

**Austin Board of REALTORS®  
Charter**

Chair: **Jeanne Butterfield**  
RE/MAX Austin Associates

Staff Executive: **Beth Gatlin**  
Director, Member Services

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NAME: **ACTRIS Advisory Committee**

**PRIMARY AIM:**

To serve in a consultative and advisory capacity, with respect to the orderly dissemination and correlation of real property listing information to its Participants and Subscribers (as defined in the ACTRIS Rules and Regulations) so that they may better serve the buying and selling public, the scope of which shall be determined by the Board of Directors of the Austin Board of REALTORS®.

**OBJECTIVES:**

1. Ensure that the multiple listing service (MLS) is an effective tool to promote cooperation among association members.
2. Promote value of accurate data to membership.
3. Serve as a resource for product evaluation.
4. Report changes in the industry that may affect the members and the use of the MLS system.
5. Provides a knowledge pool for work task forces.
6. Serve as ambassador to the general membership and communicate policies, products, and services.

**SCOPE:**

1. Report monthly to the ABoR Board of Directors by providing minutes from ACTRIS meetings.
2. Review ACTRIS Rules and Regulations and recommend policy revisions as needed.
3. Report feedback from membership to staff if problems are occurring.
4. Review letters from members regarding violations and subsequent fines.
5. Participate in member education events as scheduled by ACTRIS pertaining to member services.

#### GENERAL LIMITATION:

1. The ACTRIS Advisory Committee may not violate the policies or values of the Austin Board of REALTORS®.

#### SPECIFIC LIMITATION:

1. The ACTRIS Advisory Committee may not determine prices for dues, services or products.
2. The ACTRIS Advisory Committee may not make decisions relating to intellectual property or content licensing policies.

#### OPERATING RULES

##### MEMBERSHIP:

The Advisory Committee shall consist of twelve (12) Participants and/or Subscribers, outlined as follows:

1. At least three (3), not more than five (5), Committee Members may be Participants. If a sitting Committee Member becomes a Participant during such Committee Member's first term and causes the number to exceed five (5), such Committee Member will not be eligible for a second term unless there is a vacancy in this category.
2. At least one (1), not more than three (3), Committee Members shall office outside of Travis County. If a sitting Committee Member moves outside of Travis County during such Committee Members first term, such Committee Member will not be eligible for a second term unless there is a vacancy in this category.
3. Not more than two (2) Committee Members may be employed by or affiliated with any one (1) company and not more than one (1) Committee Member may be primarily based in or assigned to the same office. If a sitting Committee Member joins a company where there are already two (2) Committee Members employed or affiliated, such Committee Member will not be eligible for a second term unless there is a vacancy in this category.
4. At least three (3), not more than five (5), Committee Members must be current members of the ABoR Board of Directors.
5. Notwithstanding anything herein to the contrary, if practicable, the immediate Past Chair shall serve as a Committee Member.
6. The Committee Members, who are not also members of the ABoR Board of Directors shall be appointed by a majority vote of the ABoR Board of Directors after review of the applicants by and taking into consideration the recommendations of a committee of five (5)

past ACTRIS Chairs and chaired by the immediate past Chair of the Advisory Committee. This committee shall include, for consideration, one additional qualified applicant as an alternate. All appointments must be approved by the Advisory Committee. In addition, if there are insufficient qualified candidates, then appointments may be made by the Advisory Committee and are subject to approval by the ABoR Board of Directors.

Committee Members who are also members of the ABoR Board of Directors shall be appointed by a majority vote of the ABoR Board of Directors. Staggered terms and representation from membership will determine number of new appointments. Applicants must be active members of ACTRIS for at least 3 consecutive years.

7. Each Committee Member shall serve for a term of three (3) years, with the terms of either three or four Committee Members expiring every year, with the exception of the one (1) year term of the Past Chair of the Advisory Committee. The Vice-chair shall automatically become Chair the second January after election as Vice-chair. Except as otherwise provided, no Committee Member shall be eligible to serve more than two (2) consecutive full three (3) year terms. Committee Members who serve on the Advisory Committee for less than three (3) full calendar years shall be deemed to have served one (1) full term. Terms for Committee Members who are also current members of the ABoR Board of Directors will run concurrently with ABoR Board of Directors terms, provided, however, that the term of a Committee Member who serves as the Chair or Vice-chair shall be extended as necessary for such person to fulfill their duties as Chair. Committee Members who serve on the ACTRIS Advisory Committee due to their status as members of the ABoR Board of Directors must reapply to serve as a Committee Member on the ACTRIS Advisory Committee once their term on the ABoR Board of Directors has expired. Except as otherwise provided, a Committee Member may serve on the Advisory Committee as a Committee Member in any combination of capacities for a total of eight (8) years maximum.
8. A member of the ACTRIS Advisory Committee may be removed from the committee, with or without cause, by a majority vote of the ABoR Board of Directors.
9. Any member of the ACTRIS Advisory Committee may resign at any time by giving written notice of such person's resignation to the Chair. Such resignation shall take effect at the date of receipt of such notice by the Chair, or at any later time specified therein. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
10. A vacancy in the Advisory Committee may, but need not necessarily, be filled by the alternate candidate.

#### OFFICERS:

The ABoR Chairman shall appoint a Vice-chair for ACTRIS from the current roster of interested members of the Advisory Committee. The Vice-chair shall automatically become Chair the second (2nd) January after appointment and shall serve as Chair for one year. The Vice-chair

must have had at least one (1) year experience on the Advisory Committee, or the Austin Board of REALTORS® Board of Directors (the “ABoR Board of Directors”), within the last five (5) years. A Committee Member who has served more than five (5) years on the Advisory Committee, shall not be eligible to be selected to serve as Vice-chair.

#### MEETINGS:

The Chair of the Advisory Committee shall designate a time and place for regular meetings. Any member of the Advisory Committee who fails to attend three (3) regular meetings of the Advisory Committee during any calendar year shall be deemed to have resigned from the Advisory Committee and the vacancy will be filled by the alternate candidate as herein provided, and the member deemed to have resigned will be notified by the Advisory Committee. This provision may be waived by the Advisory Committee.

Special called meetings of the Advisory Committee may be held with notice. The minutes, or a briefing of the issues discussed and decisions taken shall be distributed to the Chair and the ABoR Board of Directors. A quorum for the transaction of business in a meeting of the Advisory Committee shall consist of a majority of its members.

#### TASK FORCES:

The Advisory Committee may create task forces as appropriate, to make suggestions to the Advisory Committee. Each task force shall consist of not less than three (3) or more than five (5) members. No task force shall have the authority to take any action outside the scope of the authority delegated to it by the Advisory Committee, and in no case shall such authority be greater than that conveyed by the ABoR Board of Directors. The Advisory Committee may remove a task force member with or without cause by a majority vote, whenever in its judgment the Advisory Committee determines that such removal is in the best interest of the Advisory Committee, ACTRIS, or the ABoR Board of Directors. The removal shall take effect immediately. A vacancy in any task force shall be filled, if at all, by a majority vote of the Advisory Committee from its current members.

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Chairman of the Board  
Austin Board of REALTORS®