

Extract From LICN's By-Laws

ARTICLE V

OBLIGATION, ETHICS AND ARBITRATION

- Section 1: All arbitration matters or possible violation 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.



GUIDELINES & PROCEDURES 2013

LONG ISLAND COMMERCIAL NETWORK ETHICS AND PROCEDURES 2013

The purpose of the committee is to introduce and maintain the procedures and guidelines for the organization, and to be aware of any complaint to LIBOR or NYSAR, regarding the ethical behavior of its members, as may affect the LICN.

Ethics Code and Professional Practices shall be administered

by the Long Island Board of Realtors for its members.

Should any matter not be governed by that body, LICN Ethics may advise as to where the matter may be referred, for further action.

This Ethics Committee does not function as a disciplinary vehicle.

Salvatore Polito, Ethics — Chair

LICN BREAKFAST NETWORKING MEETINGS

- Introduction & Greeting by the President or Presiding Officer.
- Review of Old & Introduction of New Business
- Education Segment.
- Begin Networking Opportunity for Members.
- Members shall, State their name and telephone number at the beginning and end of their presentation.
- Members shall 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.
- Please 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 briefer summary, and to encourage those interested to pick up the flyer.
- If your presentation runs too long, a board member may ask you to conclude.
- Commercial Properties only including multifamily of 5 or more units.

CODE OF CONDUCT & ETHICS OF LICN

THE "GOLDEN RULE" PRINCIPLE

1. Treat others as you would have them treat you.
2. Do not make disparaging remarks about others.
3. Treat your clients/customers in an honest and fair manner.
4. Remember that you represent not only your clients and customers but also your broker and the LICN.
5. When co-broking a listing, put your agreement in writing to avoid misunderstandings.
6. Do not contact or attempt to negotiate directly with clients or customers of another broker without his/her permission.
7. Be knowledgeable of the properties that you represent, including environmental, zoning, and permitted uses.
8. Conduct yourself in a highly professional manner.
9. LICN meetings and functions are for education, exchange of real estate information, and for networking. LICN's meetings should not be used for recruitment of agents, associate brokers or staff of other firms.
10. LICN members and sponsors are given a license to use the LICN logo and to make reference to their association with LICN in their correspondence and marketing material. Such license is granted on a year-to-year basis and is strictly limited to those members/sponsors in good standing each year.
11. Use of the LICN website is on a year-to-year basis. If LICN membership is not renewed by January 1 of each year, listings will be removed.