

GENERAL MEETING PROCEDURES

Meeting procedure: Robert's Rules of Order, latest edition, shall be recognized as the authority governing the meetings of the Board and its Board of Directors and committees in all instances wherein its provisions do not conflict with these Bylaws.

Meeting Motions: If you are planning to make a special motion from the floor at the annual meeting, we respectfully request that you submit your vote to the Board office staff as soon as possible. The staff will keep all communications confidential, unless otherwise indicated in the bylaws, but will then be able to prepare special ballots or materials to facilitate the process.

ARTICLE XI - OFFICERS AND DIRECTORS

Section 1. Officers. The elected officers of the Board shall be: a President, a President Elect, a Vice President, and a Secretary / Treasurer. All officers shall be elected for terms of one year.

Section 2. Duties of Officers. The duties of the officers shall be such as their titles, by general usage would indicate, and such as may be assigned to them by the Board of Directors. It shall be the particular duty of the Secretary to keep the records of the Board and to carry on all necessary correspondence with the NATIONAL ASSOCIATION OF REALTORS® and the Massachusetts Association of REALTORS®.

Section 3. Board of Directors. The governing body of the Board shall be a Board of Directors consisting of the Elected Officers, its immediate past President, six (6) REALTOR Directors elected for a term of two years, and the Multiple Listing Service President. Directors shall be balanced between the three council regions. State Directors, while not members of the Board of Directors, shall be invited to attend the meetings.

Section 4. Election of Officers.

- (a) At least two (2) months before the annual election, a Nominating Committee of five (5) REALTOR® Members shall be appointed by the President with the approval of the Board of Directors. The Nominating Committee shall select one candidate for each office and one candidate for each place to be filled on the Board of Directors.

The report of the Nominating Committee shall be mailed or where permitted by state law, electronically transmitted to each Member eligible to vote at least three (3) weeks preceding the election.

Additional candidates for the offices to be filled may be placed in nomination by petition signed by at least ten (10%) percent of the REALTOR® Members eligible to vote. The petition shall be filed with the Chief Executive Officer at least two (2) weeks before the election. The Chief Executive Officer shall send notice of such additional nominations to all Members eligible to vote before the election.

- (b) The election of officers and directors shall take place at the annual meeting. Elections shall be by ballot and all votes shall be cast in person. The ballot shall contain the names of all candidates and offices for which they are nominated.

ARTICLE XII - MEETINGS

Section 1. Annual Meetings. The annual meeting of the Board shall be held during October of each year. The date, place, and hour shall be designated by the Board of Directors.

Section 5. Quorum. A quorum for the transaction of business shall consist of twenty percent (20%) of the REALTOR® Members.

