



**AN INFORMATIONAL GUIDE
FOR THE BOARD OF DIRECTORS OF
THE LOUISIANA REALTORS®**

2011

"NOW THAT YOU ARE ON THE BOARD OF DIRECTORS"

CONGRATULATIONS! You have been elected by your peers to serve as a member of the Board of Directors of the Louisiana REALTORS®.

As a leader of your organization, you are responsible for guiding and controlling its activities and programs to assure that the Association properly represents the interests of the real estate industry and the owners of private property.

These guidelines have been developed to provide you with information and suggestions to enable you to carry out the responsibilities of your office effectively.

MEMBERSHIP DUTIES IN ACCORDANCE WITH THE ASSOCIATION'S BYLAWS:

The affairs of this Association shall be governed by the Board of Directors, composed of not less than 50 REALTORS® and REALTOR-ASSOCIATES® who must meet the following criteria and chosen as follows:

1. REALTOR® in good standing for two consecutive years.
2. Served on at least two Louisiana REALTORS® workgroups/teams/taskforces or the Louisiana REALTORS® Political Action Committee out of the past four years.

The Directors so elected shall take office at the beginning of the calendar year following their election.

The Board of Directors shall have general control and supervision over the affairs of the Association, its bureaus, departments, divisions and committees and shall have full power to create such bureaus, departments, divisions and committees as in their judgment and discretion may deem best. The Board of Directors may approve a bond, if any is required, to be furnished by the person or persons entrusted with the funds of this Association, its bureaus, its departments, its divisions and its committees. The Board of Directors shall have full power to borrow money, to issue notes, bonds or certificates of indebtedness as may be deemed necessary to carry out the objectives and purposes of this Corporation.

The Board of Directors shall have the full power to adopt, repeal, alter and amend the Bylaws, and may adjust dues, at pleasure, provided that notice of such proposed changes be communicated to

each Director at least ten (10) days prior to the meeting; to enact rules and regulations for the proper conduct of the Association; and to provide penalties for the infractions thereof. In performing the functions listed, the Board of Directors shall be noticed by email and the Association's website. Voting may be by (1) voice; (2) show of hands; (3) standing; (4) written vote; (5) mail vote; or (6) electronic vote.

MEETINGS:

There are three regularly scheduled meetings of the Board of Directors, which are as follows:

January 19-21	-	"Leading Edge" Conference Hilton Baton Rouge, Capitol Center Baton Rouge, Louisiana (The Board of Directors will meet on January 21, 2010)
May 24-26	-	"REAL Issues" Spring Conference Hilton Baton Rouge Capitol Center Baton Rouge, Louisiana (The Board of Directors will meet on May 26, 2010)
September 21-23	-	"Industry Edge" Fall Convention L'Auberge Du Lac Casino & Resort Lake Charles, Louisiana (The Board of Directors will meet on September 23, 2010)

Special meetings of the Board of Directors may be called at any time by the President or by twenty (20) percent of the Directors upon ten (10) days written notice.

A majority of the Board of Directors shall be necessary to constitute a quorum for the transaction of business, and the acts of a majority of the directors present at a meeting shall be the acts of the Board of Directors.

ATTENDANCE:

An unexcused absence from one (1) regular meeting shall be construed as an automatic resignation by an elected Director. In the event you are unable to attend a meeting, please contact Information Specialist Shelly Bateman via email (shelly@larealtors.org) or fax (225-926-5922) to submit your written request for an excused absence.

It is the responsibility of the individual director to see that he/she, at each meeting, is signed in at the director's registration table located outside the meeting room.

REMEMBER, ANY DIRECTOR WITH ONE (1) UNEXCUSED ABSENCE FROM A MEETING OF THE BOARD OF DIRECTORS WILL BE CONSIDERED TO HAVE VACATED HIS/HER OFFICE!

COMMUNICATIONS TO DIRECTORS FROM LOUISIANA REALTORS®:

As a director, you are expected to regularly check your email for association updates and notices. Prior to each meeting, you will receive an email notice with instructions to download the director meeting packet. Director meeting packets include the following: tentative agenda, support material for the business to be conducted, information concerning future Association activities, etc. Periodic document updates will be posted at **www.larealtors.org** and can be accessed via the BOD login page.

REPRESENTATION:

As a Director of Louisiana REALTORS®, you are responsible for reflecting your opinion as it applies to your role in real estate.

CONDUCT OF MEETINGS:

You will be provided with agenda and support materials at each meeting to enable you to make decisions affecting the Association. You may find the agendas lengthy; however, the meetings are moved quickly. Should you have a question or do not totally understand an issue, it is your responsibility to request the President for additional information.

ANTITRUST:

The Association's legal counsel reminds all members that certain topics are not proper subjects for discussion and consideration at any Association meeting of members, Officers, Directors, or Teams, whether formal or informal. While it is entirely appropriate to meet as an Association, members are competitors and any action taken to eliminate, restrict or govern competition among members is a violation of the antitrust laws.

It is essential that all necessary steps be taken to prevent any Association meeting from becoming a forum for those types of discussion which might lead to an understanding or agreement, express or implied, with respect to any essential element of competition.