

BUFFALO NIAGARA ASSOCIATION OF REALTORS, INC.
POLICIES AND PROCEDURES FOR THE BOARD OF DIRECTORS MEETING

1. Board of Directors meetings will be held on the fourth Wednesday of each month unless a conflict forces a change of date.
2. Meetings will begin promptly.
3. Each Director will in turn be notified by the Association as to the time and location of each meeting.
4. The meeting will be conducted according to Robert's Rules of Order Newly Revised and the Bylaws of the Buffalo Niagara Association of REALTORS, Inc.
5. The following are guidelines for reports:
 - a. Association staff will prepare a written copy of minutes for all committees for each Director.
 - b. The minutes will cover all major items of discussions that took place at that particular meeting including all motions and action items.
 - c. Those motions or action items that would require a modification of Association Policy, Rules and Regulations or would change in any way the current method of operation of the Association will be listed under a separate heading entitled "Action Items".
 - d. Action items must be submitted to the Association Executive Vice President no later than ten days prior to the Board of Directors meeting each month in order to be placed on the agenda.
 - e. It is the Chairperson of each Committee's responsibility to ask for action items to be placed on the agenda. It is not the staff advisors responsibility.
 - f. The Action item must be submitted on the proper committee recommendation form, either written or approved by the chairman, and given to the staff advisor to be placed on the agenda.
6. Directors shall be considered absent if he or she does not call the Association prior to missing the Board of Directors meeting.
7. Absence from three (3) consecutive Board of Directors meetings without an excuse deemed valid by the Board of Directors shall be construed as a resignation therefrom.
8. A quorum for the transaction of business at a Board of Directors meeting shall consist of a majority of the voting members of the Board of Directors.
9. GBAR Past Presidents may attend Directors meetings and shall be notified and sent an agenda each month.