

## Extract From LICN's By-Laws

### ARTICLE V - OBLIGATION, ETHICS AND ARBITRATION

- Section 1: All arbitration matters or possible violations of the Realtor Code of Ethics shall be referred by the Professional Standards Committee to LIBOR.
- Section 2: The real estate business of Members shall be conducted in compliance with the Bylaws and the Rules and Regulations of this Organization which pertain to the conduct of the real estate business and in full accord with the Constitution and By-laws of the Code of Ethics of the National Association of Realtors.
- Section 3: Consideration of possible violations of the bylaws of the Organization, or its Rules and Regulations shall follow the procedures outlined in the Code of Ethics and Arbitration Manual of the National Association of Realtors as is from time-to-time amended.
- Section 4. Requests for arbitration and alleged violations of the Realtor Code of Ethics shall follow the procedures outlined in the Code of Ethics and Arbitration Manual of the National Association of Realtors as is from time to time amended, to be processed by the applicable local Board of Realtors having jurisdiction over the member being charged with a possible violation.



Promulgated May, 2009

## GUIDELINES & PROCEDURES 2009

*THE LONG ISLAND COMMERCIAL NETWORK*  
**ETHICS AND PROCEDURES COMMITTEE**

**The purpose of the The Committee is to formulate, introduce, and monitor the operative procedures and guidelines for the organization, and to be aware of any complaint to LIBOR or NYSAR regarding any alleged ethics violations of its members as might have implications to LICN.**

**Ethics Code and Professional Practices shall be administered by the Long Island Board of Realtors for its members. If any alleged matter is not addressed by LIBOR LICN Ethics may advise as to where the matter should be referred for further action.**

**This Ethics Committee does not function as a disciplinary vehicle.**



### **ETHICS AND PROCEDURES COMMITTEE**

**Philip Maisch, Committee Co-Chair**  
**Donald Davis, Committee Co-Chair**  
**Jerome Shagam, Member**

## **CONDUCT, PROCEDURES, and ORDER OF LICN NETWORKING MEETINGS**

- Introduction & Greeting by the President or Presiding Officer
- Review of Old Business & Introduction of New Business
- Education Segment
- Initiate Networking Opportunity Session for Members
- Members shall :

State their name and telephone number at the beginning and end of their presentation.

Limit their presentation to not more than 3 (three) minutes.

In order to avoid noise & distracting cross-talk, please write the property info in which you are interested on the back of your business card and hand to the presenter.

Provide flyers for your properties or business on the display table provided.

If you have a flyer on the display table, you may wish to limit your presentation to a brief summary and encourage those interested to pick up the detailed flyer.

If your presentation runs too long, a board member will ask you to conclude.

*Commercial* Properties include multifamily edifices of 5 or more units.

## **CODE OF CONDUCT & ETHICS OF LICN THE *GOLDEN RULE* PRINCIPLES**

1. We should deal with others only in a respectful and professional manner. Each member should be cognizant of the fact that he or she is representing the entire LICN and the Realtor professional community in his or her business dealings.
2. We shall not make disparaging remarks about other business professionals, members, customers, or clients.
3. Treat your clients/customers in an honest and fair manner.
4. Remember that we represent not only our clients and customers but also our broker's organization and the LICN. We must treasure—and guard vigilantly—the goodwill and respect we have earned in the business community.
5. When co-broking a listing, we shall put our agreement in writing to avoid misunderstandings.
6. We shall not contact, nor attempt to negotiate directly with, clients or customers of another broker without his or her permission.
7. We should be knowledgeable of the properties that we represent with respect to such matters as environmental factors, zoning status, and permitted uses.
8. Members are reminded that they should not offer tax, legal, architectural, or engineering advice unless they are qualified to do so.