

2.1.5.8 Operational Committee Terms of Reference

(Revised: January 2017, June 2017, October 2017; May 2020; September 2020; October 2022, December 2022; January 2024; April 2024; October 2024; January 2025)

REALTOR® Code Committee Terms of Reference

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| Current Chair: | |
| Current Members: | |
| Current Staff Liaisons: | |

Purpose of the Committee:

To monitor the implementation, organization and application of the REALTOR® Code across the country, and to make recommendations to ensure the continuing relevance of the REALTOR® Code and the strength of the REALTOR® trademark.

Responsibilities of the Committee:

- Review and recommend any needed changes to the REALTOR® Code
- Develop resource materials and communication vehicles as are necessary to fulfil CREA’s obligations under REALTOR® Code policies
- Make any recommendations necessary to enhance the REALTOR® Code or protect the REALTOR® trademarks
- Recommend policies regarding the REALTOR® Code

Accountability:

REALTOR® Code Committee is accountable to the CEO and may be empaneled to adjudicate CREA REALTOR® Code enforcement complaints

Committee Membership:

Up to 9 Committee members comprised of REALTOR® members and/or Staff Representatives.

Membership Criteria:

To be developed

Voting:

Business arising at any meeting of this committee shall be decided by a majority of votes. The Committee Chair shall not have a vote except in the case of a tie. No Committee member shall be entitled to vote by proxy.

Quorum:

A quorum shall consist of more than 50% of the voting membership of the committee.

Resources:

Resources and support services will be provided through the office of the CEO.

Confidentiality

All committee members must adhere to CREA's confidentiality practices.

Conflict of Interest:

Committee members must comply with CREA's conflict of interest practices including but not limited to with respect to disclosure of any real or perceived conflicts of interest and recusal from meetings and/or meeting decisions where required by the practice.

Committee Assessment:

The committee will conduct an annual self-assessment to evaluate its performance and identify areas for improvement.

Annual Review:

These terms of reference shall be reviewed annually by the committee and amended as necessary with the approval of the Board of Directors (in the case of Board committees) or CEO (in the case of operational committees).