



BY-LAWS RULES AND REGULATIONS

THE CANADIAN REAL ESTATE ASSOCIATION

APPROVED MARCH 2012



CREA THE CANADIAN
REAL ESTATE ASSOCIATION

BY-LAWS INDEX

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ARTICLE 1 – DEFINITIONS

Act means the Canada Corporations Act R.S.C 1970, c. C-32 as amended from time to time and every statute that may be substituted for that Act.

Annual General Meeting means the business meeting of the Members, as required by the Act, and called each year pursuant to these By-Laws.

Bilateral Agreement means the written agreements between The Canadian Real Estate Association and all provincial Associations establishing the obligations of each Association in terms of enforcement of the REALTOR® Code.

Director means any person duly elected or appointed to sit on the Board of Directors of The Canadian Real Estate Association.

Meeting of the Members means any Special or Annual General Meeting duly called pursuant to these By-Laws.

Member means a person or organization who has qualified under any category of membership established in these By-Laws and whose membership is in good standing.

Policy means any internal, operational, membership, or other requirement duly established in writing by the Board of Directors that does not require ratification of the Members.

REALTOR® is a certification mark owned by REALTOR® Canada Inc., a subsidiary of The Canadian Real Estate Association, and identifies a standard of brokerage service rendered by Members of The Canadian Real Estate Association. As used in these By-Laws, REALTOR® designates a licensed real estate practitioner who is a Member of The Canadian Real Estate Association.

REALTOR® Code means the Code of Ethics of The Canadian Real Estate Association as approved by the Members and as amended from time to time.

REALTOR® Code Protocols mean the Education, Communication and Compliance Protocols as approved by the Members, which establish Member obligations in relation to the operation of the REALTOR® Code.

Special General Meeting means any business meeting of the Members other than the Annual General Meeting.

Three-Way Agreement means the written agreements between The Canadian Real Estate Association and each Board and Association setting out membership and other obligations of each party.

ARTICLE 2 – NAME

2.1: English

The English name of the Association shall be The Canadian Real Estate Association (hereinafter referred to as "CREA").

2.2: French

The French name of the Association shall be L'Association canadienne de l'immeuble (referred to in the French translation of these By-Laws as « ACI »).

ARTICLE 3 – PURPOSE, OBJECTS AND PRINCIPLES

3.1: Purpose, Objects and Principles

In accordance with the Letters Patent, the purpose, objects and principles of CREA are as follows:

- 3.1.1: to advance and promote the interests of its Members;
- 3.1.2: to increase public confidence in, and respect for, those engaged in the real estate industry;
- 3.1.3: to promote and maintain a high level of professionalism amongst its Members by creating and sustaining a Code of Ethics;
- 3.1.4: to promote, encourage and protect the private ownership of real property and do all things necessary or advisable to ensure that real estate remains a sound and desirable investment;
- 3.1.5: to promote and protect the REALTOR® and MLS® family of certification marks by exclusively licensing the marks to, and encouraging their use by Members, by promoting the acceptance and understanding of these marks through public and Member education, and by monitoring and preventing improper uses;
- 3.1.6: to promote Canadian real estate and the services of its Members internationally by liaising and developing relationships with international real estate organizations;
- 3.1.7: to raise, administer or manage charitable funds for any purposes consistent with the principles of CREA, and to establish any charitable organization advisable to further that purpose;
- 3.1.8: to act as a technological resource to its Members by monitoring and researching technology trends and their impact on the real estate industry, and by providing national technological services and products.

3.2: Attainment of Purpose, Objects and Principles

For the attainment of its purpose, objects and principles, CREA may exercise any of the powers as prescribed by the Act, or any other statutes or laws from time to time as applicable. In particular, without limiting the generality of the foregoing, it may:

- 3.2.1: Accumulate from time to time any part of CREA's financial assets and income earned on those assets;
- 3.2.2: Invest and re-invest the financial assets of CREA in a manner consistent with CREA's governing principles;
- 3.2.3: Issue, sell or pledge debentures or other securities of CREA;
- 3.2.4: Mortgage or otherwise secure the real or personal property of CREA;

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- 3.2.5: Authorize any Director, officer or employee to manage, transact, and settle any borrowing, with the power to vary or modify the terms of such arrangements;
 - 3.2.6: Enter into agreements, contracts and undertakings incidental to CREA's objects and purposes;
 - 3.2.7: Borrow money on the credit of CREA;
 - 3.2.8: Levy and collect dues and assessments.

ARTICLE 4 – ASSOCIATION SEAL

4.1: Form

The seal, an impression of which is stamped in the margin hereof, shall be CREA's seal until changed by the Board of Directors.

ARTICLE 5 – HEAD OFFICE

5.1: Location

CREA's head office shall be in the City of Ottawa, in the Province of Ontario.

ARTICLE 6 – BY-LAWS, RULES AND REGULATIONS

6.1: Adoption of Rules and Regulations

The Board of Directors may from time to time adopt rules and regulations (hereinafter referred to as "Rules") consistent with these By-Laws relating to CREA's management and operation.

6.2: Immediate Force and Effect

Any Rules and any subsequent amendments adopted by the Board of Directors shall have immediate force and effect, but shall cease to have force and effect unless ratified, with or without amendment, at the next Meeting of the Members.

6.3: Editorial Changes to By-Laws and Rules

The Board of Directors may make such editorial, grammatical, typographical, or cross-reference changes to the By-Laws or Rules, including section designations, that do not change the substance or the meaning of the By-Laws or Rules provided that any such changes to the By-Laws shall require the approval of Industry Canada or otherwise as may be required by the Act.

ARTICLE 7 – INTERPRETATIONS

7.1: Interpretations

In reading the By-Laws and Rules, words may be interpreted as meaning singular, plural, masculine or feminine, as the context requires. References to persons shall include firms, corporations and other legal entities.

ARTICLE 8 – MEMBERSHIP

8.1: Classes of Membership

Membership in CREA shall consist of:

- 8.1.1: Boards – Local Real Estate Boards and Local Real Estate Associations.
- 8.1.2: Associations – Provincial and Territorial Real Estate Associations.
- 8.1.3: Commercial Overlay Boards – Boards that encompass the jurisdiction of one or more existing Boards, offering services exclusively to commercial REALTORS®.
- 8.1.4: REALTORS® – Licensed practitioners who are members in good standing of a Board or Association.
- 8.1.5: Individual Members – Persons who are not licensed practitioners who are members of any category of membership in a Board or Association.
- 8.1.6: Direct Affiliate Members – Persons who do not otherwise qualify for any category of membership in a Board or Association, or any individual licensed practitioner outside of Canada whose membership has been approved in accordance with the Rules.
- 8.1.7: Foreign Affiliate Members – Any national real estate association outside of Canada that has a reciprocal agreement with CREA, including all practitioners who are members of that association.
- 8.1.8: Honorary Life Members – Past Presidents and current or former REALTORS® who are approved by the CREA Board of Directors.
- 8.1.9: Honorary Members – Persons not current or former REALTORS® who are approved by the CREA Board of Directors.

8.2: Qualifying For and Maintaining Membership

To qualify and to maintain membership in CREA, prospective and current members shall agree to adhere to and be bound by the following, as applicable, and as amended from time to time:

- 8.2.1: CREA's By-Laws, Rules and Policies;
- 8.2.2: The 3-Way Agreement;
- 8.2.3: The REALTOR® Code;
- 8.2.4: The Principles of Competition.

8.3: Failure to Comply

- 8.3.1: The Board of Directors, after reasonable notice and hearing, may terminate the membership of any Direct REALTOR®, Direct Affiliate, Foreign Affiliate, Honorary or Honorary Life Member who fails to comply with the provisions of CREA's By-Laws,

Rules or Policies, or who, in the reasonable opinion of a majority of the members of the Board of Directors, is guilty of unethical or dishonest practice.

- 8.3.2: If a REALTOR® appears to be in violation of CREA's By-Laws, Rules and Regulations or Policies, CREA may refer the matter to the appropriate Board as a professional standards complaint or take such other action as is provided for in the Rules.
- 8.3.3: In the event of a complaint that a Board or Association has not complied with CREA's By-Laws, Rules or Policies, the Board of Directors has the authority to make such determination as it deems reasonable including termination of the Board or Association membership, in accordance with the procedure outlined in the Rules.
- 8.3.4: Upon termination of membership, all rights and privileges associated with membership in CREA shall immediately cease.

8.4: Withdrawal

- 8.4.1: A Board, Association or Commercial Overlay Board may withdraw as a member from CREA by giving ninety (90) days written notice to CREA's Chief Executive Officer.
- 8.4.2: Any Direct REALTOR®, Direct Affiliate, Foreign Affiliate, Honorary or Honorary Life Member may withdraw as a Member from CREA by giving written notice to CREA's Chief Executive Officer.
- 8.4.3: Upon withdrawal of membership, all rights and privileges associated with membership in CREA shall immediately cease.

8.5: Effect of Board/Association Termination

In the event a Board or Association ceases to be a Member of CREA, all REALTORS® and Individual Members who are members of such Board or Association shall also be deemed to have terminated their membership, unless they have joined another Member Board or Association.

8.6: Arbitration

All REALTORS® shall be conclusively deemed to have agreed to submit Claims to Arbitration as provided in CREA's Rules, the By-Laws and Rules and Regulations of the applicable Board/Association, and the REALTOR® Code.

ARTICLE 9 – MEETINGS OF THE MEMBERS

9.1: Annual General Meeting

The Annual General Meeting shall be held each year between the first day of March and the thirty-first day of May at such time and place as determined by the Board of Directors.

9.2: Purpose of Annual General Meeting

The Annual General Meeting shall be held to:

- (i) Elect or appoint directors;
- (ii) Hear and receive the reports and financial statements required by the Act;
- (iii) Appoint the auditors; and

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- (iv) Transact any other business properly brought before the meeting.

9.3: Special General Meetings

Special General Meetings may be called by the Board of Directors on its own initiative, or upon the written petition of twenty (20) per cent of the combined number of the Boards and Associations.

9.4: Place of Meetings of the Members

The Board of Directors may determine to hold Meetings of the Members inside or outside of Canada.

9.5: Form and Timing of Notice

- 9.5.1: Notice of the time and place of any Meeting of the Members shall be in written or electronic format, given in the name of the President or Chief Executive Officer, and shall be communicated to each Board and Association in good standing.
- 9.5.2: The notice shall be communicated by regular mail, courier, facsimile, e-mail or other electronic means delivered to Boards or Associations at their last known address as shown on the records of CREA at least thirty (30) days before the meeting date.
- 9.5.3: The inadvertent omission to notify any Board or Association, or the non-receipt of such notice by any Board or Association, shall not invalidate the proceedings at any such meeting.
- 9.5.4: Notice of any Meeting of the Members should contain sufficient information to permit the Member to be aware of the nature of the matters to be presented to the meeting.
- 9.5.5: In the event of an emergency situation, the thirty (30) day notice requirement for a Special General Meeting may be waived by the Board of Directors and the notice shall be circulated to the Members in the most expedient means available.

9.6: Quorum

A quorum at any Meeting of the Members shall be fifty (50) per cent of the Boards and Associations entitled to vote, present either through their voting delegates or by way of proxy.

ARTICLE 10 – ATTENDANCE AND VOTING AT MEETINGS OF THE MEMBERS

10.1: Voting Rights

Only Boards and Associations in good standing are entitled to vote at Meetings of the Members.

10.2: Number of Votes

The number of votes that each Board and Association has at a Meeting of the Members shall be as follows:

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- 10.2.1: Each Board shall be entitled to one (1) vote for each five hundred (500) members or part thereof, from all membership categories;
 - 10.2.2: Each Association shall be entitled to one (1) vote. Associations with direct members (i.e. REALTORS® who are not members of a Board) shall be entitled to one (1) additional vote for each five hundred (500) direct members or part thereof.
 - 10.2.3: “Members” in this Article means members in good standing as of December 31, whose dues are paid as of January 31st, according to CREA’s records. In the case of dual membership, only the Board or Association that collects and remits the CREA dues on behalf of the member may include that person in its membership figures for the purposes of this Article.

10.3: Voting Delegates

Each Board or Association may send one or more voting delegates to carry their votes. Each voting delegate may carry one or more votes on behalf of the Board or Association, up to the total number of votes to which the Board or Association is entitled.

10.4: Proxies

A Board or Association, rather than sending a voting delegate, may give a written proxy to another Board or Association for any or all of its votes.

10.5: Votes Needed to Pass Motion

Unless otherwise specifically provided for by the Act, or by these By-Laws, all questions at Meetings of the Members shall be determined as follows:

- 10.5.1: Major technology decisions, as defined in the Rules, require a majority of the votes cast representing more than fifty (50) per cent of the membership;
- 10.5.2: A motion to introduce a matter for which insufficient notice has been given may be brought to the floor if either the substance or timing indicates urgency. This motion requires a 2/3 vote.
- 10.5.3: All other matters shall be determined by a simple majority vote.

10.6: Voting Method

At the discretion of the Chair, a vote may be conducted by show of hands, an electronic voting mechanism, or by secret ballot.

10.7: Attendance

All Members may attend and participate in any Meeting of the Members but shall not be entitled to vote unless a voting delegate.

ARTICLE 11 – BOARD OF DIRECTORS

11.1: Composition of Board of Directors

The administration of CREA's affairs shall be vested in a Board of Directors comprised of twenty (20) persons as follows:

- 11.1.1: the President;
- 11.1.2: the Immediate Past President or in the event that he/she cannot act, the most recent Past President so willing to act;
- 11.1.3: the CCC Director, who is the Chair of an appointee of the Canadian Commercial Council of REALTORS®;
- 11.1.4: the MTC Director, who is the Chair or an appointee of the MLS® and Technology Council;
- 11.1.5: the AEC Director, who is the Chair or an appointee of the Association Executives Council.
- 11.1.6: the President of the National Association of REALTORS®, or his or her representative, with non-voting status;
- 11.1.7: eight (8) Regional Directors;
- 11.1.8: six (6) Directors-at-Large.

11.2: Definitions

Director-at-Large means a Director elected by all Boards and Associations at an Annual General Meeting.

Regional Director means a Director elected by the Boards and Associations of a Region in accordance with the procedure outlined in Article 13 – Election of Directors-At-Large and Regional Directors.

Region refers to each of the following seven (7) Regions:

- (1) New Brunswick, Newfoundland, Nova Scotia and Prince Edward Island (2 directors);
- (2) Quebec;
- (3) Ontario;
- (4) Manitoba;
- (5) Saskatchewan;
- (6) Alberta/Northwest Territories;
- (7) British Columbia/Yukon Territory.

11.3: Duties and Responsibilities

11.3.1: The Board of Directors, as the senior policy-making body, shall ensure that the objects and purposes of CREA, as set forth in the Letters Patent and these By-Laws, are actively pursued. The detailed responsibilities of the Board of Directors are established in the Rules.

11.3.2: The Board of Directors shall have those powers, rights and privileges conferred upon corporations pursuant to the Act and the Letters Patent, including, but not limited to:

- 11.3.2.1: Govern and administer the affairs of CREA;

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- 11.3.2.2: Take any measures to control and manage CREA's business that are not inconsistent with the Act or its By-Laws, including entering into contracts on behalf of CREA;
 - 11.3.2.3: Take any and all such steps necessary to enable CREA to acquire, accept, solicit, or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind for the purpose of furthering the objects and governing principles of CREA;
 - 11.3.2.4: Accept, collect and expend such monies as is considered necessary to conduct the affairs of CREA and to retain financial, legal and other expertise;
 - 11.3.2.5: Lease or purchase real property; enter into mortgages, contracts and leases, including contracts of employment and personal service contracts;
 - 11.3.2.6: Establish membership fees, dues, and assessments, to become effective when approved at a Meeting of the Members;
 - 11.3.2.7: Borrow money upon the credit of CREA;
 - 11.3.2.8: Issue, pledge, or sell or secure debentures or other securities of CREA;
 - 11.3.2.9: Establish an annual budget in relation to the affairs of CREA;
 - 11.3.2.10: Purchase insurance to indemnify individuals who serve at the request of CREA on Boards or assume specific tasks on behalf of CREA.

11.4: Terms of Office

- 11.4.1: The President shall hold office for one year as of right, in the year immediately following the year in which he/she holds office as President-Elect;
- 11.4.2: The immediate Past President, the representative of the National Association of REALTORS®, and the three (3) Council Directors shall hold office for a term of one (1) year.
- 11.4.3: The Regional Directors and the Directors-at-Large shall hold office for a term of two (2) years.
- 11.4.4: All terms of office are deemed to expire at the end of the Annual General Meeting in the year the particular term ends.

11.5: Restriction on Holding Office

- 11.5.1: No Director may hold more than one position as Director.
- 11.5.2: Any person who holds the office of President is deemed to have resigned any other Director position such person would simultaneously hold. The balance of the term of an incoming President's term as a Director-at-Large or Regional Director (if any) will be filled by a qualified member elected at an Annual General Meeting of the Members.

11.6: Term Limits

- 11.6.1: Subject to the provisions of this section, Directors cannot serve more than four (4) consecutive two-year terms.
- 11.6.2: A Director who is elected Vice-President in his or her eighth (8th) year may run for a fifth (5th) consecutive term.

11.6.3: A Director who has left the Board of Directors for at least one year may run again as if he or she were sitting for the first time.

11.7: Quorum

A majority of the voting Directors shall constitute a quorum at any meeting of Directors, and may exercise all of the powers of the Board of Directors.

11.8: Meetings of the Board of Directors

11.8.1: The Board of Directors shall meet not less than twice yearly upon the call of the President.

11.8.2: Meetings of the Board of Directors may also be called by:

11.8.2.1: A motion of the Boards and Associations passed at a Meeting of the Members; or

11.8.2.2: Any five (5) members of the Board of Directors in accordance with Section 8 (Notice of Meetings of Directors).

11.8.3: All meetings shall take place at the time specified in the call at CREA's head office or such place as determined by the President.

11.9: Form of Meeting

Any meeting of the Directors may be held in person, by teleconference or by other electronic means.

11.10: Voting

Each Director, other than the President of the National Association of REALTORS® or his or her representative, shall have one (1) vote.

11.11: Notice of Meetings of Directors

Notice of Board of Directors meetings shall be delivered or telephoned to each Director not less than ten (10) days before the meeting is to take place. No notice is necessary if all the Directors are present or if those absent have signified their consent to the meeting being held without notice and in their absence.

11.12: Director Honoraria

The Directors shall be allowed an honorarium for their services, and shall be paid for expenses incurred on behalf of CREA in accordance with the policy of the Board of Directors, provided that any proposed change in the amount of total honoraria for directors, including directors who are officers, is approved at a meeting of the members.

11.13: Loss of Qualification during the Term of Office

A Director shall cease to hold office as a Director in the following circumstances:

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- 11.13.1: If a Director resigns by delivering a written resignation to the President and Chief Executive Officer;
 - 11.13.2: If, at a Meeting of the Members, a resolution is passed that a Director be removed from office;
 - 11.13.3: If a Director makes an assignment for the benefit of creditors, becomes bankrupt or insolvent, or takes the benefit of any act that may be in force for bankrupt or insolvent debtors.
 - 11.13.4: If a Director ceases to be a member in good standing;
 - 11.13.5: If a Director becomes legally incompetent;
 - 11.13.6: If a Director is removed for cause by a resolution passed by seventy-five (75) per cent of the voting Directors, other than the director proposed to be removed, at a meeting called for that express purpose, provided that all of the Directors (other than the Director proposed to be removed) are present in person or as otherwise provided herein at such meeting; or
 - 11.13.7: If a Director is convicted of an indictable offence or an offence involving theft, fraud or moral turpitude.

11.14: Vacancies

If a vacancy occurs as a result of any of the foregoing reasons, the Directors remaining in office may exercise all of the powers of the Board of Directors provided that a quorum is sustained. The Board of Directors may fill a vacancy for the balance of the term:

- 11.14.1: by appointing a qualified Member in good standing; or
- 11.14.2: by recommending that a qualified Member in good standing be elected by the membership in accordance with these By-Laws.

11.15: Delegation of Powers

The Board of Directors may, from time to time, delegate such of its powers as it deems appropriate.

ARTICLE 12 – OFFICERS

12.1: Officers

The officers are as follows:

- 12.1.1: President, who shall be the chief elected officer and the Chair of all meetings of the Board of Directors and shall perform such other duties and responsibilities as are established in the Rules or assigned by the Board of Directors;
- 12.1.2: President-Elect, who shall act as President pro tem in the absence of the President, shall be the Chair of all meetings of the Executive Committee and shall perform such other duties and responsibilities as are established in the Rules or assigned by the Board of Directors;
- 12.1.3: Vice-President, who shall act as President-Elect pro tem in the absence of the President-Elect, and shall perform such other duties and responsibilities as are established in the Rules or assigned by the Board of Directors;
- 12.1.4: Immediate Past President, who shall perform such duties and responsibilities as are established in the Rules or assigned by the Board of Directors;

12.1.5: Chief Executive Officer, who shall have the powers and perform the duties assigned by the Board of Directors.

12.1.6: Any other person or position so named by the Board of Directors.

12.2: Election of Officers

At their first meeting, or as soon as practical following an Annual General Meeting, the Board of Directors will appoint the President as Past President, the President-Elect as President, and elect from among the elected Director positions a President-Elect and Vice-President.

12.3: Termination of Officers

Officers may be terminated on the same grounds, and in accordance with the same process, as set out in the By-Laws and Rules for disqualification of Directors.

12.4 Vacancies

If a vacancy occurs in any of the Officer positions, the officers remaining may exercise all of the powers of the Executive Committee provided that a quorum is sustained. The Board of Directors may fill a vacancy in an Officer position as follows:

12.4.1: If a vacancy occurs in the position of President, the President-Elect shall become President for the remainder of the term.

12.4.1.1: Upon completion of the remainder of the term vacated, the President-Elect shall serve as President for the ensuing term.

12.4.2: If a vacancy occurs in the position of President-Elect, the Board of Directors shall elect a qualified person to serve as President-Elect for the remainder of the term.

12.4.3: If a vacancy occurs in the position of Vice-President, the Board of Directors may elect a qualified person to serve as Vice-President for the remainder of the term.

12.4.4: If a vacancy occurs in the position of Immediate Past President, the Board of Directors may, at its option, choose to leave the position vacant, or to appoint a person to fill the position for the remainder of the term.

12.4.5: If the Board of Directors chooses to appoint a person to fill the balance of the term of Immediate Past President, it shall appoint the most recent Past-President so willing to act.

ARTICLE 13 – ELECTION OF DIRECTORS-AT-LARGE AND REGIONAL DIRECTORS

13.1: Qualifications of Directors

Persons wishing to be elected either as a Director-at-Large or a Regional Director must:

13.1.1: Have a minimum of three (3) years' experience as a director of a Board or Association;

13.1.2: Have been a REALTOR® for at least five (5) years;

13.1.3: In the case of a Regional Director, be licensed in that Region.

13.2: Only One Director Position

A candidate for Director is eligible to run for election for only one Director position in any given year.

13.3: Directors-at-Large

- 13.3.1: Directors-at-Large shall be elected and retire in rotation. Three (3) Directors-at-Large shall be elected at each Annual General Meeting;
- 13.3.2: All Boards and Associations are entitled to vote in the Director-at-Large elections, and shall carry the same number of votes as they do for the Annual General Meeting voting.

13.4: Regional Directors

- 13.4.1: Only the Boards and Associations of the particular Region are entitled to vote in the Regional Director elections, and shall carry the same number of votes as they do for the Annual General Meeting.
- 13.4.2: Regional Directors shall be elected and retire in rotation as follows:
 - 13.4.2.1: In odd numbered years, Regional Directors shall be elected in the following regions:
 - British Columbia/Yukon (1 director);
 - Manitoba (1 director); Quebec (1 director);
 - New Brunswick/Newfoundland/Nova Scotia/Prince Edward Island (1 director).
 - 13.4.2.2: In even numbered years, Regional Directors shall be elected in the following regions:
 - Alberta/Northwest Territories (1 director);
 - Saskatchewan (1 director);
 - Ontario (1 director);
 - New Brunswick/Newfoundland/Nova Scotia/Prince Edward Island (1 director).

13.5: Place of Regional Director Election

The Regional Director election may be held in the Region if a majority of the candidates running for Regional Director in that particular Region advise CREA's Chief Executive Officer in writing of their preference no later than sixty (60) days preceding the Annual General Meeting. Otherwise, the election will be scheduled by CREA on a date preceding the Annual General Meeting in the city scheduled for that meeting.

13.6: Acclamation

- 13.6.1: If the number of candidates seeking election to the Board of Directors is less than or equal to the number of vacancies open for that position, or, if a Nominating Committee constituted under the Rules nominates only the number of nominees necessary to fill vacancies on the directorate without the requirement for an election to be held, then those candidates shall be deemed to be elected by acclamation to that position.
- 13.6.2: If one of the acclaimed positions is for a term of one (1) year, and the candidates are unable to agree amongst themselves as to who will take that term, the candidate who shall have a term of only one (1) year shall be determined by random draw, conducted by the Chief Executive Officer.

13.7: Voting

13.7.1: Any candidates to be elected must receive a majority of the legal ballots cast. In any directorship category, where vacancies exist for both two-year and one-year terms, the candidates elected to the two-year terms shall be those receiving the greatest number of votes in descending order. Once candidates have been elected to all two-year terms, the candidates with the next highest number of votes shall be elected to any one-year term.

13.7.2: The candidate receiving the fewest number of ballots cast shall be deemed to have withdrawn from any subsequent ballot except where this would give rise to a position on the Board of Directors being filled by a candidate who did not receive a majority of the ballots cast.

ARTICLE 14 – COMMITTEES, TASK FORCES AND COUNCILS

14.1: Committees and Task Forces

The Board of Directors may create such committees and task forces as it deems appropriate, and establish their mandates.

14.2: Councils

The Board of Directors may create councils as it deems appropriate and establish their duties and powers in the Rules.

14.3: Reporting

All committees, task forces and councils shall report to the Board of Directors.

ARTICLE 15 – FISCAL YEAR

15.1: Establishment of Fiscal Year

Until changed by resolution of the Board of Directors, CREA's fiscal year shall end on December 31st.

ARTICLE 16 – AUDITORS

16.1: Appointment

The members shall appoint an auditor at each Annual General Meeting.

16.2: Removal

An auditor may be removed and replaced prior to the expiry of his or her appointment at a Meeting of the Members.

16.3: Annual Audit

The auditors shall conduct an annual audit of CREA's books and shall prepare statements and reports for each fiscal year.

ARTICLE 17 – EXECUTION OF DOCUMENTS

17.1: Cheques, Notes, Drafts, etc.

All cheques, drafts, electronic transfers or orders for the payment of money and all notes and acceptances of bills of exchange shall be signed or authorized by the person or persons designated in accordance with Board of Director policy.

17.2: Execution of Documents

Contracts, documents or any instruments in writing requiring the signature of CREA shall be signed by the officers of CREA, or such other persons as authorized by the Board of Directors, and all contracts, documents and instruments in writing so signed shall be binding upon CREA without any further authorization or formality. The Directors shall have power from time to time by resolution to appoint an Officer or Officers on behalf of CREA to sign specific contracts, documents and instruments in writing. The Directors may give CREA's power of attorney to any registered dealer in securities for the purposes of the transferring of and dealing with any stocks, bonds, and other securities of CREA.

17.3: Books and Records

The Board of Directors shall ensure that all necessary books and records of CREA required by the By-Laws or by any applicable statute are regularly and properly kept.

ARTICLE 18 – BANKING ARRANGEMENTS

18.1: Authorization

The Board of Directors shall designate, by resolution, the persons authorized to transact the banking business of CREA, to have the authority set out in the resolution, including, unless otherwise restricted, the power to:

- 18.1.1: Choose the banker or bankers to operate CREA's accounts;
- 18.1.2: Make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for payment of money;
- 18.1.3: Execute any agreement relating to any banking business and defining the rights and powers of the parties thereto; and
- 18.1.4: Authorize any officer of the banker to do any act or thing on CREA's behalf to facilitate the banking business.

18.2: Board Authorized Signatories

The Board of Directors may authorize any person to negotiate and re-negotiate the terms and conditions of loans on behalf of CREA, including the security to be given.

ARTICLE 19 – LIABILITY AND INDEMNITY OF DIRECTORS AND OFFICERS

19.1: Indemnity

Every Director and Officer of CREA and the heirs, executors and administrators, and estate and effects of such Director and officer, shall from time to time and at all times be indemnified and saved harmless, out of the funds of CREA, from and against:

19.1.1: All costs, charges and expenses whatsoever, which the Director or officer sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against such Director or officer for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by such Director or officer in or about the execution of the duties of the office; and

19.1.2: All other costs, charges and expenses, which such Director sustains or incurs in or about or in relation to the affairs thereof, except the costs, charges or expenses occasioned by the willful neglect or default of such Director.

19.2: Insurance

CREA shall purchase and maintain insurance, if available, on behalf of each and every of its Directors, Officers, former Directors and former Officers against any liability incurred or alleged to have been incurred by them by reason of being or having been Directors or officers of CREA. CREA shall purchase insurance in respect of potential liabilities of the Directors and Officers whether or not CREA would have the power to indemnify them against any such liability.

19.3: Protection of Directors and Officers

No Directors or Officers of CREA shall be liable for the acts, receipts, neglects or defaults of any other Director or Officer or employee, or for joining in any receipt or act for conformity or for any loss, damage or expense happening to CREA through the insufficiency or deficiency of title to any property acquired by CREA or for or on behalf of CREA or for the insufficiency of any security in or upon which any of the money of or belonging to CREA shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any money, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his/her respective office or trust in relation thereto unless the same shall happen by or through the person's own wrongful and willful act or through wrongful or willful neglect or default of such Directors or Officers.

19.4: Responsibility for Acts

The Directors of CREA shall not be under any duty or responsibility in respect of any contract, act or transaction whether or not made, done or entered into in the name or on behalf of

CREA, except such as shall have been submitted to and authorized and approved by the Board of Directors.

ARTICLE 20 – AMENDMENT OF BY-LAWS

The By-Laws of CREA not embodied in the Letters Patent may be repealed or amended, or a new By-Law relating to the requirements of subsection 155(2) of the Act may be enacted, by the Directors and approved by the Members provided that the repeal or amendment of such By-Laws shall not be enforced or acted upon until approved by Industry Canada.

ARTICLE 21 – ACTIONS AND PROCEEDINGS

- 21.1:** No action or proceeding, either at law or in equity, will be brought by any CREA Member against any other Member or against any Director, officer, employee, or any other servant or agent of CREA, or its member Boards and Associations, for any act or omission in relation to the administration or enforcement of these By-Laws.
- 21.2:** This Article may be pleaded as, and shall constitute, an absolute defence to any such claim or action.

RULES AND REGULATIONS

RULE 1 – DEFINITIONS

All defined terms in the By-Laws shall have the same meanings in the Rules.

RULE 2 – QUALIFYING FOR MEMBERSHIP

2.1: BOARDS AND ASSOCIATIONS

In order to qualify and maintain membership in CREA, all Boards and Associations must comply with the following requirements:

2.1.1: Membership Requirements

- 2.1.1.1: A Board must consist of a minimum of two (2) real estate firms, with no common ownership or interest, direct or indirect.
- 2.1.1.2: A Board, as a minimum, must maintain a class of membership for an individual who is a licensed real estate practitioner in that province/territory.
- 2.1.1.3: A Board may maintain any other class of membership for individuals or organizations whose mandates support the aims and objectives of the Board.
- 2.1.1.4: An applicant for Board membership will provide, at the time of application, the initial list of membership of all classifications, including addresses and firm affiliation. An updated membership list must be provided to CREA by each Board by December 31st of each year.

2.1.2: Membership in Associations

To qualify and maintain membership in CREA a Board must also be a member in good standing of the provincial/territorial Association in its province or territory, where one exists.

2.1.3: Corporate Jurisdiction

- 2.1.3.1: A Board must provide CREA with a detailed geographical description and a map of the Board's corporate jurisdiction for approval.
- 2.1.3.2: Unless otherwise agreed by the affected Boards, only one Board shall operate in each separate jurisdictional area.
- 2.1.3.3: Any proposed changes to the corporate jurisdiction of a Board must be approved by CREA and the appropriate Association. If the applicant Board is proposing to take any portion of the jurisdiction of another Board into its jurisdictional boundaries, the written approval of that affected Board is also required.

2.1.4: Dues

- 2.1.4.1: A Board/Association will regularly collect and remit the appropriate CREA membership dues.
- 2.1.4.2: An applicant for Board/Association membership will submit, with its application, the dues for at least one full year for all members of the proposed Board/Association.

2.1.5: The REALTOR® Code

Each Board/Association shall adopt and enforce the REALTOR® Code in the manner and according to the standards established in the Three-Way Agreement, the Bilateral Agreements, CREA's Rules and Regulations, the REALTOR® Code Protocols, and CREA's policies, all as amended from time to time.

2.1.6: Principles of Competition

A Board/Association is required to abide by the Principles of Competition.

2.1.7: Arbitration

- 2.1.7.1: All Boards/Associations must have a binding arbitration process to deal with commission disputes between their members.
- 2.1.7.2: All Associations must have an arbitration/mediation process to deal with disputes between their member Boards.

2.1.8: CREA's By-Laws, Rules and Policies

A Board/Association must abide by the By-Laws, Rules and Policies of CREA, and must, through its By-Laws and membership agreements, establish the same requirement of its own members.

2.1.9: Incorporation

A Board/Association must be incorporated and be in compliance with the requirements of the appropriate incorporating legislation.

2.1.10: CREA's Certification Marks

- 2.1.10.1: All of CREA's certification marks, including, but not limited to, REALTOR®, REALTORS®, MLS®, Multiple Listing Service®, and the associated logos must only be used in accordance with the rules for use and certification mark policies as established by CREA from time to time.
- 2.1.10.2: A Board/Association must monitor trademark use within its jurisdiction, as required by CREA's By-Laws, Rules and Policies, and will assist CREA, as needed, in the enforcement of CREA's certification marks.

2.1.11: Board/Association Names

The proposed name of an applicant for Board/Association membership and applications for change of names submitted by existing Boards/Associations are subject to the approval of CREA. CREA's approval for a proposed Board name is conditional on the prior approval of the appropriate Association.

2.1.12: Agreements

Boards/Associations must execute and abide by all agreements with CREA including the Three-Way Agreement, the Certification Mark License Agreement and any other agreements reasonably requested by CREA to be signed. Any existing agreements must be re-signed by Boards/Associations that have changed their names.

2.1.13: Staff

2.1.13.1: A Board/Association must:

2.1.13.1.1: maintain adequate staff support to co-ordinate its activities and administration, to enforce the REALTOR® Code and CREA's By-Laws, Rules and Policies, and to ensure the Board/Association complies with these Rules, and;

2.1.13.1.2: have an executive officer, chief executive officer or equivalent title, who possesses the Association Executive Competencies as set out in CREA's Succession Planning Guide.

2.1.13.2: A senior staff person at all Boards/Associations is required to attend at least one (1) risk management session approved by CREA's Chief Executive Officer each year;

2.1.13.3: At least one (1) senior staff person at all Boards/Associations must maintain membership in the AEC, and that person cannot actively transact or trade in real estate in a licensed capacity;

2.1.13.4: A senior staff person at all Boards/Association is required to attend at least one (1) CREA meeting or event each year. A CREA meeting or event means CREA's Annual General Meeting, Special General Meeting, Political Action Committee (PAC) days or the AEC Seminar.

2.1.13.5: Any new executive officer, chief executive officer, or equivalent, hired by a Board/Association after November 1, 2009, is required to:

2.1.13.5.1: Attend the first AEC seminar held following the date of hiring.

2.1.13.5.2: Complete the Canadian REALTOR® Association Executive designation course entitled "Module 1: Perspectives: Real Estate Association Yesterday, Today and Tomorrow" or its equivalent as soon as reasonably possible, but in any event, no later than the date of the AEC seminar referred to in 2.1.13.5.1 above.

2.1.13.6: CREA's Chief Executive Officer may grant an exemption or extension to any of the requirements set out in 2.1.13.2, 2.1.13.4 and 2.1.13.5 in any particular year. A Board/Association's request for an exemption must be in writing, and must set out in detail the reasons for the request.

2.1.14: By-Laws

The proposed By-Laws of an applicant for Board/Association membership must be submitted with the application for review and approval by CREA to ensure compliance with CREA's By-Laws, Rules, and Policies.

2.1.15: Insurance

A Board/Association must maintain Directors, Officers and Entity Liability Insurance.

2.1.16: Legal Counsel

A Board/Association must have a designated legal counsel to whom it has access when needed.

2.1.17: Operational Responsibilities

A Board/Association has an ongoing obligation to:

- 2.1.17.1: Ensure new members and its Board of Directors is aware of their responsibilities as members and/or governors of organized real estate;
- 2.1.17.2: Ensure its Board of Directors is knowledgeable regarding competition matters, including the Competition Act and Principles of Competition;
- 2.1.17.3: Conduct regular meetings in accordance with the By-Laws of the Board/Association; and
- 2.1.17.4: Maintain awareness within its membership and its Board of Directors of CREA's certification marks.

2.1.18: Certification

- 2.1.18.1: All Boards/Associations must annually complete a form provided by CREA certifying in writing that they continue to be in compliance with this Rule and that all Board/Association documents continue to be current and comprehensive. The certification for each year must be filed with CREA no later than January 31 of the following year.
- 2.1.18.2: Additionally, all Boards/Associations must when requested by CREA:
 - 2.1.18.2.1: Complete a Self-Evaluation Form intended to assess the status of a Board/Association in terms of these Rules.
 - 2.1.18.2.2: Provide copies of any Board/Association documents, including Bylaws, Rules, Policies, financial review engagement or audited financial statement, whichever is required under the Board/Association's incorporation legislation.

2.1.19: Failure to Comply

2.1.19.1: In the event a Board/Association fails to comply with 2.1.18, CREA may, in addition to any other powers set out in CREA's By-Laws and Rules, suspend the Board's voting rights at Meetings of the Members and/or suspend some or all of its services or subsidies otherwise provided to Boards/Associations.

2.1.20: New Board/Association Membership Applications

- 2.1.20.1: Applicants for Board/Association membership must complete a Board/Association Membership Application form and submit it to the Chief Executive Officer, together with all required documentation.
- 2.1.20.2: The Chief Executive Officer shall provide the application to the CREA Board of Directors.
- 2.1.20.3: The CREA Board of Directors may approve the application, subject to ratification at a Meeting of the Members.

2.1.21 CREA's Data Distribution Facility

Each Board/Association shall comply with CREA's Data Distribution Facility Policy as amended from time to time.

2.2: REALTOR® MEMBERS AND INDIVIDUAL MEMBERS

REALTOR® and Individual Members shall be considered members of CREA upon:

- 2.2.1: Written notification to CREA by the respective Board that their application for Board membership has been approved; and
- 2.2.2: Receipt by CREA of any dues, initiation fees or assessments owing.

2.3: DIRECT AFFILIATE MEMBERS AND FOREIGN AFFILIATE MEMBERS

- 2.3.1: Direct Affiliate Members are individuals or organizations that:
 - 2.3.1.1: Are not licensed real estate practitioners; do not qualify in any category of membership in any Board/Association; and, whose mandate, in the opinion of the CREA Board of Directors, supports the objectives of CREA.
 - Or**
 - 2.3.1.2: Are licensed real estate practitioners outside of Canada.
- 2.3.2: Applications for Direct Affiliate membership must be in writing, in the form prescribed by CREA.
- 2.3.3: Applicants from 2.3.1.1 must satisfy CREA that they have applied for, and been declined membership in the Board and Association in their jurisdiction.
- 2.3.4: Applications must be accompanied by any dues, initiation fees or assessments owing.
- 2.3.5: Foreign Affiliate Members are any national real estate organizations outside of Canada that have reciprocal agreements with CREA, including all practitioners who are members of that association.
- 2.3.6: Applications for Foreign Affiliate membership must be submitted to CREA in writing, in the form prescribed by CREA.
- 2.3.7: Applications must be accompanied by any dues, initiation fees or assessments owing.

2.4: HONORARY LIFE MEMBERS AND HONORARY MEMBERS

2.4.1: Eligibility

2.4.1.1: Persons eligible for Honorary Life membership are:

2.4.1.1.1: All Past Presidents of CREA, who are automatically granted Honorary Life Memberships;

2.4.1.1.2: Current or former REALTORS® whose contributions to organized real estate, in the opinion of the CREA Board of Directors, warrant this recognition.

2.4.1.2: Persons eligible for Honorary membership are persons who are not current or former REALTORS®, and whose contributions to organized real estate, in the opinion of the CREA Board of Directors, warrant this recognition.

2.4.2: Process

2.4.2.1: The CREA Board of Directors may approve recommendations for Honorary or Honorary Life membership. Recommendations may come from any source.

2.4.2.2: The criteria for considering recommendations shall include consideration of community service, past or present service to CREA, to organized real estate or to the real estate industry generally.

2.4.3: Rights of Honorary Life Members and Honorary Members

2.4.3.1: Honorary Life Members:

2.4.3.1.1: Are exempt from the payment of any CREA dues, or assessments of any kind;

2.4.3.1.2: Can hold office in CREA;

2.4.3.1.3: Are entitled to all other privileges of membership.

2.4.3.2: Honorary Members have the same rights as Honorary Life members with the exception that they cannot hold office in CREA.

RULE 3 – FAILURE TO COMPLY WITH REQUIREMENTS OF MEMBERSHIP

3.1: BOARDS AND ASSOCIATIONS

In the event of a complaint that a Board or Association has not complied with the requirements of membership, the following process shall be applied:

3.1.1: The complaint must be initiated either by CREA or an Association. In the latter case, the complaint must be in writing directed to CREA's Chief Executive Officer.

3.1.2: Upon receipt of a complaint the Chief Executive Officer shall forward to the Board, a notice setting out the details of the complaint, and a Self-Evaluation Form, which shall be completed by the Board and returned to the Chief Executive Officer within twenty (20) days of its date.

3.1.3: If, upon receipt of the Self Evaluation Form, or the expiry of the twenty (20) day period without the Form being returned, CREA's Board of Directors decides, after consultation with the appropriate Association, that a Board is not complying with the requirements of membership, a notice shall be sent to the Board setting out the

details of the non-compliance and requiring that the problem be rectified within twenty (20) days of the date of the notice.

- 3.1.4: In the event the non-compliance is not addressed to the satisfaction of CREA within the twenty (20) day period, the Board of Directors may make such determination as it deems reasonable, including suspension or termination of the Board membership.
- 3.1.5: The complaint process set out in this Section applies equally to a complaint against an Association.

3.2: DIRECT AFFILIATE MEMBERS, FOREIGN AFFILIATE MEMBERS, HONORARY MEMBERS AND HONORARY LIFE MEMBERS

In the event a complaint is received against a Direct Affiliate, Foreign Affiliate, Honorary or Honorary Life Member, the following process shall be applied:

- 3.2.1: A complaint may come from any source, and must be in writing, directed to CREA's Chief Executive Officer, who will cause an investigation to be conducted.
- 3.2.2: The investigator may speak to the complainant, the Member in question and any other person who may have relevant information. All Members shall co-operate fully with the investigator and provide any documents required relating to the investigation.
- 3.2.3: The investigator will provide a written report to the Chief Executive Officer within thirty (30) days of his appointment.
- 3.2.4: If the Chief Executive Officer determines that there may have been a violation of the REALTOR® Code or CREA's By-Laws, Rules or Policies, then he or she shall forward the investigator's report, together with all other documentation, to the Board of Directors.
- 3.2.5: The Board of Directors shall review and consider the complaint and may make such determination as it deems reasonable, including suspension or termination of the membership.

3.3: REALTORS® AND INDIVIDUAL MEMBERS

- 3.3.1: Complaints relating to the conduct of REALTORS® or Individual Members will be referred by CREA to the executive officer of the Board or Association to which the Member belongs, with the request that the matter be dealt with through the Board's professional standards process.
- 3.3.2: If the complaint involves the misuse of CREA's trademarks – including the MLS® and REALTOR® family of marks – or other intellectual property (including, but not limited to, REALTOR.ca, ICX.CA, realtorlink.ca and crea.ca), the complaint may, at the same time, be dealt with by the CREA Chief Executive Officer, who may make such determination as he or she deems expedient, including:
 - 3.3.2.1: Suspending or revoking the Member's license to display CREA's trademarks;
 - 3.3.2.2: Suspending or terminating the Member's passwords to CREA's websites; or
 - 3.3.2.3: Otherwise preventing access by the Member to any of CREA's intellectual property.
- 3.3.3: Any decision of the Chief Executive Officer may be stated to be effective immediately or at such time as a determination is made on the complaint by the appropriate Board or Association.

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- 3.3.4: A Member affected by a decision under 3.3.2.2 above may appeal to the CREA Board of Directors within ten (10) days of notification of the decision.
 - 3.3.5: The Board of Directors shall review and consider the complaint and may make such determination as it deems reasonable. Any suspension or termination of rights imposed by the Chief Executive Officer shall remain in effect pending the decision of the Directors.

RULE 4 – DUES

4.1: Remittance of Dues – Boards/Associations

- 4.1.1: CREA dues shall be remitted quarterly, based on a calendar year.
- 4.1.2: Each Board and Association shall remit to CREA, not later than the end of each calendar quarter, an amount representing at least one-fourth of the applicable CREA annual dues for each person who is a Member at any time during the calendar quarter.
- 4.1.3: Annual membership dues shall be prorated on a quarterly basis for those new members joining CREA during the calendar year.
- 4.1.4: In the event a Board fails to remit dues as required by CREA for a period of six (6) months, CREA's Board of Directors may terminate the membership of the Board.

4.2: Remittance of Dues – Direct Affiliate Members and Foreign Affiliate Members

- 4.2.1: Direct Affiliate Members and Foreign Affiliate Members shall, at the beginning of each calendar year, remit annual dues in the amount established by the Board of Directors.
- 4.2.2: In the event a Direct Affiliate Member or Foreign Affiliate Member fails to remit dues as required for a period of six (6) months, CREA's Board of Directors may terminate membership.

RULE 5 – MEETINGS OF THE MEMBERS

5.1.: Voting Delegates

- 5.1.1: In order to exercise voting rights, a Board or Association must provide CREA's Chief Executive Officer with written notice of the names of its voting delegates at least forty-five (45) days prior to the Annual General Meeting. The persons named will also be deemed to be the Board or Association's voting delegates at any subsequent Special General Meeting held before the next Annual General Meeting, unless the Board/Association otherwise notifies the Chief Executive Officer in writing.
- 5.1.2: Any Board or Association that did not comply with Section 5.2.1 will nevertheless be entitled to vote at any subsequent Special General Meeting held in the same fiscal year, provided it supplies the Chief Executive Officer with the names of its voting delegates at least thirty (30) days prior to the date of such subsequent meeting.
- 5.1.3: A Board or Association may change its voting delegates at any time, on written or electronic notice to the Chief Executive Officer.

RULE 6 – DIRECTOR RESPONSIBILITIES

6.1: Board of Directors

6.1.1: Responsibility

In addition to the duties and powers established in the Letters Patent and By-Laws, the Board of Directors is responsible for the following:

- 6.1.1.1: To give direction to the Officers.
- 6.1.1.2: To review and approve the proposed annual budget for the following fiscal year.
- 6.1.1.3: To consider and approve policies that will further the objectives of CREA.
- 6.1.1.4: To identify major issues and trends affecting the profession and determine the position to be taken by CREA.
- 6.1.1.5: To ensure that there is a united national voice for the profession.
- 6.1.1.6: To develop standards of ethics and practice for the conduct of business in the profession.
- 6.1.1.7: To establish national objectives for CREA in the following areas:
 - 6.1.1.7.1: Governmental Affairs;
 - 6.1.1.7.2: Public Relations and Communications;
 - 6.1.1.7.3: Member Services;
 - 6.1.1.7.4: Technology;
 - 6.1.1.7.5: Education.
- 6.1.1.8: To determine the nature of co-operative relationships with foreign industry bodies, e.g. NAR, FIABCI, etc.
- 6.1.1.9: To determine the nature of co-operative relationships with related national industry bodies, e.g. UDI, CIPREC, HUDAC, CMHC, etc.
- 6.1.1.10: To appoint the Chief Executive Officer.
- 6.1.1.11: To protect CREA's trademarks and designations.
- 6.1.1.12: To carry out such other general responsibilities as may be properly directed by the Members.

6.1.2: Reporting

The Board of Directors reports to the Members.

6.2: Directors

6.2.1: All Directors shall:

- 6.2.1.1: Act as representatives of CREA to Boards and Associations across the country by attending Board/Association meetings as directed by the Board of Directors.
- 6.2.1.2: Undertake specific duties as assigned by the President or the Board of Directors.

6.2.2: Directors shall always act in the best interests of CREA.

RULE 7 – ELECTION/APPOINTMENT OF OFFICERS

7.1: Timing

Elections and appointments of officers shall take place in accordance with the By-Laws, not later than seventy-two (72) hours after the Annual General Meeting.

7.2: Notice of Intention to Run

Persons wishing to run for the offices of Vice-President or President-Elect shall indicate their intention to do so at or before the meeting called for that purpose.

7.3: Order of Appointments/Elections

The appointment/elections shall take place in the following order:

- 7.3.1: Appointment of President as Past-President;
- 7.3.2: Appointment of President-Elect as President;
- 7.3.3: Election of President-Elect;
- 7.3.4: Election of Vice-President.

RULE 8 – DIRECTOR NOMINATION PROCESS

8.1: Notice of Director Elections

- 8.1.1: The Chief Executive Officer shall send a notice to all broker offices, at the addresses recorded in CREA's membership database and to all Boards and Associations, advising of upcoming vacancies on the Board of Directors and encouraging qualified persons to let their names stand for election as Regional Director or Director-at-Large.
- 8.1.2: The notice may be in writing or electronic format, and may be communicated by regular mail, courier, facsimile, e-mail or other electronic means, at least one hundred and five (105) days before the Annual General Meeting, and shall be posted on REALTOR Link®.
- 8.1.3: Boards and Associations shall distribute the notice to all of their current directors, as well as to those former directors and other qualified persons the Board/Association believes would make a contributions to the CREA Board of Directors.

8.2: Candidates

Interested candidates must complete CREA's Director Candidacy Form and submit it to the Chief Executive Officer no later than sixty (60) days prior to the Annual General Meeting.

8.3: Nominating Committee

- 8.3.1: In the event that no qualified candidate has submitted his or her name for election for any particular category the matter shall be referred to the Nominating Committee.

8.4: Notification of Candidate Names

The Chief Executive Officer shall circulate the names of the candidates to all Boards and Associations no later than thirty (30) days prior to the Annual General Meeting.

RULE 9 – TERMINATING A DIRECTOR/OFFICER FOR CAUSE

In the event a complaint is received against a Director or elected officer alleging facts that could give rise to removal of that person from the Board of Directors for cause, the Board of Directors will carry out an investigation and may make such determination as it deems reasonable.

RULE 10 – EXECUTIVE COMMITTEE

10.1 Composition

10.1.1: The Executive Committee of the Association shall be comprised of the President, President- Elect, Vice-President, the Immediate Past-President, and a Chief Executive Officer (non-voting).

10.2 Duties

10.2.1: The Executive Committee shall:

10.2.1.1: Conduct the affairs of CREA between meetings of the Board of Directors in accordance with the policies of the Board of Directors, and shall report its activities at each meeting of the Board of Directors;

10.2.1.2: Carry out such other responsibilities as may from time to time be delegated to it by the Board of Directors.

RULE 11 – COUNCILS

11.1: Establishment of Councils

CREA shall maintain the following Councils:

11.1.1: The Association Executives Council;

11.1.2: The Canadian Commercial Council of REALTORS®;

11.1.3: The MLS® and Technology Council.

11.2: Objectives of the Councils

The objectives of the Councils must be beneficial to CREA and promote its mission.

11.3: Authority of CREA

11.3.1: The conduct of all Councils shall be subject to the overriding authority of the CREA Board of Directors.

11.3.2: The minutes of all Council meetings shall be forwarded to CREA.

11.3.3: CREA will provide administrative services to co-ordinate the affairs of Councils.

11.4: Council Board of Directors

- 11.4.1: Each Council shall be governed by a Council Board of Directors, elected in accordance with the Rules of the particular Council. Each Council Board of Directors, as the senior policy-making body for that Council, shall ensure that the Objects of the Council are actively pursued.
- 11.4.2: Subject to 11.3 above, each Council Board of Directors shall have the authority to:
 - 11.4.2.1: Establish an annual budget for approval by the CREA Board of Directors;
 - 11.4.2.2: Carry out the directives of the Council membership;
 - 11.4.2.3: Generally govern the affairs of the Council in a manner consistent with CREA's By-Laws, Rules and Policies as well as the Rules of the Council;
 - 11.4.2.4: Unless specific Council Rules provide otherwise, each Council Board of Directors shall operate in the following manner:
 - 11.4.2.4.1: Meetings
 - 11.4.2.4.1.1: The Board of Directors shall meet not less than twice yearly, upon the call of the Chair or on the request of any three (3) members of the Board of Directors.
 - 11.4.2.4.1.2: The meetings shall take place at the time and in the place specified in the call.
 - 11.4.2.4.1.3: A Notice of Meeting shall be delivered by regular mail, courier, facsimile, e-mail or other electronic means not less than ten (10) days prior to the date of the meeting. No formal notice is necessary if all directors are present or if those absent have signified their consent to the meeting behind held without notice and in their absence.
 - 11.4.2.4.1.4: Any meeting may be held in person, by teleconference or by other electronic means agreed to by a majority of the directors.
 - 11.4.2.4.1.5: Each director shall carry one (1) vote at directors meetings.
 - 11.4.2.4.2: Term Limits
 - 11.4.2.4.2.1: Subject to the provisions of this section, Council Directors cannot serve more than four (4) consecutive two-year.
 - 11.4.2.4.2.2: A Council Director who is elected Chair-Elect or Vice-Chair, as the case may be, in his or her eighth (8th) year may run for a fifth (5th) consecutive term.
 - 11.4.2.4.2.3: A Director who has left the Board of Directors of a Council for at least one year may run again as if he or she were sitting for the first time.

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- 11.4.2.4.3: Quorum
A majority of the directors shall constitute a quorum at any directors meetings and may exercise the powers of the Board of Directors.
- 11.4.2.4.4: Loss of Qualification
A director shall cease to hold office if the director:
- 11.4.2.4.4.1: Resigns;
 - 11.4.2.4.4.2: Makes an assignment for the benefit of creditors or becomes legally bankrupt;
 - 11.4.2.4.4.3: Ceases to be a member in good standing of the Council;
 - 11.4.2.4.4.4: Is found by a court to be of unsound mind;
 - 11.4.2.4.4.5: Dies;
 - 11.4.2.4.4.6: Is convicted of an indictable offence involving theft, fraud or moral turpitude;
 - 11.4.2.4.4.7: Is removed for cause by a majority vote of the CREA Board of Directors, either on its own initiative, or on the recommendation of the Council Directors.
- 11.4.2.4.5: Vacancies
In the event of a vacancy, the directors remaining in office may exercise all of the powers of the Board of Directors provided that a quorum is sustained. The Board of Directors may, at its option, fill any vacancy with a qualified person for the balance of the term.
- 11.4.2.4.6: Council Rules
- 11.4.2.4.6.1: The Rules of each Council shall be embodied in CREA's Rules and may be amended by CREA's Board of Directors, either on its own initiative or on the recommendation of the directors of that Council, subject to ratification at a Meeting of the Members.
 - 11.4.2.4.6.2: In the event of ambiguity or uncertainty in the interpretation of any Council Rule, the decision of the CREA Board of Directors shall be determinative and final.
 - 11.4.2.4.6.3: In the event of a conflict between CREA's By-Laws, Rules, or Policies and a Council Rule, the provisions of CREA's By-Laws, Rules or Policies shall prevail.
- 11.4.2.4.7: Council Finances
- 11.4.2.4.7.1: The fiscal year of each Council shall be the same as CREA's fiscal year.
 - 11.4.2.4.7.2: Each Council shall submit a proposed operating budget for the following year to the CREA Board of Directors for approval.
 - 11.4.2.4.7.3: Approved Council budgets will be made part of CREA's general budget processes. The accounting

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- records and reports of CREA will reflect the costs of each Council's operations.
 - 11.4.2.4.7.4: Councils may not incur expenditures or make commitments, which have not been approved in advance by CREA.
 - 11.4.2.4.8: Trademarks
 - 11.4.2.4.8.1: Any use of CREA's trademarks by Councils shall comply with CREA's Rules and Policies for use.
 - 11.4.2.4.8.2: Each Council may adopt an identifying emblem, subject to the approval of CREA's Board of Directors.
 - 11.4.2.4.8.3: Any emblem may, at the option of the Council, also be displayed by the Council members, subject to any conditions for use deemed necessary by the Council or by CREA.
 - 11.4.2.4.9: Council Office
 - The office of each Council shall be at CREA's head office.

RULE 12 – ASSOCIATION EXECUTIVES COUNCIL

12.1: Objects

The objects of the Association Executives Council (the "AEC") are as follows:

- 12.1.1: To provide and identify services that assist the AEC membership in their professional practice and development.
- 12.1.2: To support the objectives of CREA and its Boards and Associations, and to contribute to maximizing their effectiveness in meeting the needs of their members.
- 12.1.3: To maintain the highest possible membership and representation from Boards and Associations in the AEC.
- 12.1.4: To promote and encourage the highest standards among both AEC members and the members of the organizations they administer.

12.2: Membership

- 12.2.1: Applications for membership shall be in writing and shall be submitted to the AEC Board of Directors for approval.
- 12.2.2: Membership in the AEC shall be open to persons qualifying under any of the following classifications:
 - 12.2.2.1: Board/Association Executive
 - A person retained to carry out the functions of an executive officer of a Board or Association, but specifically excluding any elected directors or elected officers of such Board or Association;
 - 12.2.2.2: Board/Association Personnel
 - Any person employed in association management by a Board, Association or CREA.
 - 12.2.2.3: International Affiliate
 - Any person employed in a management capacity either by a national real estate association outside of Canada or by a local or regional real estate association that is a member of such national association. International

Affiliate members shall not carry a vote at AEC meetings and are not eligible to run for the AEC Board of Directors.

12.2.3: Membership is terminated if:

12.2.3.1: A member ceases to meet any of the qualifications for membership;

12.2.3.2: A member resigns;

12.2.3.3: The AEC Board of Directors votes to terminate the membership for cause.

12.3: Membership Meetings

12.3.1: The annual membership meeting of the AEC shall be held to coincide with the time and place of the CREA Annual General Meeting.

12.3.2: Other special membership meetings may be held as required.

12.3.3: All membership meetings require at least fifteen (15) days' notice to the membership, sent by regular mail, courier, facsimile, e-mail or other electronic means.

12.3.4: Those members of the AEC present at any Annual or Special meetings shall constitute a quorum.

12.3.5: Every voting member of the AEC may vote either in person or by written proxy at all membership meetings. The proxy shall be deposited with CREA staff prior to the commencement of the meetings at which it is to be used and is valid only for those named meetings. A member may hold only one proxy at a time.

12.4: Membership Dues

12.4.1: The annual membership dues shall be as prescribed from time to time by the AEC Board of Directors subject to the approval of the CREA Board of Directors.

12.4.2: Dues shall be paid annually in advance.

12.4.3: Membership dues shall be pro-rated on a quarterly basis for those members joining the AEC during the calendar year.

12.4.4: Membership dues paid by a member may be assigned to his/her successor in office on approval of application for membership.

12.4.5: Dues are due and payable thirty (30) days after receipt of invoice.

12.5: Board of Directors

12.5.1: Composition

The governance of the affairs of the AEC shall be vested in a Board of Directors consisting of the following:

12.5.1.1: Three Directors;

12.5.1.2: A Chair;

12.5.1.3: The Immediate Past Chair, or in the event that he/she cannot act, the most recent Past-Chair so willing to act. In the event no Past-Chair is able or willing to serve, the AEC Board of Directors may appoint another director.

12.5.2: In any given year, the Board of Directors may, at its option, appoint an additional Director for a one-year term in order to balance representation, provide certain expertise, or for any other identified need.

12.5.3: Terms of Office

All terms of office are for one year and are deemed to expire at the end of the annual membership meeting in the year following the election or appointment, or until their successors are elected or appointed.

12.6: Officers

12.6.1: Officer Positions

The officers are as follows:

12.6.1.1: The Chair, who shall be the chief elected officer of the AEC and shall preside at all AEC meetings. The Chair is responsible for the general and active management of the business of the AEC. The Chair or an appointee shall represent the AEC as a Director on the CREA Board of Directors (provided that if the Chair is a staff member of CREA, he or she may not sit as a CREA Director). The Chair shall be the liaison between the AEC and CREA.

12.6.1.2: The Chair-Elect, who shall, in the absence or disability of the Chair, perform the duties and exercise the powers of the Chair, and such other duties as may be assigned by the AEC Board of Directors.

12.6.1.3: The Immediate Past Chair, who shall perform such duties as may be assigned by the Board of Directors.

12.6.2: Election/Appointment of Officers

12.6.2.1: The Chair shall hold office for one year as of right in the year immediately following the year in which he or she holds office as Chair-Elect.

12.6.2.2: The Chair-Elect shall be elected by the AEC Board of Directors at their first meeting following their annual membership meeting each year. Only the three (3) elected directors are eligible to run for Chair-Elect.

12.6.2.3: The Immediate Past Chair shall hold office for one year in the year immediately following the year in which he or she holds office as Chair.

12.7: Elections

12.7.1: Elected Directors

Three (3) elected directors shall be elected by a majority vote of the membership by way of secret ballot at the annual membership meeting.

12.7.2: Election Procedure

12.7.2.1: Nomination forms will be sent to the membership at least ninety (90) days preceding the annual membership meeting.

12.7.2.2: All nominations must be received by the CREA office at least sixty (60) days prior to the annual meeting.

12.7.2.3: In the event only three (3) nominations are received for the three (3) elected director positions, then such nominees shall be deemed to be elected by acclamation.

12.7.2.4: In the event that fewer than three (3) nominations are received for the three (3) elected director positions, a Nominating Committee shall be appointed by the Chair within ten (10) days after the deadline. The Nominating Committee shall propose a qualified nominee or nominees and verify agreement to serve as a director not less than thirty (30) days prior to the date of the annual membership meeting.

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- 12.7.2.5: Nominations from the floor shall not be accepted.
 - 12.7.2.6: Two members not nominated for a director position shall be appointed by the Chair and act as scrutineers.
 - 12.7.3: Nominating Committee
 - 12.7.3.1: The Nominating Committee shall consist of:
 - 12.7.3.1.1: The most immediate and available Past Chair who is a member of the AEC Council, and who shall be the Chair of the Nominating Committee;
 - 12.7.3.1.2: Two (2) members from the membership at large;
 - 12.7.3.1.3: The current Chair of the AEC (non-voting).
 - 12.7.3.2: The report of the Nominating Committee will be sent to each AEC member not less than thirty (30) days prior to the date of the annual membership meeting.

12.8: Committees and Task Forces

The AEC Board of Directors shall appoint Committees and Task Forces as required.

RULE 13 – CANADIAN COMMERCIAL COUNCIL OF REALTORS®

13.1: Objects

The objects of the Canadian Commercial Council of REALTORS® (the “CCC”) are as follows:

- 13.1.1: To represent the interests of the membership of the CCC to CREA;
- 13.1.2: To maintain high standards for admission to the CCC;
- 13.1.3: To establish and foster professional expertise through educational activities and programs;
- 13.1.4: To provide strategic leadership for the delivery of commercial services by Boards and Associations to their respective membership;
- 13.1.5: To promote to the public the expertise associated with membership in the CCC;
- 13.1.6: To formulate recommendations to CREA on matters of public policy involving commercial real estate issues;
- 13.1.7: To foster co-operation in the exchange of information among members of the CCC.

13.2: Membership

- 13.2.1: Members of the CCC must be licensed members of CREA (REALTORS®) and abide by the REALTOR® Code.
- 13.2.2: Membership categories are Full and Candidate.
 - 13.2.2.1: Full members meet all of the membership requirements as established by the CCC Council from time to time.
 - 13.2.2.2: An individual who does not meet Full membership requirements may apply to become a Candidate member. A Candidate member will be eligible to become a full member upon meeting the educational requirements and any other requirements established by the CCC from time to time.
- 13.2.3: Membership Rights:
 - 13.2.3.1: Full members are afforded all of the rights and privileges of membership.

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- 13.2.3.2: Candidate members may attend CCC events but may not vote at membership meetings. Candidate members may not identify themselves as members of the CCC, display the emblem, or access the services that are available only to Full members.
 - 13.2.4: A REALTOR® can become a member of the Council by either:
 - 13.2.4.1: Membership in the Recognized Commercial Structure of a pre-approved Board/Association; OR
 - 13.2.4.2: Direct membership.
 - 13.2.5: A REALTOR® may apply for Direct membership in the CCC if:
 - 13.2.5.1: There is no Recognized Commercial Structure in place at the Board/Association to which the REALTOR® belongs; and
 - 13.2.5.2: The REALTOR® satisfies the membership requirements for Full or Candidate membership.
 - 13.2.6: Any REALTOR® who is a Full or Candidate member of a Recognized Commercial Structure in the Board/Association to which the REALTOR® belongs is deemed to be accepted as a Full or Candidate member of the CCC.
 - 13.2.7: A “Recognized Commercial Structure” is a specific Commercial Council/Division/Committee created by a Board/Association for the purpose of providing services to its commercial members, which meets the following criteria:
 - 13.2.7.1: The membership criteria is approved by the CCC; and
 - 13.2.7.2: The Board/Association has executed a written membership and licensing agreement with the CCC in a form to be provided by the CCC.
 - 13.2.8: Any proposed changes to the membership criteria must be pre-approved by the CCC.

13.3: Membership Meetings

- 13.3.1: The annual membership meeting shall be held to coincide with the time and the place of the CREA Annual General Meeting.
- 13.3.2: Notice of such meeting shall be given to the membership at least thirty (30) days prior to the meeting.
- 13.3.3: Such other meetings, as deemed necessary from time to time, may be called on fifteen (15) days’ notice to the membership.
- 13.3.4: Notice of any membership meeting may be sent by regular mail, courier, facsimile, e-mail or other electronic means.
- 13.3.5: Every voting member of the CCC may vote either in person or by written proxy at all membership meetings. The proxy shall be deposited with CREA staff prior to the commencement of the meeting at which the proxy is to be used and is only valid for that named meeting or meetings.
- 13.3.6: Those members of the CCC present at any annual or special meeting shall constitute a quorum.

13.4: Membership Dues

Membership dues and fees for services provided to CCC members shall be as prescribed by the CCC Board of Directors subject to the approval of the CREA Board of Directors.

13.5: Board of Directors

13.5.1: Composition

The governance of the affairs of the CCC shall be vested in a Board of Directors comprised of eight (8) persons, consisting of the following:

13.5.1.1: A Chair;

13.5.1.2: Five (5) regional directors, one from each of the following regions: British Columbia/Yukon; Alberta/NWT, Saskatchewan, Manitoba; Ontario; Quebec; New Brunswick/Newfoundland/Nova Scotia/Prince Edward Island;

13.5.1.3: One (1) additional director may also be appointed at the discretion of the CCC Board of Directors;

13.5.1.4: In alternating years, the Immediate Past Chair and the Chair-Elect.

13.5.2: Terms of Office

13.5.2.1: The Chair shall hold office for two years as of right, in the year immediately following the year in which he or she holds office as Chair-Elect;

13.5.2.2: The Immediate Past-Chair shall hold office for one (1) year, only in even-numbered years, following the year in which he or she was Chair. In the event that he/she cannot act, the most recent Past-Chair so willing to act will be appointed. In the event no Past-Chair is able or willing to serve, the CCC Board of Directors may appoint another director;

13.5.2.3: The Chair-Elect shall hold office for a one (1) year term in odd-numbered years;

13.5.2.4: The five (5) regional directors shall hold office for two (2) year terms;

13.5.2.5: The optional additional director shall, when appointed, hold office for the term prescribed by the Board of Directors at the time of the appointment;

13.5.2.6: All terms of office shall be deemed to expire at the end of the annual membership meeting in the year the particular term ends.

13.5.3: Restrictions on Holding Office

13.5.3.1: Only Full members of the CCC are eligible to run for any director position, with the exception of the optional appointed director in 13.5.1.3 above.

13.5.3.2: The appointed director need not be a CCC member or a REALTOR®.

13.5.3.3: The regional directors are not restricted on the number of terms they may serve.

13.5.3.4: No person serving as a director can hold more than one (1) position as director.

13.5.3.5: Any person who holds the office of Chair is deemed to have resigned any other CCC director position such person would simultaneously hold.

13.6: Officers

13.6.1: Officer Positions

The officers are as follows:

13.6.1.1: The Chair, who shall be the chief elected officer of the CCC and shall preside at all CCC meetings. The Chair or an appointee shall represent the CCC as a director on the CREA Board of Directors and shall be the liaison between the CCC and CREA.

13.6.1.2: The Chair Elect, or the Immediate Past Chair, who shall, in the absence of the Chair, conduct the meetings and business of the CCC, perform the

duties and exercise the powers of the Chair, and perform such other duties as may be assigned by the CCC Board of Directors.

13.6.2: Election/Appointment of Officers

- 13.6.2.1: The Chair Elect and the Immediate Past Chair are rotating one (1) year positions, the Chair Elect being elected in odd years and the Immediate Past Chair appointed to serve in even years. Both positions cannot be held on the Council Board of Directors at the same time.
- 13.6.2.2: The Chair-Elect shall be elected by the directors from among the CCC regional directors. This election shall take place at some point in the year preceding the year in which the Chair-Elect would assume office and, in any case, prior to the notice of CCC director elections for the upcoming year being issued.

13.7: Elections

13.7.1: Regional Directors

The regional directors shall be elected and retire in rotation as follows:

- 13.7.1.1: In even numbered years, regional directors shall be elected from the following regions:

- 13.7.1.1.1: Alberta/NWT/Saskatchewan/Manitoba;
- 13.7.1.1.2: Quebec.

- 13.7.1.2: In odd-numbered years, regional directors shall be elected from the following regions:

- 13.7.1.2.1: British Columbia/Yukon;
- 13.7.1.2.2: Ontario;
- 13.7.1.2.3: New Brunswick/Newfoundland/Nova Scotia/Prince Edward Island.

- 13.7.1.3: Only the voting members of the particular region are entitled to vote for the regional director.

13.7.2: Nominating Committee

The Chair shall appoint a Nominating Committee consisting of:

- 13.7.2.1: The immediate Past Chair who shall be Chair of the Nominating Committee and shall conduct the director elections.
- 13.7.2.2: One (1) member of the CCC Board of Directors who is not a candidate in the election.
- 13.7.2.3: The current Chair of the CCC.

13.7.3: Voting Process

- 13.7.3.1: At least one-hundred-and-twenty (120) days prior to the annual membership meeting, a notice will be sent to all CCC members advising of the number of upcoming vacancies on the CCC Board of Directors, and encouraging qualified members to let their name stand for election.
- 13.7.3.2: Interested candidates must submit their names and credentials to the Nominating Committee no later than ninety (90) days prior to the annual membership meeting.
- 13.7.3.3: In the event that no candidate expresses a desire to stand for election for a directorship position, the Nominating Committee shall propose a nominee or nominees who meet the qualifications for that position and verify that person(s) agreement to serve as a director.

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- 13.7.3.4: In the event only one candidate lets their name stand for election for a director category, or in the event the Nominating Committee nominates only the number of nominees to fill vacancies on the CCC Board of Directors, an election will not be required, and such candidate(s) shall be deemed to be elected by acclamation.
 - 13.7.3.5: In the event that more than one (1) candidate has let their name stand for election for a director category, an election shall be called by the Nominating Committee.
 - 13.7.3.6: Elections for the CCC Board of Directors shall be, at the option of the CCC directors, by mail, courier, facsimile transmission or by electronic ballot. An election notice and ballots shall be circulated to the membership at least sixty (60) days prior to the annual meeting. The specified deadline date for return of ballots shall be no later than thirty (30) days prior to the annual meeting. Two (2) scrutineers will be appointed by the CCC Board of Directors to count the ballots.
 - 13.7.3.7: In each year that elections are held, the directors elected (with the exception of the Chair Elect and the Immediate Past Chair) shall take office at the first CCC Board of Directors meeting following the CREA Annual General Meeting and shall hold office until the second Annual General Meeting or until their successors have been duly elected or appointed.

13.8: Committees and Task Forces

The CCC Board of Directors may establish committees and task forces as required.

Rule 14 – MLS® AND TECHNOLOGY COUNCIL

14.1: Objects

The objects of the MLS® and Technology Council (the “MTC”) are to act as a technological resource to the membership, and specifically:

- 14.1.1: To prepare and recommend strategic plans, policies and budgets to CREA's Board of Directors and determine priorities for the provision of national technological services including product/application development, as well as data management, delivery and security by CREA;
- 14.1.2: To monitor, research and report on developments, stakeholder and consumer technology trends and their impact on the real estate industry;
- 14.1.3: To facilitate and participate in the creation of national data standards for the operation of MLS® systems, and other common services and, when cost effective, national shared technology components for CREA technology products such as REALTOR Link®, WEBForms™, NAF, REALTOR.ca, ICX.CA, IXN® and other related products/services; and
- 14.1.4: To facilitate and participate in the determination of national data and information sharing solutions.

14.2: Major Technology Decisions

- 14.2.1: A major technology decision is defined as any decision involving an issue related to the delivery of technology services by CREA, directly or indirectly related to MLS® Systems, that has a material financial or business impact on organized real estate.
- 14.2.2: Prior to formulating any recommendations on major policy decisions involving MLS® technology, the MTC shall consult with all major internal and external stakeholders (those most affected by the issue at hand).
- 14.2.3: Recommendations from the MTC Board of Directors to the CREA Board of Directors concerning major policy decisions involving MLS® technology shall be dealt with as follows:
 - 14.2.3.1: If the MTC recommendation is acceptable to the CREA Board of Directors and is within their jurisdiction to implement, the CREA Board of Directors shall approve the recommendation;
 - 14.2.3.2: If the MTC recommendation is acceptable to the CREA Board of Directors but is not within their jurisdiction to implement, the CREA Board of Directors shall approve the proposal and recommend it to the next CREA Meeting of the Members;
 - 14.2.3.3: If the MTC recommendation is not acceptable to the CREA Directors, it shall be placed on the agenda of the next CREA Meeting of the Members.

14.3: Membership

All Boards and Associations are members of the MTC.

14.4: Membership Meetings

- 14.4.1: The annual membership meeting of the MTC shall be held to coincide with the time and place of CREA's Annual General Meeting;
- 14.4.2: Other special membership meetings may be held as necessary.
- 14.4.3: Notice
 - Notice of the time and place of any meeting shall be in writing and shall be communicated to all Boards and Associations by regular mail, courier, facsimile, e-mail or electronic means at least thirty (30) days prior to the date of the meeting.
- 14.4.4: Quorum
 - Fifty (50) per cent of the members of the MTC present at any annual or special meeting either through their voting delegates or by way of proxy shall constitute a quorum.
- 14.4.5: Voting
 - 14.4.5.1: Each member Board or Association shall be entitled to the same number of votes as they would carry at a CREA Meeting of the Members.
 - 14.4.5.2: All questions at MTC membership meetings shall be determined as follows:
 - 14.4.5.2.1: Major technology decisions require a majority of the votes cast representing more than fifty (50) per cent of the membership;
 - 14.4.5.2.2: All other matters shall be determined by a simple majority vote.
 - 14.4.5.3: A Board or Association may vote through its voting delegate or by written proxy, which is valid only for the named meeting.

14.5: Board of Directors

14.5.1: Composition

The governance of the affairs of the MTC shall be vested in a Board of Directors consisting of the following:

14.5.1.1: Five (5) directors, at least one (1) of which must be a REALTOR®, appointed from and by the fifteen (15) largest Boards as determined by the CREA Rules;

14.5.1.2: Two (2) directors, at least one (1) of which must be a REALTOR®, appointed by CREA from the remaining Boards;

14.5.1.3: The Immediate Past-Chair, or in the event that he/she cannot act, the most recent Past-Chair so willing to act. In the event no Past-Chair is able or willing to serve, the MTC Board of Directors may appoint another director.

14.5.2: Terms of Office

14.5.2.1: Subject to 14.5.2.2 below, all terms of office are for two (2) years and are deemed to expire at the end of the second annual MTC membership meeting following the election or appointment, or until their successors are elected or appointed.

14.5.2.2: If a director's term of office expires while that person is in the middle of his or her term as Chair, then the term of office shall be extended for one further year, following which a person shall be appointed in accordance with these Rules to fill the balance of the term.

14.6: Officers

14.6.1: The Officers are as follows:

14.6.1.1: The Chair shall be the chief elected officer of the MTC. The Chair or an appointee shall represent the MTC as a director on the CREA Board of Directors and shall be the liaison between the MTC and the CREA Board of Directors.

14.6.1.2: The Vice-Chair, who shall in the absence of the Chair conduct the meetings and business of the MTC and shall perform such other duties as may be assigned from time to time by the Council Board.

14.6.2: Election/Appointment of Officers

In even-numbered years, at their first meeting following an annual membership meeting, the MTC directors shall convene a meeting and elect from amongst themselves a Chair and a Vice-Chair, each for a two (2) year term.

14.7: Appointments

14.7.1: In odd-numbered years, two (2) directors representing the fifteen (15) largest Boards, and one (1) director representing the remaining Boards shall be appointed to hold office.

14.7.2: In even-numbered years, three (3) directors representing the fifteen (15) largest Boards, and one (1) director representing the remaining Boards shall be appointed to hold office.

14.7.3: At least fifteen (15) days prior to the annual membership meeting each year, the fifteen (15) largest Boards shall notify CREA of the names and credentials of the

persons they are appointing to sit as directors to fill those director positions whose terms are expiring that year. The names of those appointed shall be circulated by CREA to all Boards/Associations prior to the annual membership meeting.

- 14.7.4: CREA shall circulate a notice to all remaining Boards and to the MTC Board of Directors, setting out the Director positions representing the remaining Boards whose terms are expiring that year. At least ninety (90) days prior to the annual membership meeting, the remaining Boards/Associations may submit in writing the names and credentials of persons they wish to have considered for those positions. The submission shall be made on a form provided by CREA.
- 14.7.5: CREA's Board of Directors may consider the submissions, if any, in determining which persons shall be appointed. The names of those appointed shall be circulated to all Boards and Associations prior to the annual meeting.
- 14.7.6: In the event the fifteen (15) largest Boards do not appoint a candidate or appoint fewer candidates than there are large Board director positions available, CREA's Board of Directors may appoint suitable individuals to fill the positions.
- 14.7.7: The directors elected shall take office at the first MTC Board of Directors meeting following the CREA Annual General Meeting, and shall hold office until the Annual General Meeting two (2) years thereafter or until their successors are appointed.

14.8: Committees and Task Forces

The MTC Board of Directors may establish Committees and Task Forces as required.

RULE 15 – REALTOR® CODE MANDATORY EDUCATION

15.1: Jurisdictions Not Subject to Regulator Code

All REALTORS® in jurisdictions not subject to a regulators code shall complete an education program of not less than two (2) hours provided or approved by CREA in accordance with the Education Protocol as follows:

- 15.1.1: New REALTORS® shall complete an education program within one (1) year of joining and shall thereafter, complete a continuing education program once in every four (4) year cycle;
- 15.1.2: REALTORS® who are already Board members as of July 1, 2006, shall complete a continuing education program once in every four (4) year cycle.

15.2: Board/Association By-Laws

In jurisdictions not subject to a regulator's code, each Board shall incorporate into its By-Laws, provisions acceptable to CREA, which require its member REALTORS® to complete the ethics training course as set out in the Education Protocol and this Rule, and provide for suspension of REALTOR® membership in the event the course is not completed.

15.3: Jurisdictions Subject to Regulator Code

In jurisdictions that have a regulator's code as part of their curriculum, each Association shall, at a minimum, communicate with each of its member REALTORS® at least every two (2) years

on those areas of the REALTOR® Code that are not covered by the regulator’s mandatory course.

15.4: Bilateral Agreements

Each Association shall enter into Bilateral Agreements with CREA as provided for in the Compliance Protocol.

15.5: Definition of Enforcement

“Enforcement” of the REALTOR® Code by a Board includes:

15.5.1: Ensuring through its By-Laws and membership agreements that all Board members are bound by the REALTOR® Code;

15.5.2: Either maintaining a mechanism to effectively deal with and adjudicate complaints under the REALTOR® Code, or appropriately delegating such enforcement to another Compliance Body in accordance with the Compliance Protocol and the relevant Bilateral Agreements executed by the appropriate Association;

15.5.3: Processing complaints in accordance with the procedures established in the Compliance Protocol.

RULE 16 – CERTIFICATION MARKS

16.1: The Marks

16.1.1: The Certification Marks (collectively, the “Marks”) owned or controlled by CREA, and that are licensed by CREA pursuant to the terms and conditions herein, are as follows:

MLS®;

Multiple Listing Service®;

MLS® logos as shown in existing registrations and such variations as may be permitted by CREA in writing (collectively, the “MLS® Marks”);

REALTOR®;

REALTORS®;

REALTOR® logos as shown in existing registrations and such variations as may be permitted by CREA in writing (collectively, the “REALTOR® Marks”).

16.1.2: CREA may in the future adopt other marks as certification marks, and may license them in CREA's sole discretion, and on such terms and conditions as CREA may subsequently specify in writing.

16.2: Standards Associated with the Marks

16.2.1: The Marks are registered under the Trademarks Act as certification marks and are protected throughout Canada.

16.2.2: The REALTOR® Marks identify members in good standing of CREA who provide real estate brokerage services (the “REALTOR® services”) in compliance with CREA’s By-Laws and Rules, and the REALTOR® Code, as amended from time to time, and in compliance with all applicable federal and provincial/territorial laws and regulations.

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- 16.2.3: The MLS® Marks identify professional services rendered by members in good standing of CREA to effect the purchase and sale of real estate as part of a "plural system arrangement," also known as a co-operative selling system (the "MLS® services"), in compliance with CREA's By-Laws and Rules, and the REALTOR® Code as amended from time to time, and in compliance with all applicable federal and provincial/territorial laws and regulations. The MLS® Marks do not identify or describe a computer database of real estate listings.
- 16.2.4: An MLS® System is a co-operative selling system operated and promoted by a Board or Association in association with the MLS® Marks. An MLS® System includes an inventory of listings of participating REALTORS®, and ensures a certain level of accuracy of information, professionalism and co-operation amongst REALTORS® to affect the purchase and sale of real estate.

16.3: Licensees of the Marks

- 16.3.1: Subject to the terms of this Rule, the following Members of CREA (collectively, "Licensees") are licensed to use, reproduce and display the Marks:
- 16.3.1.1: Boards;
 - 16.3.1.2: Associations;
 - 16.3.1.3: REALTORS®.
- 16.3.2: A corporation, partnership, or other entity operating as a licensed real estate firm may use, reproduce and display the Marks in the course of its business, provided that all licensed practitioners in any way affiliated with the firm are REALTORS®.
- 16.3.3: An individual, corporation, partnership or other entity who has been licensed by CREA in writing may use, reproduce and display one or more of the Marks for certain specific wares or services.
- 16.3.4: Former REALTORS® who are no longer licensed, but who are Honorary Life Members of a Board/Association, may display the REALTOR® marks in a manner consistent with their Honorary membership provided that:
- 16.3.4.1: any such display is solely for the purpose of promoting membership in CREA, and not for any commercial or business purpose;
 - 16.3.4.2: the REALTOR® marks are not displayed in any manner that would lead a consumer to believe that the person is a licensed real estate practitioner;
 - 16.3.4.3: the person agrees in writing:
 - 16.3.4.3.1: to be bound by the REALTOR® Code and CREA's By-Laws, Rules and Policies;
 - 16.3.4.3.2: to immediately cease displaying the REALTOR® marks if requested to do so by CREA or the appropriate Board/Association.

16.4: Restrictions on License

- 16.4.1: Licensed Wares and Services
- 16.4.1.1: The Marks may only be used, reproduced and displayed in association with the REALTOR® services or the MLS® services, as the case may be, and such other wares, services or business as CREA may specifically permit in writing.
 - 16.4.1.2: All Licenses granted pursuant to this Rule shall be non-exclusive.
- 16.4.2: Compliance with Standards

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- 16.4.2.1: CREA owns or controls the Marks. As such, CREA has the absolute right to withhold, withdraw or suspend any Licensee's right to use, reproduce or display the Marks, or any one of them, at any time, subject only to the terms of any specific written license agreement between CREA and each Licensee.
 - 16.4.2.2: The terms and standards of the license to use the Marks are established in CREA's By-Laws, Rules and Policies, as amended from time to time. The right to use the Marks is conditional on strict adherence to all terms and standards.
 - 16.4.2.3: At the request of CREA, each Licensee shall promptly provide samples of all use of the Marks, or any of them, for CREA's review, and each Licensee shall promptly take such steps or make such changes as CREA may request to rectify any non-compliance with these terms and standards.
 - 16.4.2.4: Licensees shall have no right to use, reproduce or display the Marks, except as specifically provided for in this Rule. All other rights are reserved to and remain with CREA. Without limiting the generality of the foregoing, Licensees shall have no right to sub-license or assign their right to use, reproduce or display the Marks, or any of them, except as may be permitted by CREA in writing.
 - 16.4.3: Licensee Responsibility For Use of Marks By Third Parties
 - 16.4.3.1: Licensees are responsible for ensuring that buyers and sellers for whom they are providing any service, as well as any other third parties in any way involved in transactions, do not use the Marks in any unauthorized manner.
 - 16.4.3.2: Any Licensee who partners with a non-member in the provision of real estate related services and wishes to permit that non-member to display CREA's marks must:
 - 16.4.3.2.1: Provide the non-member with a CREA notice of allowed displays of the Marks;
 - 16.4.3.2.2: Enter into a written contract with the non-member which provides as a minimum that:
 - 16.4.3.2.2.1: The non-member may only display the Marks in the manner specifically approved by CREA from time to time;
 - 16.4.3.2.2.2: The Licensee has the right to terminate the agreement at any time in the event of non-compliance by the non-member;
 - 16.4.3.2.2.3: Licensees are required to terminate these agreements in the event of a breach by a non-member.
 - 16.4.4: Term and Termination
 - 16.4.4.1: All Licenses granted pursuant to this Rule shall commence upon each Licensee satisfying the terms and conditions of CREA's By-Laws and Rules, and shall terminate upon each Licensee ceasing to be a Member in good standing of CREA, or upon CREA terminating the License as provided for in CREA's By-Laws and Rules, as amended from time to time.
 - 16.4.4.2: Upon termination, each Licensee shall immediately cease any and all use, reproduction and/or display of the Marks, or any of them, and any and all similar marks, as, or as part of, any trademark, trade name, corporate name, domain name, or otherwise.

16.4.5: Estoppel

Licensees agree that they will not at any time, either during the term of, or following the termination of this license:

16.4.5.1: Challenge the validity or distinctiveness of the Marks or any other trademarks of CREA, or CREA's ownership thereof;

16.4.5.2: Use, display or attempt to register (as trademarks, trade names, corporate names or domain names) any word, phrase, term, acronym, initials or design that incorporate, or are confusingly similar to the Marks or any of them or any other trademark of CREA.

16.4.6: Business Restriction

The Marks may only be used by REALTORS® in connection with their brokerage services relating to real estate transactions, as permitted by the relevant provincial or territorial real estate licensing legislation.

16.5: Usage Rules

16.5.1: General Rule

16.5.1.1: The Marks must always be displayed in a manner that enforces their distinctiveness as certification marks, and emphasizes that they are not generic or descriptive words.

16.5.1.2: The detailed usage requirements found in CREA's Policies must be complied with in every use, display or reproduction of the Marks. Any repeated failure to comply with these requirements shall entitle CREA to terminate the license.

16.5.2: Form Requirements

16.5.2.1: The Marks must always be displayed in the exact form and manner in which they are registered, as follows:
MLS®, Multiple Listing Service®;
REALTOR®, REALTORS®.

16.5.2.2: The ® registration symbol must always be displayed in conjunction with the Marks except in the case of any permitted new Marks that are not registered.

16.5.2.3: All business and promotional material displaying any of the Marks must, where possible, include the statement "Trademark owned or controlled by The Canadian Real Estate Association. Used under license."

16.5.2.4: The MLS® and REALTOR® logos must only be used, reproduced and displayed in the form as registered, or in such other form as may be approved by CREA in writing, as detailed in CREA's Policies as amended from time to time.

16.5.3: Exceptions to Form Requirements

16.5.3.1: National and local media outlets may display the REALTOR® marks by capitalizing only the "R," and are not required to display the ® symbol following the Marks, all in accordance with the Associated Press Style Book or the United Press International Style Book.

16.5.3.2: Textbooks and other educational material may use the Marks without the ® symbol provided that there is, at the beginning of the book or document, an explanation of the meaning and ownership of the Marks, which has been approved by CREA.

16.5.4: Specific Additional Requirements – REALTOR® Marks

16.5.4.1: The REALTOR® Marks must only be used to identify the real estate brokerage services and related professional services provided by members of CREA. The REALTOR® Marks must never be used as a generic or descriptive name to identify a salesperson, broker, or other real estate professional.

16.5.4.2: The REALTOR® Marks must never be used as part of a business name or trade name or corporate branding except as may be permitted by CREA in writing.

16.5.5: Specific Additional Requirements – MLS® Marks

16.5.5.1: The MLS® Marks must only be used to identify the professional services provided by Members of CREA to effect the purchase and sale of real estate as part of a "plural system arrangement," also known as a co-operative selling system. The MLS® Marks must never be used as a synonym for a "database of real estate listings."

16.5.5.2: When referring to the co-operative selling systems operated by Boards and Associations, the proper terminology is "the MLS® System of the Board."

16.5.5.3: The MLS® Marks must never be used as part of a business name, trade name, or corporate branding except as may be permitted by CREA in writing.

16.5.5.4: A REALTOR® who does not have access to the MLS® System of a Board/Association may not use, reproduce or display the MLS® Marks.

16.6: Use of Marks by Boards and Associations

16.6.1: A Board may only use, reproduce or display the MLS® Marks if it operates, or otherwise provides its REALTOR® members with access to an MLS® System.

16.6.2: A Board or Association may use REALTOR® or REALTORS® as part of its corporate name and trade name, provided that:

16.6.2.1: the proposed name is approved in accordance with CREA's Rules; and

16.6.2.2: the Board or Association executes a written license agreement with CREA prior to using the name.

16.6.3: Each Board and Association is licensed to use REALTOR® or REALTORS® in the name of its building and in the titles of its publications, provided that each use is first approved by CREA in writing.

16.7: Use of the Marks in Domain Names and on the Internet

16.7.1: Licensees shall not use the Marks or any of them or any other CREA trademarks in domain names, e-mail addresses, meta-tags or other Internet search fields unless specifically authorized to do so by CREA's Policies.

16.8: Enforcement

16.8.1: Boards and Associations are responsible for monitoring and enforcing the proper use, reproduction and display of the Marks in their own jurisdiction. This includes ensuring that member firm names, websites and other advertising materials (print and electronic) are compliant, and that Boards and Associations respond to

complaints regarding improper uses of the Marks, and conduct discipline hearings in a prompt manner, as required.

RULE 17 – OPERATION OF A BOARD’S MLS® SYSTEM

17.1: Acceptance of Listings

17.1.1: The Three (3) Pillars of the MLS® Mark

Only listings that comply with the following three (3) pillars of the MLS® Mark can be placed on a Board/Association’s MLS® System.

17.1.1.1: Membership

Only REALTORS® may place a listing on a Board/Association’s MLS® System.

17.1.1.2: Agency

A listing REALTOR®/brokerage must act as agent for the seller to post, amend or remove a property listing in a Board's MLS® System. The nature of any additional services to be provided by the listing REALTOR®/brokerage to the seller is determined by agreement between the listing REALTOR®/brokerage and the seller.

17.1.1.3: Compensation to Co-operating Broker

The listing REALTOR® agrees to pay to the co-operating (i.e. selling) REALTOR® compensation for the co-operative selling of the property. An offer of compensation of zero is not acceptable.

17.2: Interpretations of the Three Pillars of the MLS® Mark

17.2.1: The listing REALTOR® shall be available to provide professional advice and counsel to the seller on all offers and counter offers unless otherwise directed by the seller in writing.

17.2.2: The listing REALTOR® is responsible and accountable for the accuracy of information submitted to a Board/Association for inclusion in the Board's MLS® System, and the Board/Association is responsible for ensuring that the data submitted to it meets reasonable standards of quality.

17.2.3: Only REALTORS® are permitted to display the MLS® trademarks in signage, advertising, etc.

17.2.4: Where the seller directs the listing REALTOR® in writing to do so, the seller’s contact information may appear in the REALTOR® only remarks (non-public) section of a listing on a Board/Association’s MLS® System. The seller's contact information shall not appear on REALTOR.ca or in the general (public) remarks section of a listing on a Board/Association's MLS® System.

The listing REALTOR® may include a direction in the General Description section on REALTOR.ca or on websites operated by CREA or a Board/Association to visit the REALTOR® website to obtain additional information about the listing (but the nature of such additional information shall not be specified).

17.2.5: Where the seller has reserved the right to sell the property himself/herself, that fact shall be specified in the Board/Association’s MLS® System.

17.3: Out of Jurisdiction Listings

17.3.1: A Board/Association may, at its option, accept a listing of a property located outside the Board's corporate jurisdiction, including property located in another province or territory, or another country, provided that:

17.3.1.1: the REALTOR®, in taking the listing, does not violate the provisions of applicable provincial/territorial licensing legislation; and

17.3.1.2: the listing complies with all other requirements of the Rules of CREA and the Board/Association, including the three (3) pillars of the MLS® Mark.

17.4: Real Estate Component

17.4.1: Only properties with a real estate component may be listed on a Board/Association's MLS® System.

17.4.2: The term "real estate" includes real property, a leasehold or other interest in real property less than a fee simple, and a time share agreement with regard to real property.

17.4.3: Provided they conform to the provisions of the provincial/territorial licensing legislation, a Board/Association may also, at its option, accept listings for:

17.4.3.1: a moveable dwelling that is designed for use as a permanent residence;

17.4.3.2: a business, including an interest or share of a business, with or without premises, and the fixtures, stock-in-trade, goods and chattels associated with the business, provided such items are sold in bulk as part of the business operation.

17.5: Processing of Listings

17.5.1: Listing Contracts

17.5.1.1: A Board/Association may, at its option, require either listing contracts or data input forms to be submitted within a reasonable period of time (as defined by the Board/Association MLS® Rules) after execution of the listing contract. A Board/Association has the right to require production of the executed listing contract prior to processing the listing.

17.5.1.2: All unconditional sales, and any changes to listing information, must be submitted to a Board/Association within a reasonable period of time (as defined by the Board/Association MLS® Rules). Boards/Associations may, at their option, require conditional sales to be reported.

17.5.1.3: All forms submitted to a Board/Association in relation to a listing must be complete and accurate.

17.6: Non-Member Access to Limited Information

17.6.1: Information on a Board/Association's MLS® System is intended for the exclusive use of REALTORS®. However, a Board/Association may, at its option, permit limited access to such information by third parties other than REALTORS® whose objectives support the interests of the Board/Association and its members, provided that such access:

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- 17.6.1.1: is granted only by way of a written contract and not as a privilege of membership; and
 - 17.6.1.2: is otherwise in compliance with the law.

17.7: Board/Association Obligations

- 17.7.1: All Boards and Associations that operate MLS® Systems must:
 - 17.7.1.1: Include in their rules and regulations, provisions that give general effect to the provisions of this Rule.
 - 17.7.1.2: Ensure the high quality of listing information on the MLS® Systems and promote data integrity to ensure that MLS® Systems throughout Canada remain a reliable source of accurate information.
 - 17.7.1.3: Every two (2) years, submit to CREA a form certifying that they have complied with CREA's By-Laws, Rules and Policies dealing with proper use, reproduction and display of CREA's Marks and have taken reasonable measures to ensure that users of their MLS® Systems have also complied with CREA's By-Laws, Rules and Policies.

RULE 18 – DISPUTE RESOLUTION

- 18.1: CREA shall maintain and administer a dispute resolution process to adjudicate disputes between:
 - 18.1.1: REALTORS® operating in different provinces or territories, relating to the division or disposition of commissions, including referral fees;
 - 18.1.2: A Board (or Boards) and an Association;
 - 18.1.3: Boards operating in different provinces or territories;
 - 18.1.4: Boards operating in the same province or territory, provided that the provincial dispute resolution process has been exhausted and does not involve binding arbitration.
- 18.2: REALTOR®, for the purposes of 18.1.1, includes brokerages, and any other entity that is legally entitled to pay or receive referral fees or other compensation, including, as the context requires, all licensed members of the brokerage who are members of CREA.
- 18.3: All inter-provincial REALTOR® commission disputes shall be submitted to CREA unless otherwise agreed by all parties to the dispute, and the decision of the adjudicators is final and binding. All other disputes under this Rule may, at the option of the parties be submitted to CREA, provided that all parties to the dispute consent.
- 18.4: The dispute resolution process shall be in accordance with policies established by the Board of Directors.

RULE 19 – CONFERENCE

19.1: Timing of Conference

CREA shall organize and operate an annual Conference to be held in conjunction with a Meeting of the Members.

RULE 20 – HOLDING MEETINGS

20.1: Meetings

All CREA meetings, except Meetings of Members, may be held by telephone, video-conferencing, or other electronic means, provided all persons participating can hear and speak with each other simultaneously. Persons participating at such meetings are deemed to be present at the meeting.

20.2: Telephone and Electronic Meetings

Telephone, video-conferencing or electronic meetings must follow the principles of physical meetings, including, notice of meeting, quorum requirements, agenda (where required), and the production and distribution of minutes.

20.3: Notice of Meetings

Notice for any meeting may be given by written or electronic means.

RULE 21 – MINUTES

21.1: Minutes to Be Recorded and Filed

21.1.1: Minutes of all proceedings, motions approved and decisions taken at Meetings of the Members, CREA Board of Directors, Council Board of Directors, and all Committee and Task Force Meetings shall be recorded and filed at CREA's head office.

21.1.2: The Minutes of Meetings of the Members and the Board of Directors shall be signed by the Chief Executive Officer and, after approval, by the meeting Chair. All other CREA minutes shall be signed by the staff liaison and, after approval, by the Chair.

21.2: Distribution of the Minutes of CREA Meetings

21.2.1: Minutes of all meetings shall be distributed to all CREA Directors. Additionally:

21.2.1.1: Minutes of Committee and Task Force meetings shall be distributed to all the members of the particular Committee or Task Force;

21.2.1.2: Minutes of Council Board of Director meetings shall be distributed to the directors of the particular Council;

21.2.1.3: Minutes of CREA Board of Directors meetings shall be made available to Boards and Associations on request;

21.2.1.4: Minutes of Meetings of the Members shall be distributed to Boards and Associations;

21.2.1.5: Posting the minutes on REALTOR Link® shall constitute "distribution" for the purposes of this Rule.

RULE 22 – AFFILIATION

22.1: National and International Bodies

The Board of Directors may establish relationships between CREA and any national or international real estate body and may enter into agreements setting out the terms of that relationship.

22.2: NAR Directorship

The President of the National Association of REALTORS®, or his or her delegate, shall be appointed as an honorary Director without voting status on CREA's Board of Directors.

RULE 23 – RULES OF ORDER

23.1: Robert's Rules of Order

Where not otherwise provided for in CREA's By-Laws, Rules, Policies or Standing Rules for meetings, procedural issues at all CREA meetings shall be determined in accordance with the latest edition of "Robert's Rules of Order."

Any questions or comments about the service or products CREA provides?
You can contact us on-line at info@crea.ca.



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