

**Policies of the
REALTORS® Political Action Committee of New Mexico**

(Approved by the RPAC-NM Trustees on October 3, 2007. Amended September 10, 2008; April 17, 2009; December 2, 2009; April 23, 2010; November 30, 2010; September 14, 2011; July 13, 2015; August 27, 2015; January 29, 2016; April 28, 2017; April 20, 2018; August 22, 2019)

1. Prohibited Contributions

- 1.1 Contributions shall not be solicited from persons who are not: members of NAR and their immediate families; affiliate members of the NEW MEXICO ASSOCIATION OF REALTORS® and/or Member Boards; salaried employees of the NEW MEXICO ASSOCIATION OF REALTORS® who are employed in executive, administrative or management positions and their families; or salaried employees of Member Boards who are employed in executive, administrative, or management positions.
- 1.2 Contributions may be accepted from other groups and non-members only if the individuals voluntarily, and without solicitation, request permission to make such contribution(s).
- 1.3 The Board reserves the right to refuse contributions from any contributor.

2. Board Membership

- 2.1 As a condition of membership on the Board, each Trustee shall accept the responsibility to fully abide by the provisions of the Bylaws and Policies of RPAC-NM and to conduct him/herself in such manner as to preclude any acts or actions that would reflect adversely on RPAC-NM.

3. Application Procedures for Trusteeships

- 3.1 May 15 – On or before May 15 of each calendar year, the Chief Executive Officer of the NEW MEXICO ASSOCIATION OF REALTORS® shall notify the District Vice-Presidents, the RPAC-NM Trustees, Member Board presidents and Member Board executive officers of the NEW MEXICO ASSOCIATION OF REALTORS® of any vacant trusteeships and shall solicit applications. Such notice shall include a copy of the Trustee Application Form, the guidelines for submitting an application, the duties expected of Trustees, and the deadline for applying for vacant Trustee positions. In addition, the CEO of the NEW MEXICO ASSOCIATION OF REALTORS® shall place a notice in the official publication of the NEW MEXICO ASSOCIATION OF REALTORS® to notify members of the pending vacancies.
- 3.2 June 15 – Applicants must submit their Application Forms for a Trustee position to their Member Board president on or before June 15 of the calendar year.
- 3.3 June 30 – The Member Board president shall forward all Application Forms in their entirety to their Vice President so that they are received by that District Vice President no later than June 30 of the calendar year.
- 3.4 July 1 to July 31 – Between July 1 and July 31 of the calendar year, each District Selection Committee shall meet to review the qualifications of all applicants for Trustee positions within their district. If an applicant is a member of the District Selection Committee, that applicant shall remove himself/herself from the room during discussions. The District Selection Committees shall then select the applicants to fill the vacant Trustee positions for their district from the qualified applicants.
- 3.5 August 1 – No later than August 1 of the calendar year, the Chair of each District Selection Committee shall forward the names of selected applicants to the RPAC-NM Trustees.

4. Trustee Qualifications

- 4.1 Minimum qualifications, in addition to requirements set forth in Section 2:

- a. Must be a RPAC-NM Committee member at the time of application;
 - b. Must demonstrate political knowledge and acumen at either the local or state level; and
 - c. Must commit to the applicable term of service and the attendance policy, indicate a willingness to remain a member of the Committee throughout the term of service, and agree to abide by the RPAC-NM Bylaws and Policies as they may be amended from time to time.
- 4.2 Other qualifications to be considered:
- a. Experience on a Member Board RPAC committee;
 - b. Experience on a Member Board or state legislative committee;
 - c. Multi-year member of RPAC-NM;
 - d. Volunteer experience on a political campaign; and
 - e. Other substantial political knowledge and involvement.

5. Duties of the Trustees

- 5.1. The Trustees shall review and approve the annual dollar fundraising goals and shall create, coordinate, and oversee the fundraising program.
- 5.2 The Trustees shall evaluate on an annual basis the effectiveness of the funds being raised and contributed.
- 5.3 The Trustees shall develop, update, and present political education programs at state and Member Board meetings.
- 5.4 The Trustees shall implement all rules, regulations, and activities of RPAC-NM Policies, candidate interviews and contribution policies, to include assisting Member Board with candidate interviews, and support activities.
- 5.5 The Trustees are encouraged to seek input from Member Board on state candidates.
- 5.6 The Trustees shall, on an annual basis, review, and if necessary revise, their current and long-term goals, objectives, and programs for consistency with the strategic plan of the NEW MEXICO ASSOCIATION OF REALTORS®.
- 5.7 Each Trustee is encouraged to meet with each Member Board within the Trustee's district to discuss the activities of RPAC-NM.
- 5.8 Each Trustee must assist with raising the necessary dollars to fund the operation of RPAC-NM and to meet the goals established by RPAC-NM.
- 5.9 Each Trustee will meet with Member Boards within his/her district to assist in planning, development, and implementation of the local RPAC fundraising efforts.
- 5.10 Each Trustee must assume a leadership role by setting a high personal standard of contributions to RPAC-NM.
- 5.11 Each Trustee must attend all regularly called and special meetings of the Board.
- 5.12 Each Trustee must assure the delivery of RPAC-NM checks to candidates or incumbents, and is required to use best efforts to include Member Board members and officers in the delivery of checks. Checks must be delivered to the candidate within fourteen (14) days after issuance, and become void 120 days after issuance. Check deliveries must meet these guidelines and candidates must be informed of the 120-day limit verbally. The Candidate Contribution Presentation Form must be filled out and returned to the NEW MEXICO ASSOCIATION OF REALTORS® GAD.
- 5.13 Each Trustee must remain politically active and informed on current political events and issues and will seek input from Member Boards.
- 5.14 Each Trustee must be willing to remain knowledgeable about the political priorities and Quality of Life Principles of the NEW MEXICO ASSOCIATION OF REALTORS®.
- 5.15 Each Trustee must commit to converse with politicians with the interest of REALTORS® in mind, rather than their own personal political interests.
- 5.16 Each Trustee is charged with supporting the actions of RPAC-NM, and while sitting as a state Trustee, to review proposals, contributions, legislators, and issues with the RPAC-NM Policies and the Legislative Policies of the NEW MEXICO ASSOCIATION OF

REALTORS® as of paramount importance. Each Trustee must set aside parochial interests to put the interests of REALTORS® across the state first.

6. Attendees at Meetings of the Committee or the Board

6.1 With the exception of those meetings or portions of meetings designated by the Trustees to be held in Executive Session, RPAC-NM members may attend all Committee and Board meetings. At meetings of the Board, RPAC-NM members who are not Trustees may, with the approval of the Chair, enter into discussions. However, such members shall not be granted permission to make motions, second motions, or vote on motions brought before the Board. Non-members may attend Committee and Board meetings only with approval of the Chair.

7. RPAC-NM Board Chair Discretionary Fund

7.1 The Chair shall have a discretionary fund of up to \$3,600.00 per year or as otherwise determined by the Board during its budgetary process to facilitate the Chair's necessary travel and other expenses.

7.2 When reimbursing RPAC-NM expenses, the fiscal and operating policies of the NEW MEXICO ASSOCIATION OF REALTORS® are to be followed.

8. Member Board Fundraising Activities, Political/Educational Workshops or Forums, and Member Board Candidate Contribution Requests

8.1 A written application for local candidate funding, fundraising activities, or political/educational workshops or forums must be submitted on the most current request form, completed accurately and in its entirety, approved by the Member Board's Board of Directors and sent to the NEW MEXICO ASSOCIATION OF REALTORS® GAD for processing. A copy of the written application must be sent by the requesting Member Board to all Trustees that reside within the district of Member Board.

8.2 In making decisions for candidate support, Member Boards are strongly encouraged to use the same or similar criteria as RPAC-NM, including contributing to only one candidate for each office in an election cycle and candidate's electability. Except as provided in Section 16.2, funding requests from Member Boards do not have to be approved by RPAC-NM; such requests may be summarily approved by the MEXICO ASSOCIATION OF REALTORS® staff.

8.3 Check requests will be processed within two business days. Response time from RPAC-NM will be predicated substantially on the accuracy and completeness of the form, staff availability for processing, the number of signatures required for the dollar amount of the check, and postal time for delivery.

8.4 In no instance will a funding request for local candidate contributions be approved for funds that are not available at the time of the request, based upon RPAC-NM records.

8.5 Member Boards are required to include a request for voluntary contributions to RPAC-NM on their annual dues billing statement.

8.6 Member Boards shall be entitled to their share of RPAC-NM funds regardless of whether or not they have a local political action committee, so long as a Cooperative Agreement between the Member Boards and RPAC-NM is in place.

9. Individual REALTOR® Members Fundraising Activities, Political/Educational Workshops or Forums Candidate Contribution Requests

9.1 Individual REALTOR® Members are those defined as such in the REALTORS® Association of New Mexico Bylaws.

9.2 A written application for candidate funding, fundraising activities, or political/educational workshops or forums must be submitted on the most current request form, be completed accurately and in its entirety and sent to the NEW MEXICO ASSOCIATION OF REALTORS® GAD for processing.

- 9.3 Funding request from Individual Members shall be approved by the Chair, Vice-Chair and Secretary of the Board.
- 9.4 In making decisions for candidate support, Individual REALTOR® Members are strongly encouraged to use the same or similar criteria as RPAC-NM, including contributing to only one candidate for each office in an election cycle and candidate's electability.
- 9.5 Check requests will be processed within two business days. Response time from RPAC-NM will be predicated substantially on the accuracy and completeness of the form, staff availability for processing, the number of signatures required for the dollar amount of the check, and postal time for delivery.
- 9.6 In no instance will a funding request for local candidate contributions be approved for funds that are not available at the time of the request, based upon RPAC-NM records.

10. Contributions to State Candidates

- 10.1 RPAC-NM Trustees shall give priority to Member Boards' recommendations for State Legislative Candidates within the Member Boards' jurisdictions. Trustees must actively seek input from Member Boards.
- 10.2 Requests with unusual time urgency must be submitted to the NEW MEXICO ASSOCIATION OF REALTORS® GAD and to the Trustees representing the district with a clear explanation of the urgency.
- 10.3 Contributions for state candidates will be evaluated in conjunction with the advice of the NEW MEXICO ASSOCIATION OF REALTORS® staff, contract lobbyists, Trustee evaluation of local political climate, and input from Member Boards or Individual REALTORS®.
- 10.4 Contribution decisions will be made public only after a decision by the Trustees.
- 10.5 RPAC-NM Committee members will, to the extent possible, be notified in advance of the date on which RPAC-NM candidate contributions will be considered.
- 10.6 There will be a comment period in open session on candidate contributions in advance of the Executive Session to consider contributions.
- 10.7 Approved RPAC-NM contributions, aggregate amounts for each candidate only, will be posted on the NEW MEXICO ASSOCIATION OF REALTORS®'s website in the member-only section. As soon as possible, Member Board presidents and executive officers will be notified in writing of all contributions approved by the Board. This will include the name and contact information of the Trustee responsible for delivering the contribution, and will include a statement that this does not constitute an endorsement.
- 10.8 To the extent practical, the State Political Coordinator (SPC) and the NEW MEXICO ASSOCIATION OF REALTORS® Government Affairs Director and the following individuals residing in the same district as the candidate/legislator to receive the contribution should be present at all state and local check presentations: one or more Trustees, local Committee and board members, the local executive officer and the local Government Affairs Director. If none of the above people are available, other Trustees, the President or CEO of the NEW MEXICO ASSOCIATION OF REALTORS® may present the check. A form confirming delivery of the contribution to the candidate/legislator must be returned to RPAC-NM.
- 10.9 RPAC-NM will contribute to only one candidate for each office in any election cycle. Criteria to be considered by Trustees in making contribution decisions:
- Candidates' support for REALTOR® objectives and in particular support for private property rights;
 - Candidate's electability;
 - Voting record (if applicable);
 - Position in legislature (if applicable);
 - Sponsorship of the NEW MEXICO ASSOCIATION OF REALTORS®-supported legislation (if applicable);
 - Member Board support or opposition;

- Individual REALTOR® support or opposition;
- Recommendations from the NEW MEXICO ASSOCIATION OF REALTORS® Government Affairs Director and the NEW MEXICO ASSOCIATION OF REALTORS® contract lobbyists; and
- Candidate responsiveness to REALTOR® concerns at state and national level.

11. Major Donor Reception at Annual Conference

- 11.1 The Trustees may host an RPAC-NM Major Donor Reception or another form of recognition at the Annual Conference to honor RPAC-NM contributors who contribute \$500 or more to RPAC-NM prior to the Annual Conference.
- 11.2 The cost of the reception shall not exceed \$1,000.00 or an amount otherwise determined by the Board.

12. Recurring Legislative Dinners and Receptions

- 12.1 RPAC-NM will host a legislative function (breakfast, luncheon, dinner or reception) for the Federal Congressional Delegation each year during the NAR Mid-Year Legislative Meeting in Washington, DC, with the cost not to exceed the amount approved in the RPAC-NM budget for that year.
- 12.2 RPAC-NM shall purchase a table at the Democrat, and Republican party events with a combined cost not to exceed the amount approved in the RPAC-NM budget for that year.

13. Member Board Fundraising Recognition

- 13.1 NATIONAL LEVEL - Member Boards that meet the National Association of REALTORS® (“NAR”) specified criteria for the Local Triple Crown and Local President’s Cup as set forth below will be recognized by the National Association of REALTORS® Political Action Committee (“National RPAC”) at the National RPAC Awards Ceremony held during NAR’s May Meetings the following year.
- A. LOCAL TRIPLE CROWN AWARD CRITERIA:
- The Member Board must access the National RPAC Management System;
 - The Member Board must meet or exceed its share of RPAC-NM’s Need-Based Goal;
 - The Member Board must meet or exceed the Participation rate as established by NAR for this award; and
 - The Member Board must minimally achieve the NAR national Call For Action (“CFA”) response rate goal as established by NAR for this award.
- B. LOCAL PRESIDENT’S CUP AWARD CRITERIA:
- The Member Board must access the National RPAC Management System;
 - The Member Board must meet or exceed its share of RPAC-NM’s Need-Based Goal;
 - The Member Board must meet or exceed the Participation rate as established by NAR for this award; and
 - The Member Board must minimally achieve the NAR national CFA response rate goal as established by NAR for this award.
- 13.2 STATE LEVEL – Member Boards that meet RPAC-NM’s specified criteria for the following awards as set forth below will be recognized by RPAC- NM at the Leadership, Legislative and Business Meeting held annually in January.
- A. “STRIVE FOR EXCELLENCE AWARD” - awarded to the Member Board that has achieved the highest overall combined ranking of the following;
- Highest total percentage of fundraising goal;
 - Highest total percentage of participation goal;

- High total percentage of call to action.
- B. "SPECIAL RECOGNITION" AWARDS - awarded to Member Boards that achieve the highest percentage in each of the following categories;
- Participation
 - Fundraising goals; and
 - Calls to action.
- C. RECOGNITION PLAQUES - awarded to all Member Boards that achieve both their RPAC-NM fundraising Grand Total Goal (NAR Goal and the NEW MEXICO ASSOCIATION OF REALTORS®'s Challenge Goal) and their participation goal.
- D. CHAIR'S AWARD - awarded at the discretion of the Chair to Member Boards or individuals.

14. Conflict of Interest

- 14.1 In addition to those requirements set forth in the Disclosure and Conflicts of Interest Policy of the NEW MEXICO ASSOCIATION OF REALTORS®, a Trustee shall disclose any direct family or business relationship with a candidate for state or local office, for whom RPAC-NM is considering making direct financial or other support, and shall not vote on nor remain present during discussion or consideration of such support. Such disclosure shall occur at the earliest possible time after the Trustees begin consideration of support for such candidate.
- 14.2 For purposes of the foregoing, an RPAC-NM Trustee has a direct family or business relationship with any candidate for state or local office who is:
- a. the Trustee;
 - b. the Trustee's spouse, parents, parents-in-law, children or grandchildren or their spouses;
 - c. the Trustee's partner in any partnership, or is a shareholder or officer of a corporation of which the Trustee is a shareholder or corporate officer, but either shall be deemed a shareholder only if he or she owns in excess of 1% of the stock of the corporation.
- 14.3 An RPAC-NM Trustee shall disclose to the other Trustees:
- a. Any family relationship with a candidate for whom RPAC-NM is considering making direct financial or other support other than the family relationship described in 13.2 b, or if he/she is a member of the campaign committee of such a candidate.
 - b. Such disclosure shall occur at the earliest possible time after the Trustees begin consideration of support for such candidate. The Trustee may not participate in or be present during the discussions regarding the support for the candidate and must recuse him/herself from voting.
- 14.4 Except as described above, Trustees may participate in campaigns and vote and are not required to make any disclosure of relationships with candidates with respect to all other direct financial or other support for candidates for state or local office being considered.

15. Funding for REALTOR®-sponsored Receptions for State Legislators

- 15.1 Not to exceed an aggregate total of \$1,000 per year, RPAC-NM may provide funding of \$200 per Member Board per year to host a "Meet and Greet" reception for elected officials. This money shall be provided on a first-come, first-served basis.
- 15.2 At the discretion of the Trustees and subject to the availability of funds, funding may be made available to Committee members to attend fundraising functions for state candidates.

16. Funding Splits Among RPAC-NM, NAR and NM Member Boards or Individual REALTOR® Members

- 16.1 RPAC-NM's Need Based Goal shall be defined by the NAR Fundraising Goal Policy. Annually, RPAC-NM shall determine the percentage of RPAC-NM's Need-Based Goal for which each Member Board is individually responsible and Individual REALTOR® Members are collectively responsible.
- a. Up until the time each Member Board and the Individual REALTOR® Members (collectively) satisfies its or their respective percentage of RPAC-NM's Need-Based Goal, 100 percent of the Member Board's or Individual REALTOR® Members' respective contributions shall be forwarded to NAR.
 - b. Once the Member Board or Individual REALTOR® Members satisfies its or their respective percentage of RPAC-NM's Need-Based Goal, the percentage of the Member Board's or Individual REALTOR® Members' respective contributions that shall be available to the Member Board or Individual REALTOR® Members shall be as follows:
 - i. For Member Boards that have a State-Local RPAC Allocation Agreement with RPAC-NM, the Member Board's percentage shall be as provided in the State-Local RPAC Allocation Agreement; the remaining percentage shall be credited to RPAC-NM;
 - ii. For Individual REALTOR® Members and Member Boards that do not have a State-Local RPAC Allocation Agreement with RPAC-NM, 35% of the Member Board's or Individual REALTOR® Members' respective contributions shall be available to the respective Member Board or Individual REALTOR® Members; the remaining percentage shall be credited to RPAC-NM;
- 16.2 Member Boards and Individual REALTOR® Members may request and use their respective portions of funding to contribute to their respective local candidates, to host candidate events in their respective localities and for other local political activities within their localities. The use of Member Boards' and Individual REALTOR® Members' funding is restricted and/or conditioned as follows:
- a. **funding** shall not be used to support state candidates without the express permission of RPAC-NM. For purposes of this Subsection 16.2(a), New Mexico legislative candidates shall be considered state candidates. Notwithstanding the foregoing, in the event a Member Board requests funding to support a legislative candidate who RPAC-NM has voted to support in the same election cycle, such requests may be summarily approved by the MEXICO ASSOCIATION OF REALTORS® staff.
 - b. **funding** shall not be used to support federal candidates;
 - c. For Member Board that have a State-Local RPAC Allocation Agreement with RPAC-NM, any additional conditions or restrictions as set forth in the State-Local RPAC Allocation Agreement.
- 16.3 Beginning in 2006, unused Member Board funds collected during the calendar year, but not used by December 31st of the same year, will "roll over" for one calendar year after which time any remaining unused funds will revert to RPAC-NM. Such funds shall be available for use by the Member Board, utilizing first in-first out accounting

17. Notification Policies

- 17.1 RPAC-NM will provide Member Boards with access to a list of members from the Member Board who contributed to RPAC-NM and the amount of each member's contributions so that Member Boards may reconcile the contribution lists and totals with their own records.
- 17.2 RPAC-NM will provide monthly information to each Member Board president and executive officer showing aggregate RPAC-NM contributions by board, the percent of goal each Member Board has reached, participation rate of the members in the Member Board and the average contribution per Member Board member.

- 17.3 The RPAC-NM Annual meeting will be noticed in the official publication of the NEW MEXICO ASSOCIATION OF REALTORS®.
- 17.4 Approved minutes of RPAC-NM meetings, excluding Executive session minutes, will be sent out via e-mail to the Member Board President and the Executive Director for each board.
- 17.5 RPAC-NM Trustee contact information and the districts from which they are selected will be posted on the website of the NEW MEXICO ASSOCIATION OF REALTORS®.
- 17.6 RPAC-NM quarterly financial reports may be provided upon a Committee member's written request to the Treasurer of RPAC-NM.

18. Amendments to Policies

- 18.1 These Policies may be amended at any meeting of the Board by affirmative vote of a majority of the members of the Board, provided at least seven (7) days prior written notice of the substance of the proposed amendments shall have been given each member of the Board.
- 18.2 Upon amendment to these Policies, a copy of the amended Policies shall be furnished to each Trustee, each member of the NEW MEXICO ASSOCIATION OF REALTORS® Executive Committee, each Member Board of the NEW MEXICO ASSOCIATION OF REALTORS®, and the National Association of REALTORS® Political Action Committee.