Manual, Bylaws and Articles of Incorporation.

C. PROFESSIONAL STANDARDS

1. All ethics complaints and REALTOR® grievances are handled by CAR for MMAR.

2. All licensing concerns are handled through the Real Estate Division of the Colorado Department of Regulatory Agencies (DORA).
3. MMAR staff will direct all questions concerning ethical and/or licensing matters to the appropriate agency stated above.
4. MMAR members who have completed the CAR approved Professional Standards training can serve as a Professional Standards representative from MMAR as a Primary, Alternate or as part of the committee at large.
5. The Primary member is the only voting committee member.
6. The Primary and Alternate will serve 2-year terms, running from December 1 – November 30, and will be appointed by the MMAR President and ratified by the MMAR Board of Directors at the October Board of Directors’ meeting.
7. In the event there are additional applicants, those applicants can still serve and be available for hearings.

D. DUES BILLING/PAYMENT

1. Dues billing year is January 1 - December 31. This coincides with the fiscal and tax year of MMAR.
2. Official notice of dues renewal, amounts, payment schedule, and any increase by CAR, NAR or MMAR will be communicated to all members electronically.
3. Billing Schedule:

* Dues billings sent no later than	October 1-15
* Membership Dues Deadline	December 31
* Notification to Designated Broker	January 5-10
* Late fee assessed on	January 15
* Final notice to Designated Broker	January 30
* Membership inactivated	February 15
4. Dues are payable to MMAR through the Navica website or via check received at MMAR office.
5. A payment plan option is available upon request and applies to local dues only. The request must be made to MMAR staff no later than December 31st of that calendar year. Once the request has been made an application will be provided for completion. A valid credit card must be provided, and a \$50 processing fee will be charged immediately, along with CAR and NAR dues. The remaining balance of the local dues will be due in full June 1st.

6. If no payment plan arrangements have been made and dues are not fully paid by January 15, the member will be assessed a \$50 late fee. On February 15th, membership will be inactivated unless, at that time, the amount due is paid in full including any late fee.
7. All dues are non-refundable and non-transferable.
8. Designated Brokers will be billed for any non-member licensees in their office. Assessments for non-REALTOR® licensees must be paid for by the Designated Broker. Checks from individual non-member licensees will not be accepted.
9. If a broker associate chooses MMAR as their primary association, their Designated Broker must be a member of MMAR. If the Designated Broker is not a Primary Member, they may be granted Secondary Member status. The Designated Broker must apply for Secondary Member status, but MMAR may choose not to charge an application fee or local dues for such status.
10. Starting 1/2020, any new person who applies to join MMAR as a Primary REALTOR® member in the 4th quarter of the calendar year and who has paid primary dues through the end of the calendar year with another in-state REALTOR® Association will be granted membership at no fee for the remainder of the calendar year. Any new member applying in Quarters 1-3 will pay a prorated share of MMAR dues (and CAR and NAR dues, if not otherwise paid).
11. Affiliate members will be listed under 1 business category in the MMAR website/Navica roster. Affiliate members can be listed under additional business categories, related to their business, for \$50 per additional category. Affiliate members with multiple unrelated business categories will pay the regular Affiliate dues per unrelated business category.

E. POSITION DESCRIPTIONS – DIRECTORS, OFFICERS AND REPRESENTATIVES

Director: Representation and Responsibilities

As a member of the Board of Directors, a Director's major responsibility is to represent the entire membership of MMAR.

1. There are many different viewpoints in MMAR and sound reasons supporting each of them. In evaluating a position, Directors shall remember they are responsible to all members and must place the welfare of the total membership ahead of geographic or fractional considerations.
2. Directors must be an active Primary or Secondary Member of MMAR and cannot hold a seat on any other local REALTOR® association board of directors.

3. Each Director is unique and contributes special talents to the successful management of MMAR. It is important, therefore, that Directors express their viewpoints and share their opinions on issues before MMAR.
4. Constructive criticism is important to the growth and development of MMAR. Directors should consider the needs and feelings of others when expressing constructive criticism and dealing with issues and facts.
5. Directors should be discreet and guard against spreading rumors, gossip and unconstructive criticism.
6. Directors should be active in MMAR functions. Attendance at MMAR functions is very important to allow the members access to you and you to them.
7. Although contributing to the REALTOR® Political Action Committee (RPAC) is not a requirement of serving as a Director, and does not impact the selection process, it is highly encouraged.
8. Once a decision is made by the Board of Directors, individual Directors agree to support that decision.
9. Directors are expected to be on at least one MMAR, CAR or REcolorado committee and report at the Board of Directors' meetings regarding the monthly activity and needs of that committee.
10. If a member represents MMAR on a committee or Board of Directors outside of MMAR, the member is required to report out during the MMAR Board of Directors meeting, as updates are available.

Term of Office

Directors are elected for 2-year terms running October 1 - September 30. The Board of Directors may elect to adjust 1-year and 2-year terms periodically to balance turnover.

Since MMAR elects Directors in July of each year, the Directors-elect are requested to attend the Board of Directors' meetings in August and September prior to their term beginning in October, so they are knowledgeable of current issues upon taking office.

Officers

Officers are elected from the Board of Directors as outlined in MMAR Bylaws. All officers must be Directors and members in good standing.

President

The President is the designated President of MMAR and is charged with guiding the general direction of MMAR's affairs and presiding over all meetings. The President is designated as an ex-officio member of all committees, is expected to perform such duties as may be assigned by MMAR and is the major spokesperson for MMAR.

As the representative for organized real estate in the area, the President will lead MMAR in worthwhile activities to improve the real estate climate. Duties and responsibilities include:

1. Preside over meetings.
2. Initiate the adoption of a positive program or plan of action.
3. Appoint action committees to pursue the program adopted.
4. Encourage membership participation.
5. Eliminate outdated MMAR practices.
6. Defend MMAR policies before members and the public.
7. Assure that MMAR is operating under a sound financial system.
8. Strengthen MMAR's internal structure.
9. Cooperate with CAR and NAR in joint programs
10. Become familiar with the operations and policies of CAR and NAR.
11. Keep members informed of the policies, programs and operations of CAR and NAR.
12. Be present for the installation of officers.
13. Attend the following meetings: MMAR Board of Directors' meetings, strategic planning meetings, MMAR committee meetings, budget meetings and new member orientations. When financially feasible, also attend CAR Spring and Fall Forums (including district meetings and board meetings), REcolorado meetings and NAR meetings.

President - Elect

The President-Elect's responsibility is to prepare for the position of President which requires that he/she/they be an active, visible member attending as many functions of MMAR as possible.

The President-Elect should attend the following meetings: Executive Committee, Board of Directors' meetings, strategic planning meetings, budget meetings and new member orientations. When financially feasible, also attend CAR Spring and Fall Forums (including district meetings and board meetings), REcolorado meetings, NAR meetings and NAR Leadership Summit.

Past President

The Past President is a member of the Executive Committee and voting member of the Board of Directors.

Treasurer

The Treasurer is responsible for presenting the monthly financial statements of MMAR to the Board of Directors. To do so, the Treasurer must become familiar with the statement format and content. The Treasurer is also in charge of the preparation of the annual budget of MMAR. The Treasurer should be an active, visible member who attends as many functions of MMAR as possible, including the annual installation and strategic planning meetings. The Treasurer is a member of the Executive Committee.

Secretary

The secretary is responsible for taking minutes of Board and Executive Committee meetings and should be an active member of MMAR. Minutes of all meetings should be completed and emailed to the CEO for review no more than one week after meetings.

Affiliate Director

The Affiliate Director must be an active member of MMAR and is responsible for the general direction of the MMAR Affiliate members and leads all affiliate meetings. The Affiliate Director is expected to perform all duties as assigned by MMAR and is the major spokesperson for the MMAR Affiliate members.

As the representative for the affiliate membership of MMAR, the Affiliate Director shall fulfill the following responsibilities:

1. Preside over meetings.
2. Maintain professional integrity in accordance with the REALTOR® Code of Ethics.
3. Preside over affiliate meetings held a minimum of four times per year.
4. Act as liaison between the affiliate members and the Board of Directors.
5. Oversee the affiliate committee, gather written reports on a regular basis and report back to the Board of Directors.
6. Attend all Board of Directors' meetings as the Affiliate Director.
7. Encourage affiliate participation and recruit affiliate members.
8. Strive to add value for the affiliate membership and MMAR as a whole.

Chief Executive Officer (CEO)

The CEO is an annual salary paid staff position and oversees the day-to-day running of MMAR as described in the CEO job employment agreement. The CEO shall attend at least 6 hours of NAR training each year and shall receive an annual review by members of the Board of Directors.

Additional staff members will be hired as necessary as determined and approved by the Board of Directors to assist the CEO.

Executive Committee

The Executive Committee is made up of the President, Past President, President-elect, Treasurer and Secretary. The CEO of MMAR may attend Executive Committee meetings but is not part of the Executive Committee.

REcolorado Directors and Representatives

1. REcolorado Directors' fiduciary duty is to REcolorado, Inc. REcolorado Directors will have full voting power at the REcolorado Board of Directors regular, special and strategic meetings.
2. As a participating member of REcolorado, MMAR has 2 REcolorado Director seats available. Each REcolorado Director will serve a 2-year staggered term, running November 1 – October 31, and will be appointed by the MMAR President and ratified by the MMAR Board of Directors at the October Board of Directors' meeting.
3. REcolorado Directors who miss 3 regularly scheduled or special meetings, in one fiscal year, may be removed as a REcolorado Director at the discretion of the MMAR Executive Committee. In the event a Director is removed, the MMAR President will appoint a replacement Director for the term of office vacated and the replacement will be ratified by the MMAR Board of Directors. Written notice of replacement will be made to REcolorado by the CEO.
4. REcolorado Rules and Regulations representatives will serve a 2-year staggered term, running November 1 – October 31, and will be appointed by the MMAR President and ratified by the MMAR Board of Directors at the October Board of Directors' meeting.

CAR Directors

1. As provided in the CAR Bylaws, MMAR Directors will elect CAR Directors for the term designated by CAR as allocated in accordance with the MMAR REALTOR® membership at the May Board of Director's meeting.
2. The CEO will notify CAR of the names of the CAR Directors elected by the Association by July 15th each year.

3. If more than one CAR Director position is available, each CAR Director will serve a staggered 2-year term. In the event there is only one position available, that term will be 2 years. All CAR Director terms run December 1 - November 30.
4. MMAR members who have completed the CAR approved Professional Standards training can serve as a Professional Standards representative from MMAR as a Primary, Alternate or as part of the committee at large and available for hearings. The Primary and Alternate will serve 2-year terms, running from December 1 – November 30, and will be appointed by the MMAR President and ratified by the MMAR Board of Directors at the October Board of Directors' meeting.

F. BOARD MEETINGS, MINUTES AND COMMITTEE NOTES

Meetings

The Board of Directors normally meets monthly on a date and time established by the President. Special meetings may also be called by the President or at the request of a majority of the Directors. The agenda for the meeting will be prepared in advance and requests to be on the agenda must be approved by the President.

Voting A quorum is required for a vote. Quorum is defined as a majority of the current Board of Directors (e.g., 11 Directors - 6 needed for a quorum). Electronic voting is allowed for issues that are time sensitive and arise between Board of Directors' monthly meetings. The electronic votes will be ratified at the following Board of Directors' meeting.

Attendance Requirements

Attendance at the Board of Directors' monthly meetings by the Directors is very important in order that continuity and knowledge of MMAR business can be maintained. According to MMAR Bylaws, absences from 3 regular meetings in 1 year of an October–September term shall be construed as resignation, subject to ratification by the Board of Directors. Board Members are expected to attend in person. Virtual options are available on a limited basis and are to be used as an exception and not as a convenience. Whether in person or virtual, attendees must stay for the entire meeting; any late arrivals or early departures could be considered an absence at the discretion of the Executive Committee. If a Director misses 3 or more meetings, they can appeal to the Board of Directors to remain on the board. This shall be at the remaining Board of Directors' discretion.

Preparation

Prior to each Board of Directors' meeting, staff will email the agenda and meeting information to each Director within 3 days of the meeting. The purpose of this email is to allow Directors to become familiar with the meeting's agenda. Reading the material prior to the meetings will not only expedite the meetings but will allow the Director to seek opinions from other members.

Minutes

The Secretary is responsible for recording the minutes at the meetings. The function of minutes is to record the actions of an organization, not the conversation of the participants in the meetings. Any motions voted on electronically outside of the normal Board of Directors' meetings will be added to the following month's Board of Directors' meeting agenda for ratification. Minutes are kept electronically, and copies are distributed to all members of the Board of Directors (and the MMAR Attorney when needed). These minutes, after approval by the Board of Directors, may be reviewed by MMAR members during normal MMAR office hours. Copies of these minutes shall be retained at the MMAR office.

Budget

The coming year's proposed budget will be presented to the Board of Directors by the President and Treasurer in November for review and discussion, with the vote on the final budget to be prior to the end of the year.

Committee Reports – Director liaisons will give a brief report at each Board of Directors’ meeting, as available.

G. AWARDS

REALTOR® of the Year

The purpose of the REALTOR® of the Year award is to recognize an active member of MMAR who has provided outstanding service to their profession and community during the year.

The MMAR REALTOR® members shall nominate MMAR members for consideration. The nomination form will be distributed to the membership by email.

The Credential Committee for REALTOR® of the Year shall select the REALTOR® of the Year from the list of nominees and the award will be presented at the inaugural by the REALTOR® of the Year in standing, or if not available, by the President.

The following standard for judging should be considered:

1. REALTOR® spirit – High principles, faithfulness to laws and regulations of the Code of Ethics and Pathways to Professionalism; furtherance of principles of good real estate practice among other REALTORS®, brokers and the general public.
2. Civic activity– Active in the community and the activities of that community.
3. Local MMAR activity – Must have participated in MMAR activities, (e.g. committee work, special assignments, seminar activity and/or education work, membership and offices in local chapters of institutes, societies, etc.).
4. Good business practices – Demonstrates good business conduct and customer service with the highest degree of professionalism.

Affiliate of the Year

The purpose of the Affiliate of the Year award is to recognize an active affiliate member of MMAR who has provided outstanding service to the membership.

The award can be presented to an individual, an individual and their company, or the company as a whole.

The general membership nominates a MMAR affiliate member for consideration. The qualification and nomination form will be announced/distributed to the membership by email.

The Credentials Committee for Affiliate of the Year shall select the Affiliate of the Year and the award will be presented at the inaugural by the Affiliate of the Year in standing, or if not available, by the President.

The following shall be the criteria for selecting the Affiliate Member of the Year

1. Must be a MMAR affiliate member.
2. Demonstrates outstanding service to the MMAR membership.
3. Demonstrates professional integrity in accordance with the philosophy of the Code of Ethics.
4. Actively participates on MMAR committees and has made notable contributions thereto.
5. Acts as a positive example for their peers and others in the real estate community.

Community Service Award

The purpose of the Community Service Award is to recognize a MMAR member for outstanding service to the community.

The general membership nominates a MMAR member for consideration. The qualification and nomination form will be announced/distributed to the membership by email.

The Credentials Committee for the Community Service Award shall select the Community Service Award from the list of nominees and the award will be presented at the inaugural by the Community Service Award winner in standing, or if not available, by the President.

The following shall be the criteria in selecting the Community Service Award winner:

1. Participates in community events and organizations.
2. Service may include participation in local nonprofits, children's activities, national or state charities.

President's Award

The President has the option to award a MMAR member the President's award to someone who has displayed an extraordinary commitment and dedication to MMAR and the real estate industry.

H. MMAR's ATTORNEY(S), CPA(s) and Bookkeeper(s)

1. MMAR's Attorney(s), CPA(s) and Bookkeeper(s) are approved annually at the October Board of Directors' meeting.
2. Minutes of the Board of Directors meetings will be reviewed by MMAR's Attorney as needed.
3. No members are to call MMAR's Attorney other than the President or CEO unless advised and approved, in writing, by the President and/or the Board of Directors.
4. No members are to call MMAR's CPA other than the President, CEO or Treasurer unless advised and approved, in writing, by the President and/or the Board of Directors.

I. STANDARD FINANCIAL PROCEDURES

The specific procedures set forth herein are not intended to be all encompassing. Rather, they are presented as guidelines to be followed insofar as practicable. In those situations, not specifically addressed by these procedures, it is assumed that officers and other personnel of the organization will act in the best interests of MMAR. Nothing contained herein is intended to alter or set aside any of the requirements contained in the National, State, or MMAR Constitutions and Bylaws. In general, it is the responsibility of the treasurer to assist with the financial planning and direction. It is the responsibility of the bookkeeper or CEO to mind day-to-day financial recording and the responsibility of the CEO to file and retain all financial records.

1. CEO and/or Bookkeeper will enter and classify all expenses in QuickBooks in accordance with budgeted expense categories. If an expense does not seem to correspond with a budgeted category it will be flagged for review by the CEO, President or Treasurer.
2. CEO and/or Bookkeeper will receive bank statements and reconcile accounts and deliver statements, reconciliation reports, and balance sheet to the Treasurer by the 10th of following month and, in all cases, at least 2 days before the Executive/Finance committee meeting.
3. Treasurer (or another Executive Committee Member if Treasurer is unable) will:
 - a) review each statement, including reviewing questions on any and all expenditures.
 - b) review classification of expense questions with CEO or bookkeeper where required and make notes where needed.
 - c) verify balances on statements with online balances and make notes and questions for review with Executive Committee.
 - d) review P&L Statement and budget report for the month and review with notes for Executive Committee meeting.
 - e) present reports with notes to the Executive Committee.
4. The Executive Committee will discuss P&L, budget and balance sheet.
5. Bank statements can be found on-line with MMAR's banking institution and reconciliation reports will be kept electronically, when possible.
6. The Treasurer or Bookkeeper will prepare the Treasurer's report for the Board of Directors' meeting and email the report, as soon as possible before the Executive Committee meeting, addressing all notes and questions. The treasurer will add his/ her notes to the report prior to presentation to the Board of Directors.
7. The CEO will provide the Board of Directors with P&L and Budget reports upon request.

8. The treasurer or CEO will arrange for an independent annual review by a CPA, different from the 1st MMAR CPA (as required by NAR Core Standards) after all tax returns are filed. The CEO, Treasurer, and Bookkeeper will cooperate with the firm providing annual review and will review the report. CEO will retain report in MMAR files.
9. MMAR will engage MMAR CPA to review books annually and prepare required Federal and State Tax Returns. MMAR CPA or Bookkeeper will be engaged to review and file any sales tax reports as necessary. CEO will retain all returns and supporting documents in MMAR file.
10. Insufficient Funds: In the event a payment is made by check, and same is not cashed and paid by the bank when presented for whatever reason, the individual or firm tendering the check shall pay to MMAR, in addition to any reinstatement fees, late charges, deposits, other fees, and in addition to the amount of the account due, a charge for each occurrence. Further, MMAR reserves the right to enforce a method of payment of cash or certified funds, in the event an individual or firm has once tendered a check which has been returned to MMAR not cashed nor paid by the bank when presented for whatever reason.
11. All requests for donations for charities/projects, etc. must be approved by the Board of Directors unless specifically approved in the annual budget.

J. TRAVEL

The following meetings and attendees are approved for budget consideration. For all Colorado meetings, attendees shall arrive the morning of the event. Anyone going the night before will be personally responsible for all related costs for that night (hotel, parking, food, etc.). Payment for hotel rooms and registration shall only be on a reimbursement basis. (MMAR staff may place deposit on rooms only.) Dates and schedules of each event shall be reviewed in advance for any modifications, and if the specific travel is financially feasible in accordance with the budget.

NAR AE Institute (winter) CEO

CAR Spring Forum President and/or President-Elect
 CEO
 CAR Directors
 Pro Standards Primary

REALTOR® Day at the Capitol and Economic Summit (No overnight stay) ^[OBJ]
 President and/or President-Elect
 CEO
 Government Affairs and RPAC Committee Chairs

REALTOR® Legislative Meetings & Expo in Washington, D.C.
 President and/or President-Elect
 CEO

CAR AE Symposium (summer)
CEO

NAR Leadership Summit (summer)
President-Elect
CEO

CAR Fall Forum President and/or President-Elect
CEO
CAR Directors
Pro Standards Primary

REALTORS® Conference & Expo (formerly NAR Fall Convention)
President and/or President-Elect
CEO
(If budget can support)

Navica Conference CEO
(If budget can support)

1. Actual meal expenses will be paid per day or a portion thereof (not to exceed \$100/day), for meals not covered by registration.
2. Mileage 50 miles or more shall be paid at the current IRS guidelines for mileage when driving. CEO milage will be covered as per the employment agreement.
3. Coach airfare, taxi/ride share (to and from airport to hotel and required events at venue), and airport parking (off airport shuttle lots).
4. Hotel expenses will be paid based on standard room rates offered by host hotels and for the number of nights established by the agenda for the function.
5. Expense report must be submitted for reimbursement of expenses incurred for MMAR authorized travel and attendance, with receipts, within 30 days of expenditures, and 3 takeaways from the event must accompany submittal. Expenses, which are expected to go over approved budgeted amounts, must be submitted for approval to the Board of Directors prior to the activity/function.
6. If event is less than 60 miles from the MMAR office, travel, meal and hotel expenses will not be covered.

K. EDUCATION

1. MMAR shall host a variety of classes for its members (and, when space allows, non-members, at an additional fee).
2. These classes will include, but not limited to, the following:
 - a) CMAS classes: At least 10 classes/year with at least 4 classes being CMAS Core classes. Accelerated and on-the-road programs are available based on interest level and as time permits.
 - c) Annual Commission Update (ACU) classes
 - d) Ethics classes
 - e) New member orientation classes
 - f) Other CE and non-CE classes as recommended by the Education Committee.
3. To receive credit for a MMAR provided class, the attendee must be present for the full length of the class and be a Colorado real estate licensee.
4. Refunds will not be given once a class has begun.
5. CEO will keep records of class lists, rosters and attendance for all CE courses offered thru MMAR for at least 4 years or as otherwise required by DORA.
6. MMAR will offer in-person, virtual and hybrid options for class attendance. All attendance, whether in-person or virtual, must comply with all DORA guidelines.
7. MMAR will maintain a record of all CMAS certifications granted, individual's annual class requirement to maintain the CMAS certification and any individual with a CMAS certification in progress. These records will be kept for 3 years or as per DORA guidelines.

L. ENDORSEMENT OF CANDIDATES AND LOCAL GOVERNMENT ISSUES

1. Any party may submit a written request for political endorsement by MMAR. Requests should include a short bio, position for which the candidate is running, and why the candidate believes that MMAR should endorse them. Requests may be addressed to the MMAR BOD and sent to the CEO
2. Requests will be forwarded to the Executive and Government Affairs Committees for review. Either or both committees may perform an initial investigation into the election and the specific candidate and may request additional information or input from another committee. The committees will have up to 30 days to review requests.
3. Once committee review is complete, the review of the candidate shall be added to the agenda for the next upcoming board meeting. The board may ask for additional information and/ or vote for endorsement.

4. For official MMAR endorsement, a majority board vote is required.
5. MMAR shall not officially endorse any candidate until there is a majority vote.
6. Government issues to be reviewed and created by Government Affairs Committee

M. RECORDS MANAGEMENT, EMAILS AND PASSWORDS

1. All records and documents pertaining to MMAR business need to be accessible by staff members, the President and when appropriate, President Elect and Committee Chairs.
2. All records and documents pertaining to MMAR business need to be stored on a shared drive and backed up via a cloud or external hard drive option. No records or documents will be saved or stored on a personal device.
3. Passwords, email addresses and emails are owned by and the property of MMAR.
4. All MMAR email addresses and passwords are to be left with the current President by October 1st annually. Passwords will be changed with each new President.
5. Annually update website and Google drive to show current contact list of board members effective October 1st and any board changes outside the normal board member commitment.
6. All pertinent applications and websites used to conduct the day-to-day business of MMAR must be verified annually between October 1st- 15th to ensure two-factor authentication is accessible via the President.

N. INCENTIVE PLAN

1. The CEO has the opportunity to participate in an incentive plan as documented in the Employment Agreement.
2. Incentive plan performance will be part of the annual performance appraisal and will be adjusted at the discretion of the Executive Committee.