



FIABCI

INTERNATIONAL REAL ESTATE FEDERATION

FIABCI International Officers' Guidelines

FIABCI Headquarters

Preamble

FIABCI is the French acronym for the International Real Estate Federation. Created in Paris in 1951, FIABCI is a worldwide business networking organization open to all professionals involved with the property industry.

FIABCI MISSION STATEMENT

The International Real Estate Federation aims to enable participants in the Real Estate Industry to improve the quality and competitiveness of their activities through the sharing of knowledge, information and business opportunities at a local, national and international level and to serve the following purposes:

- To defend on a worldwide level, the collective, moral, and professional interests of its members, and those of the groups which make it up.
- To allow participants in the real estate industry to improve the quality and the competitiveness of their activities through the sharing of knowledge, information and business opportunities at a local, national and international level;
- To provide direct access to international real estate contacts and business opportunities;
- To help improve the working relationship between the public and private sectors for the benefit of society;
- To facilitate the exchange of information on significant market, economic, corporate, governmental and technological conditions affecting the industry;
- To assist in cultural and educational exchanges among real estate professionals of different countries.

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1 Governance bodies

1.1 The Board of Directors

In compliance with Article 10 of the FIABCI Statutes, the Board of Directors is composed of members selected from the membership conducts the Business of FIABCI.

- The World President in Office (one-year term);
- The Immediate Past World President (one-year term)
- The President Elect (one-year term)
- The Vice President Elect (one-year term)
- The Treasurer (three-year term)
- The Regional Presidents (elected for one-year term)
- The World Councils Presidents (elected for one-year term)
- Nine members, including at least one representative from each of the World's regions, elected by the General Assembly for three-year terms, so that one third of them are renewed by election, each year;
- The President of the Young Members Committee, (elected for one-year term);
- One member, designated by the President in Office, for the duration of his or her term;
- The Secretary General (on an "ex officio" basis but shall have no vote).

If any Board Member fails to attend three consecutive meetings without providing a valid excuse, it will be assumed that said member has resigned from the Board (Article S 13 of the Internal Regulations).

- Board deliberations are confidential and must remain secret.
- The Board does not need to justify its decisions. Any and all decisions adopted by the required majority must not be criticised by Board members outside of Board meetings.

Board members:

- are expected to attend all Board meetings called by the World President. This usually consists of two 4-hour meetings at the World Congress, one four-hour meeting at the Global Business Summit, one four-hour meeting in mid-September and one four-hour meeting in mid-March. In addition, the World President can call interim Board meetings.
- are expected to be familiar with the Statutes, Internal Regulations, Code of Ethics and other bylaws of FIABCI
- look after the best interests of the organisation
- adhere to policies relating to conflict of interest and confidentiality
- support the programmes and the mission of FIABCI
- promote the organisation and membership
- shall read and understand Board agendas and supporting materials prior to Board meetings
- review FIABCI's balance sheet, income and expense statement, and budget
- if they preside over a Committee, they shall report to the Board on his or her Committee's recommendations
- are encouraged to offer their services to the World President, especially if they are competent in a particular field which can help FIABCI progress, or they do not preside over a Committee.

1.2 The Executive Committee

The Board of Directors determines the powers of the Executive Committee. All decisions are subject to ratification by the Board at the next Board meeting; without such ratification, the effect of any Executive Committee decision may not extend beyond six months. The committee is comprised of the following members:

The World President, The Immediate Past President, The President Elect, The Vice President Elect, The Finance Committee President, The Treasurer, and the Secretary General (on an "ex officio" basis).

1.3 The Strategic Planning Committee

In compliance with the Article R.5 of the Internal Regulations to assist the Board in its planning activities, there will be a Strategic Planning Committee consisting of:

- A President, appointed by the World President from among the members of the Board;
- The World President Elect;
- The President of the Finance Committee;
- The Secretary General,
- Any other persons to be appointed by the Committee President.

The Committee President (or Chairperson):

- is appointed for a one-year term, corresponding to the term of the World President who appointed him or her
- is required to attend all FIABCI International meetings of the Strategic Planning Committee, the Board of Directors, and the General Assembly
- formulates proposals for strategic priorities; monitors and researches competition; identifies opportunities, key trends and issues that could impact the Federation and its members; seeks options and makes recommendations to the Board of Directors

The Committee Secretary

The Secretary General of FIABCI records any recommendations voted by the Committee, and if requested by the President, records the minutes of meeting. The Secretary General has these recommendations approved by the chairperson before submitting them to the Board of Directors.

1.4 The Treasurer

- is elected by the General Assembly for a three-year term, on the proposal of the Board
- can be immediately re-elected
- is a voting member of the Board of Directors and the Executive Committee
- is an officer of the Finance Committee
- is required to attend meetings of the Finance Committee, Executive Committee, Board of Directors, and General Assembly of FIABCI International
- serves and represents the best interests of the Federation
- supports FIABCI's programmes and mission

- understands the accounting principles of a French non-profit professional association
- advises the Board of Directors on finances budget and financial position
- formulates recommendations on strategic and financial planning, investment management, and budgeting
- ensures the efficient and effective use of the Federation's assets
- establishes, or has established under his or her responsibility, the accounts of the Federation
- approved and co-signs transactions on FIABCI bank accounts with the Secretary General; or, if one or the other is unable to sign, the Treasurer can delegate another authorised FIABCI officer to sign
- makes all payments
- has exclusive power to open or close bank accounts
- submits FIABCI's accounts to the Board of Directors and at the Annual General Assembly
- drafts an annual budget in cooperation with the Secretary General and submits it to the Finance Committee for consideration (Article S. 30 of the Internal Regulations)
- has the power to give prior written consent to the Secretary General to engage expenses not budgeted, or that exceed the approved budget; the Treasurer must then obtain ratification at the following meeting of the Board of Directors. (Article S.30 of the Internal Regulations)
- Communicates with chapters and Direct Members in arrears in view of obtaining settlements
- Proposes a professional auditor to the Board, if requested.

2 Presidency

2.1 The World President

The World President takes the office at the General Assembly at the World Congress in May for a one-year term, or until his successor assumes his or her post after having served one year as President-Elect. The President cannot be immediately re-elected.

With prior authorization from the Board, the World President can partially delegate his powers to represent him/her, under his/her responsibility, to one or several representatives, chosen by the President among Board members.

The World President in Office chairs General Assemblies and meetings of the Board of Directors and the Executive Committee, and shall have full powers to lead debate, give the floor or take it away, put resolutions and amendments to a vote, unless the bylaws regulate differently.

The World President appoints one member of the Board of Director.

The World President appoints the following officers:

- The Presidents of all the other Committees (except Regional Committees and World Councils) from among the Board members
- The President of the Professional Division (from among the Board members)

The World President shall fill positions left vacant after an election, by appointing members who shall occupy these positions until the next elections during his presidency.

The World President:

- supports the programmes and the mission of FIABCI
- is authorized to act in the Federation's name in all legal matters
- acts as, or designates a spokesperson, for representing the policy and interests of the Federation.
- executes the Board's decisions
- assures that the Board and officers are kept informed of the Federation's condition and operation
- consults with Board members on their roles
- hires and dismisses the Secretary General with the prior approval of four fifth of the Executive Committee
- evaluates the Secretary General's performance and coordinates his or her annual performance review
- works with the Secretary General to assure that policies programmes and decisions approved by the Board and the General Assembly are being implemented
- assists the Secretary General in conducting the orientation of new Board members
- assists the Secretary General in preparing agendas for General Assemblies and Board meetings
- presides at all Board Meetings and General Assemblies
- verifies minutes of General Assemblies and Board meetings prepared by the Secretary General
- represents the entire global membership
- looks after the best interests of the organisation
- watches for globalisation trends that may result in threats, challenges, or opportunities to FIABCI
- exercises personal leadership
- motivates others
- promotes participation by chapters and membership
- is required to attend all FIABCI World Congresses and Global Business Summits; his or her presence is desired at national chapter meetings
- concentrates on membership development
- directs officers and committees to search for new ways to effectively expand FIABCI's worldwide presence and to seek to efficiently manage FIABCI's worldwide activities.

In case of death or incapacity of the World President, the immediate Past President will act in his or her stead until the next General Assembly (article 18.3 of the Statutes)

2.2 The President Elect

- is confirmed by the Board of Directors (2/3) after having served as Vice-President Elect for one year
- is a voting member of the Board of Directors of FIABCI International and the Executive Committee
- is required to attend all FIABCI World Congresses and Global Business Summits;
- is required to attend meetings of the Executive Committee, Board of Directors, and General Assembly of FIABCI International
- serves and represents the best interests of the Federation
- supports FIABCI's programmes and mission
- cooperates with and assists the World President
- represents the Organization on matters, and special assignments, to which he has been assigned by the competent body.

2.3 The Vice-President Elect

- is elected by the General Assembly at the World Congress in May for a one-year term.
- is a voting member of the Board of Directors of FIABCI International and the Executive Committee
- is required to attend all FIABCI World Congresses and Global Business Summits;
- is required to attend meetings of the Executive Committee, Board of Directors, and General Assembly of FIABCI International
- serves and represents the best interests of the Federation
- supports FIABCI's programmes and mission
- cooperates with and assists the World President
- represents the Organization on matters, and special assignments, to which he has been assigned by the competent body.

3 Regional Division

3.1 The Regional Committees

There are four regional committees: Africa and the Near East, Americas, Asia-Pacific, and Europe.

- service all chapters and Direct Principal Members within their respective regions;
- meet at FIABCI World Congresses, Global Business Summits;
- meet to compare market conditions, tax & legal considerations, and discuss international real estate transactions of global interest;
- meet to compare the activities of individual chapters such as membership services, national meetings, and recruitment;

- actively promote cooperation with chapters and Direct Principal Members (international meetings, trade missions, networking);
- recommend candidates for the election of Regional Presidents (Internal Regulations Art. S. 16.1): *"Nominations for Regional Presidents will be proposed by the Nominations Committee to the Board and General Assembly exclusively from the candidates recommended by each Regional Committee."*

3.2 The Regional Presidents and Officers

In compliance with the Article S. 19 of the Internal Regulations, the Regional Presidents are elected by the General Assembly during the Global Business Summit, for a one-year term which begins at the end of the World Congress in May. They can be immediately re-elected.

The Regional President:

- is a voting member of the FIABCI Board of Directors
- is required to attend all FIABCI World Congresses and Global Business Summits; and the Regional Meetings in his or her region
- is required to convey an online meeting with his committee officers once a month
- in cooperation with the Committee Secretary, prepares the agenda for his or her Regional Committee meetings
- chairs all meetings of their respective Regional Committee
- reports to the Board on his or her Committee's activities, and conveys its recommendations
- reports to the General Assembly on Board decisions that concern his or her Committee
- liaises with Chapter Presidents and Direct Principal Members in his or her region
- is responsible for promoting and retaining membership in their region
- implements cooperation with Chapters and Direct Principal Members (international meetings, trade missions, networking)
- ensures that Committee goals are achieved

The Vice Presidents of the Regional Committees:

- are elected by the General Assembly during the Global Business Summit, for a two-year term which begins at the end of the World Congress in May. They can be re-elected and are required to attend World Congresses, December Business Meetings and the Regional Congress in their region
- assist their Regional Presidents, and often are assigned tasks related to a specific geographic area.

The Secretaries of the Regional Committees:

- are elected by the General Assembly during the Global Business Summit, for a two-year term which begins at the end of the World Congress in May. They can be re-elected.
- are required to attend World Congresses, December Business Meetings and the Regional Congress in their region
- are required to record recommendations and convey them to the General Secretariat for translation and submittal to the Board
- may be called upon to maintain and record correspondence between committee officers in between meetings.

4 Administrative Division

4.1 The Membership Committee

This Committee's purpose is to implement Board strategies and objectives concerning the Federation's members; it is responsible for promoting membership recruitment and retention; for providing National Chapters with materials and other forms of support for recruiting, retaining, and providing services to their members.

The Membership Committee President:

- is appointed by the World President (from among the Board members) for a one-year term
- is expected to attend FIABCI World Congresses and Global Business Summits
- he or she is expected to comply with the above-mentioned requirements for all Board members
- is required to convey regular online meeting with his committee officers
- is expected to comply with the Board & General Assembly resolutions pertaining to the Membership Committee
- prepares the agendas and presides over all meetings of the Membership Committee
- is responsible for having Committee recommendations recorded and referred to the Board of Directors, care of the General Secretariat
- reports to the General Assembly, and submits any resolutions approved by the Board pertaining to membership that require the Assembly's approval
- ensures ongoing activity of the Committee in between meetings; instructs his or her Committee Vice Presidents and motivates the Committee Officers elected by the General Assembly
- ensures consistent communications with the Regional Committees, the National Chapters and Direct Principal Members to promote and retain membership
- sets annual membership goals and challenges the Regions and the National Chapters to achieve them, and ensures that the Membership Committee goals are achieved

The Committee Vice Presidents:

- are elected by the General Assembly during the Global Business Summit, for a two-year term beginning at the end of the World Congress in May. They may be re-elected.
- are required to attend World Congresses, Global Business Summits, and especially their own Committee meetings
- assist their Committee President
- if their President assigns them with promotion of a particular category of membership, they will coordinate, assist and develop efforts to promote and retain membership in that category, and to attend the meetings of related Committees.

The Committee Secretary

- is elected by the General Assembly during the Global Business Summit, for a two-year term beginning at the end of the World Congress in May. They may be re-elected.
- is required to attend World Congresses, Global Business Summits, and especially their own Committee meetings
- The Secretary records all recommendations voted by the Committee, and if requested by the President, records minutes of meetings. The Secretary General has the recommendations approved by the Chairperson before submitting them to the Board of Directors.

4.1 The Conference Committee

This committee's purpose is to advise the Board and General Assembly on events organised by FIABCI Committees or Chapters, using the FIABCI name, involving members from more than two Chapters, assuring that they satisfy the policies and objectives of the Federation as defined by the Board and General Assembly. Its responsibilities include:

- Considering applications by FIABCI Chapters to host international events of FIABCI and making recommendations to the Board of Directors for event venues and dates
- Advising the Board on the content of the Conference Manual, recommending modifications or additions
- Complying with Board resolutions relating to FIABCI's events and with the Manuals.

The Conference Committee President

- is appointed by the World President (from among the Board members) for a one-year term
- is expected to attend FIABCI World Congresses and Global Business Summits
- he or she is expected to comply with the above-mentioned requirements for all Board members
- is expected to comply with the Board & General Assembly resolutions pertaining to the Membership Committee
- in cooperation with the Secretary General, prepares agendas for his or her Committee's meetings
- presides at all meetings of the Conference Committee and is responsible for having Committee recommendations submitted to the Secretary General and referred to the Board of Directors
- reports to the General Assembly, and submits any resolutions approved by the Board pertaining to international FIABCI events that require the Assembly's ratification
- ensures ongoing activity of the Committee in between meetings and gives instructions to his or her Committee Vice Presidents, in order to motivate the committee officers elected by the General Assembly
- after the submission deadline, in cooperation with the Secretary General, considers applications for the hosting of international FIABCI events, inspects venues and meets with the Organising Committees of candidate Chapters
- in cooperation with the Secretary General, reports at Conference Committee meetings on bids to host international events; leads discussion and voting on the recommendation to the Board
- when time is of the essence, the Committee President, in cooperation with the Secretary General, reviews bids and makes recommendations directly to the Board of Directors
- Host Chapters, in cooperation with the General-Secretariat, ensures compliance with the FIABCI Conference Manual and with any contracts.
- participates actively in the preparation and promotion of World Congresses and Global Business Summits, in cooperation with the Host Chapter, the Secretary-General and the Professional Division
- in cooperation with the Secretary General, regularly reviews progress reports from the Host Chapter's Organising Committee or PCO
- monitors the political, social and economic climate in the host country of an upcoming event, and alerts the Board to possible situations that might negatively impact the event, the Host Chapter, the Federation or its members
- reports to the Board after the event, on contractual and financial compliance by the Host Chapter.

The Committee Vice Presidents

- are elected by the General Assembly during the Global Business Summit, for a two-year term beginning at the end of the World Congress in May. They can be re-elected.

- are required to attend World Congresses and December Business Meetings, and especially their own committee meetings
- assist their Committee President and comply with his or her directives.

The Committee Secretary

- is elected by the General Assembly during the Global Business Summits, for a two-year term which begins at the end of the World Congress in May. He or She can be re-elected.
- is required to attend World Congresses and Global Business Summits
- The Secretary records any recommendations voted by the Committee, and if requested by the President, records minutes of meetings. The Secretary General has the recommendations approved by the Chairperson before submitting them to the Board of Directors.

4.2 The Finance Committee

The purpose of this Committee is to advise and report to the Board and General Assembly on matters related to the proper funding of FIABCI's activities, both current and projected.

The Committee Officers

The Officers (the President, the Treasurer, the Vice Presidents, Secretary and the Secretary General of FIABCI) meet at least four times a year – in March, at the World Congress, in October, and at the Global Business Summits.

In March of each year, the officers meet to review the finalised accounts for the previous year.

At the World Congress two months later, the Officers present the balance sheet and income & expense statement for the previous year, and the budget for the following year, to the Full Committee who meet the day before. The Officers' Meeting is also an opportunity for Chapters and Direct Principal Members in arrears to meet discreetly with the Committee Officers and settle outstanding debts or discuss any financial difficulties.

In October, the Officers meet to review the current year's budget compared with income and expenses. They review the financial outcome of the current year's World Congress. They prepare a budget and set a proposed unitary membership fee for the following year.

On the first day of the Global Business Summit, the Officers meet to review the current year's budget compared with income and expenses, and to prepare for the following day's Full Committee Meeting.

The Full Committee

The Full Committee, including the Officers and the National Chapter delegates, meets twice a year, at the World Congress in May and the Global Business Summit. The Committee votes to send recommendations to the Board which in turn sends recommendations to the General Assembly, for approval of the accounting results for the previous year, and the budget and unitary membership fee for the upcoming year, in compliance with Article S 30 of the Internal Regulations.

The Committee President

- is appointed by the World President (from among the Board members) for a one-year term
- is required to attend meetings of the Finance Committee, Executive Committee, Board of Directors, Strategic Committee and General Assembly of FIABCI International
- attends FIABCI World Congresses and Global Business Summit

- he or she is expected to comply with the above-mentioned requirements for all Board Members
- serves the best interests of the Federation; supports its programmes and mission
- complies with the World President's directives, as well as Board & General Assembly resolutions pertaining to the Finance Committee
- in cooperation with the Treasurer and the Secretary General, prepares agendas for his Officer's Meetings and his or her Full Committee meetings
- presides at all meetings of the Finance Committee as well as the Committee Officers' Meetings
- familiar with the accounting principles of a French non-profit professional association
- must demonstrate a knowledge of FIABCI's accounts and accounting procedures
- establishes, or has established under his or her responsibility, the accounts of the Federation
- along with the Treasurer he/she presents accounting results and proposes budgets to the Board and General Assembly
- is in consistent contact with the Treasurer and Secretary General
- advises the Board of Directors to expand their understanding of finances, budget and financial position
- formulates recommendations on strategic and financial planning, investment management, and budgeting
- ensures the efficient and effective use of the Federation's assets
- is responsible for having Committee recommendations recorded by the Secretary General and referred to the Board of Directors
- ensures ongoing activity of the Committee in between meetings
- gives instructions to his or her Committee Vice Presidents, and Secretary and motivates the Committee Officers elected by the General Assembly.

The Committee Vice Presidents

- are elected by the General Assembly during the Global Business Summit each year, for a two-year term beginning at the end of the World Congress in May. They can be re-elected.
- understand the accounting principles of a non-profit professional association
- must acquire an excellent knowledge of FIABCI's accounts and accounting procedures
- are in consistent communication with the Committee President, Treasurer, Secretary and the Secretary General of FIABCI
- are required to attend World Congresses and Global Business Summit
- are required to attend the Committee Officers' Meetings four times a year (see above)
- are required to attend the Full Committee Meetings twice a year
- assist the Committee President and comply with his or her directives

The Committee Secretary and The Secretary General of FIABCI

- helps to prepare, translate and distribute agendas
- attends all meetings of the Officers and of the Full Committee
- in cooperation with the Treasurer and Committee President, prepares the accounting documents required for the meetings
- arranges to have Chapters and Direct Principal Members with outstanding balances to attend the Officers' Meeting
- provides detailed explanations of accounting results to the Committee President and Treasurer, four times a year, prior to each Officers' Meeting.
- records any recommendations voted by the Committee, and if requested by the President, records the minutes of the meetings.
- has the recommendations approved by the Committee President before submitting them to the Board of Directors
- assists the Treasurer and Committee President during meetings, in providing any explanations on accounts requested by officers or delegates.

4.2 The Nominations Committee

The Nominations Committee proposes to the General Assembly: nominations for Vice-President Elect, Regional Presidents, elected members of the Board, Vice Presidents and Secretaries of Committees.

This Committee works closely with the General Secretariat to ensure that the Federation's election process is carried out in compliance with the procedures defined in articles S.10, S.16 and R.4 of the Internal Regulations: calls for candidatures must be sent in due time to chapters; candidatures must be qualified for the election at the General Assembly.

Committee Officers issue the ballot papers to voting delegates prior to their entry into the General Assembly.

The counting of ballots is conducted in private and excludes all members and employees of the General Secretariat except for Nominations Committee President and the elected scrutineers.

The outcomes of the elections shall be reviewed by, and agreed upon, by the President of the Nominations Committee and all scrutineers. The results of the elections shall be kept confidential and only the names of those elected, and not the vote totals, shall be reported to the General Assembly by the Nominations Committee President. Upon receipt by and acceptance of the outcomes of the elections, the Nominations Committee President shall move to destroy all ballots cast in the elections. Upon an affirmative vote by the General Assembly, the Nominations Committee President shall be responsible for the destruction of ballots as soon as reasonably possible.

The Committee President

- is appointed by the World President (usually from among the Board members) for a one-year term
- is required to attend meetings of the Nominations Committee, Board of Directors (if Board Member), and General Assembly of FIABCI International
- is expected to attend FIABCI World Congresses and Global Business Summits
- he or she is expected to comply with the above-mentioned requirements for all Board members
- serves the best interests of the Federation, and supports its programmes and mission
- is expected to comply with the Board & General Assembly resolutions pertaining to the Nominations Committee
- in cooperation with the Secretary General, prepares agendas for his Officer's Meetings and his or her Full Committee Meetings;
- presides at all meetings of the Nominations Committee
- is responsible for having Committee recommendations recorded by the Secretary General and referred to the Board of Directors
- ensures ongoing activity of the Committee in between meetings
- instructs his or her Committee Vice Presidents, and motivates the Committee Officers elected by the General Assembly
- verifies compliance with the election process in cooperation with the General Secretariat: qualification of candidates, collection of curricula vitae and photographs of candidates and validates proxies, ballots, attendance sheets
- ascertains that candidates understand and accept the duties required by the position for which they are seeking election
- is responsible for running elections at the General Assembly
- identifies a sufficient number of potential scrutineers, from National Chapters not presenting candidates, to be submitted for the approval of the General Assembly

The Committee Vice Presidents

- are elected by the General Assembly during the Global Business Summit each year, for a two-year term beginning at the end of May. They can be re-elected.
- are required to attend World Congresses and Global Business Summit

- are required to attend the Committee Officers' Meetings
- are required to attend the Full Committee Meetings twice a year
- assist their Committee President and comply with his or her directives

The Nominations Committee Secretary

The Secretary General of FIABCI acts as the Committee Secretary. He and/or she and the staff:

- help to prepare, translate and distribute agendas;
- attend all meetings of the Officers and of the Full Committee;
- ensure proper compliance with the statutes and internal regulations as they apply to election procedures: calling for candidates, collection of nominations forms, curricula vitae and photographs of candidates; summary translations of curricula vitae;
- ensure prior distribution of documents pertaining to the elections, to the Committee Officers, delegates, the General Assembly representatives, and to the National Chapters;
- advise the Committee Officers on matters relating to procedures and the qualification of candidates;
- record any recommendations voted by the Committee, and if requested, take minutes of meetings.
- have the recommendations approved by the chairperson before submitting them to the Board of Directors;
- finalise the list of General Assembly representatives, collect and verify proxies, draw up an attendance sheet showing all proxies; ensure that rosters of candidates are posted at the entrance to the General Assembly hall, 24 hours prior to the election;
- assist the Committee in collecting proxies, finalise the attendance sheet for the General Assembly, and prepare the proper number of voting ballots;
- assist General Assembly representatives in signing the attendance sheet and distribute ballot papers, under the supervision of the Committee President;
- record the election results in the minutes of the General Assembly, and send letters of congratulations to those elected.

4.2 The Young Members Committee

This Committee provides Young Members with a forum for establishing and maintaining their network, for planning their activities, and for sending recommendations to the Board of Directors.

The Committee consists of a President, five Vice Presidents (for Africa, Asia-Pacific, Europe, Latin America, and North America) and a Secretary.

The Committee President

- is elected by the General Assembly each year for a one-year term beginning at the end of the World Congress in May
- is a voting member of the Board of Directors
- is required to attend meetings of the Young Members Committee, Board of Directors, and General Assembly of FIABCI International
- is required to attend FIABCI World Congresses and Global Business Summit
- is expected to comply with the above-mentioned requirements for all Board members
- serves the best interests of the Federation; supports its programmes and mission
- is expected to comply with the Board & General Assembly resolutions pertaining to the Young Members' Committee
- prepares agendas for his or her Committee meetings in cooperation with the Committee Secretary;
- presides at all meetings of the Young Members' Committee

- is responsible for having Committee recommendations recorded by the Committee Secretary and referred to the Board of Directors
- ensures ongoing activity of the Committee in between meetings
- is responsible for organising events for Young Members, verifying that said events are organised in accordance with FIABCI regulations, with the cooperation of the Secretary General and with the full knowledge and consent of the Conference Committee President
- gives instructions to his or her Committee Vice Presidents, in order to motivate the Committee Officers elected by the General Assembly

The Committee Vice Presidents

- are elected by the General Assembly during the Global Business Summit each year, for a two-year term beginning at the end of the World Congress in May. They can be re-elected.
- are required to attend World Congresses and Global Business Summits
- are required to attend the Full Committee Meetings twice a year
- assist their Committee President and comply with his or her directives

The Committee Secretary

- is elected by the General Assembly during Global Business Summit each year, for a two-year term beginning at the end of the World Congress in May. He or she can be re-elected.
- is required to attend World Congresses and Global Business Summit.
- is required to attend the Full Committee Meetings twice a year
- assists the Committee President and complies with his or her directives
- may be called upon to record the minutes of meetings, or to maintain and record correspondence between Committee Officers in between meetings.

5 Professional Division

The Division is responsible for the professional programmes of FIABCI World Congresses. It is composed of:

- The 4 World Councils, with responsibility for the professional programme of the World Congresses and Global Business Summit, including the Professional Division Forum.
- The Marketing & Networking Committee, with responsibility for the Marketing & Networking Sessions, and the Business Networking Lunch, of the World Congresses and Global Summits.

After these two entities meet at Global Business Summit or World Congresses, their Presidents meet with the Professional Division President to prepare conclusions and recommendations for delivery to the Board.

5.1 The Professional Division President

The Professional Division President:

- is appointed by the World President (from among the Board members) for a one-year term
- is required to attend meetings of the World Councils, the Marketing & Networking Committee, and the Division Officers
- is required to attend all meetings of the Board of Directors and the General Assembly of FIABCI International
- is expected to attend FIABCI World Congresses and December Business Meetings
- he or she is expected to comply with the above-mentioned requirements for all Board members
- serves the best interests of the Federation; supports its programmes and mission
- is expected to comply with the Board & General Assembly resolutions pertaining to the Professional Division
- presides at the meeting of the Professional Division Officers
- is responsible for referring the Division's recommendations to the Board of Directors
- ensures ongoing activity of the Division in between meetings
- is in consistent communication with the of the World Councils, the Presidents of the Marketing & Networking, and the Secretary General, to prepare the professional programme of FIABCI World Congresses
- delivers a summary of the professional programme at the Closing Ceremony of World Congresses.

5.2 The 4 World Councils (Managers, Experts, Developers and Investors, Brokers)

The FIABCI World Councils facilitate exchanges within professional groups. Each Council provides targeted services tailored to the specific needs of its members, enhances business opportunities, facilitates strategic alliances and highlights expertise, organize and moderate the online thematic forum on FIABCI Website.

Each World Council is composed of a President, one to three Vice Presidents, Secretary and one delegate from each of the Principal Members in respective field (including Direct Principal Members). In addition to its responsibilities as regards the professional programmes of World Congresses, each Council serves as a forum for FIABCI's Principal Members; it can send recommendations to the Board and General Assembly.

The President of the World Council

- is elected by the General Assembly each year for a one-year term beginning at the end of the World Congress in May
- is a voting member of the Board of Directors
- is expected to develop FIABCI as a Federation of professional associations, to develop and maintain Principal Members' awareness of the advantages that FIABCI can provide, notably in giving national associations an international reach
- to develop FIABCI's Congresses as platforms for professional associations to cooperate with their counterparts in other countries on such matters as comparison of business practises, benchmarking, international standardization and advocacy
- is required to attend meetings of the World Council and Professional Division Officers.
- is required to attend all FIABCI International's Board of Directors meetings and General Assembly
- is expected to attend FIABCI World Congresses and Global Business Summit

- as a Board member, is expected to comply with the above-mentioned requirements for all Board members
- serves the best interests of the Federation; supports its programmes and mission
- is expected to comply with the Board & General Assembly resolutions pertaining to the Professional Division
- prepares the agendas and presides at the meeting of the World Council
- is responsible for referring the World Council's recommendations to the Board of Directors
- ensures ongoing activity of the World Council in between meetings
- interfaces with the Education Committee to promote the educational programmes and certifications of the Principal Members
- encourages Principal Members to accompany FIABCI at premium real estate trade exhibitions
- identify opportunities to display PM logos on FIABCI website, brochures, World Congress, chapter letterhead and other documentation.
- obtains authorisation from Principal Members to broadcast FIABCI e-news bulletins to their own memberships
- increase the involvement of the Principal Members in FIABCI's relationship with the United Nations
- submits and distributes written yearly goals of the World Council, and avenues to attain them, at the first meeting of the Board of Directors of FIABCI International
- gives instructions to his or her World Council Vice Presidents, and motivate the World Council officers
- is in consistent communication with the Professional Division President, and the Secretary General, to prepare the professional programme of FIABCI World Congresses

The World Council Vice Presidents

- are elected by the General Assembly during the Global Business Summit, for a two-year term beginning at the end of the World Congress in May. They can be re-elected.
- are required to attend World Congresses and Global Business Summit
- are required to attend the World Council meetings
- assist their World Council President and comply with his or her instructions

The Secretary of the World Council

- is elected by the General Assembly during the Global Business Summit, for a two-year term beginning at the end of the World Congress in May of. He or she can be re-elected.
- is required to attend World Congresses and Global Business Summit
- is required to attend the Full Committee Meetings twice a year
- assists the Committee President and complies with his or her directives
- may be called upon to record the minutes of meetings, or to maintain and record correspondence between Committee Officers in between meetings

5.2 The Marketing and Networking Committee

The Committee President

- is appointed by the World President (usually from among the Board members) for a one-year term
- reports to the Professional Division President

- is required to attend meetings of the Marketing & Networking Committee and of the Professional Division officers
- prepares the agenda, and presides over the meetings of the Marketing & Networking Committee
- is expected to attend all General Assemblies of FIABCI International
- is expected to attend FIABCI World Congresses and Global Business Summit
- he or she is expected to comply with the above-mentioned requirements for all Board members
- serves the best interests of the Federation; supports its programmes and mission
- is expected to comply with the Board & General Assembly resolutions pertaining to the Professional Division
- ensures ongoing activity of the Committee in between meetings
- is in consistent communication with the Secretary General, to prepare the Marketing sessions and Business Networking Lunch of FIABCI's World Congresses and Global Business Summit
- gives instructions to his or her committee Vice Presidents, and motivates the Committee Officers

The Committee Vice Presidents

- are elected by the General Assembly during the Global Business Summit, for a two-year term beginning at the end of the World Congress in May. They can be re-elected
- are required to attend World Congresses and Global Business Summit
- are required to attend Marketing & Networking Committee meetings twice a year
- assist their Committee president and comply with his or her directives

The Committee Secretary

- is elected by the General Assembly during the Global Business Summit, for a two-year term beginning at the end of the World Congress in May. They can be re-elected
- is required to attend World Congresses and Global Business Summit
- is required to attend the Full Committee Meetings twice a year
- assists the Committee President and complies with his or her directives
- may be called upon to prepare minutes of meetings, or to maintain and record correspondence between Committee Officers in between meetings.

6 International Division

6.1 The Education and Academic Members Committee

The Committee consists of a President, one to three Vice Presidents, a Secretary, one delegate per National Chapter, and one delegate from each of the Academic Members

The Committee helps to promote the courses, publications and certifications offered by FIABCI's Principal and Academic Members.

The Committee helps to develop courses for the FIABCI Education Program in cooperation with universities that have signed the FIABCI University partnership.

The Committee ensures that there is no conflict between courses being offered by FIABCI's Institutional Members, and those being offered by FIABCI University.

The Committee President

- is appointed by the World President (from among the Board members) for a one-year term
- presides over the meetings of the Education and Academic Members Committee
- is expected to attend all General Assemblies of FIABCI International
- is expected to attend FIABCI World Congresses and Global Business Summit
- he or she is expected to comply with the above-mentioned requirements for all Board members
- serves the best interests of the Federation; supports its programmes and mission
- is expected to comply with the Board & General Assembly resolutions pertaining to the Education and Academic Members Committee
- is expected to submit and distribute written yearly goals for the Committee, and avenues to attain them, at the first meeting of FIABCI International's Board of Directors
- ensures ongoing activity of the Committee in between meetings
- is in consistent communication with institutional members of FIABCI, and with FIABCI University
- gives instructions to his or her committee Vice Presidents, and motivates the Committee Officers

The Committee Vice Presidents

- elected by the General Assembly during the Global Business Summit, for a two-year term beginning at the end of the World Congress in May. They can be re-elected
- are required to attend World Congresses and Global Business Summit
- are required to attend Education Committee meetings twice a year
- assist their Committee President and comply with his or her directives

The Committee Secretary

- elected by the General Assembly during the Global Business Summit, for a two-year term beginning at the end of the World Congress in May. They can be re-elected
- are required to attend World Congresses and Global Business Summit
- is required to attend the committee meetings twice a year
- assists the Committee President and complies with his or her instructions
- may be called upon write minutes of meetings, or to maintain and record correspondence between committee officers in between meetings.

6.2 The Exchanges Committee

The Exchange Committee helps FIABCI members and students in real estate to find exchanges or internships with real estate professionals in other countries. The Committee also helps members to arrange for hosting foreign interns in their own offices.

The Committee consists of a President, one to three Vice Presidents, a Committee Secretary, and one delegate per National Chapter.

The Committee President

- is appointed by the World President (from among the Board members) for a one-year term
- is expected to attend all General Assemblies of FIABCI International
- is expected to attend FIABCI World Congresses and Global Business Summit
- he or she is expected to comply with the above-mentioned requirements for all Board members
- serves the best interests of the Federation; supports its programmes and mission
- is expected to comply with the Board & General Assembly resolutions pertaining to the Exchanges Committee
- is expected to submit and distribute written yearly goals for the Committee, and avenues to attain them, at the first meeting of FIABCI International's Board of Directors
- prepares agendas and presides over the meetings of the Exchanges Committee
- ensures ongoing activity of the Committee in between meetings
- gives instructions to his or her Committee Vice Presidents, in order to share the burden and motivate the committee officers elected by the General Assembly

The Committee Vice Presidents

- elected by the General Assembly during the Global Business Summit, for a two-year term beginning at the end of the World Congress in May. They can be re-elected
- are required to attend World Congresses and Global Business Summit
- are required to attend Exchanges Committee meetings twice a year
- assist their Committee President and comply with his or her instructions

The Committee Secretary

- elected by the General Assembly during the Global Business Summit, for a two-year term beginning at the end of the World Congress in May. They can be re-elected
- are required to attend World Congresses and Global Business Summit
- is required to attend Exchange Committee meetings twice a year
- assists the Committee President and complies with his or her directives
- may be called upon to prepare minutes of meetings, or to maintain and record correspondence between Committee Officers in between meetings.

6.3 The International Organisations Committee

The International Organizations Committee monitors the work of FIABCI's representatives at important international bodies which include the United Nations and The Global Housing Foundation, ensuring that FIABCI policy is properly coordinated and carried out in a consistent manner by the different appointed delegates.

The International Organization Committee consists of a President, up to three Vice Presidents, a Secretary and FIABCI delegates to the Economic and Social Council and the Department of Public Information at the United Nations in New York City, Vienna, and Geneva, as well as the Economic & Social Councils in Latin America, Asia Pacific, Africa, and Western Asia.

The Committee President

- is appointed by the World President (from among the Board members) for a one-year term
- is expected to attend all General Assemblies of FIABCI International
- is expected to attend FIABCI World Congresses and Global Business Summit
- he or she is expected to comply with the above-mentioned requirements for all Board members
- serves the best interests of the Federation; supports its programmes and mission

- is expected to comply with the Board & General Assembly resolutions pertaining to the International Organisations Committee
- prepares agendas and presides over the meetings of the International Organisations Committee
- gives instructions to his or her Committee Vice Presidents, in order to motivate the Committee Officers elected by the General Assembly
- Develops an annual plan of programs and activities that will proactively represent the interests of FIABCI and its members, and advocate, promote and preserve the rights of private property ownership and the Habitat Agenda through proactive involvement in the United Nations.
- Works cooperatively with Legislation and Environment Committee to promote FIABCI's positions, programs and activities and to communicate the needs, concerns and issues facing FIABCI, its members and affiliates.
- Develops and maintain effective relationships with elected and appointed representatives of the United Nations.
- Monitors activities of the United Nations and advocates FIABCI's position.
- Advocates FIABCI's position on legislative and regulatory matters affecting the development, sale, transfer and value of real estate, such as indoor air quality, hazardous substances, pollution, land mines, wetlands and coastal development, lead based paint, flood plane management and the availability and protection of water supplies.
- Monitors United Nations activities, legislation and regulation pertaining to land use and property rights, human settlements, and sustainable development.
- Recommends United Nations and NGO actions and strategies on legislative and regulatory matters pertaining to land use and property rights.
- Develops methods to increase member involvement and input into FIABCI's involvement in the United Nations.
- Informs members of FIABCI's activities in the United Nations and affiliated NGO's by providing written reports on a frequent basis for publication.
- Develops programs and activities to better inform members about the function of the United Nations and NGOs, and to encourage them to get involved.
- Creates and maintain an effective contact network within all UNO segments and related NGOs, and to raise awareness of FIABCI and its activities to promote and protect property rights.
- Performs other duties and responsibilities as assigned by the Board of Directors.
- Prepares and submit necessary reports as required, and in order to keep and protect FIABCI's Special Consultative Status within the United Nations.
- Promotes synergistic involvement with NGOs dealing with issues relating to real property, housing, sustainable development, private property rights and the Habitat Agenda.

The International Organisation Committee Vice Presidents

- elected by the General Assembly during the Global Business Summit, for a two-year term beginning at the end of the World Congress in May. They can be re-elected
- are required to attend World Congresses and Global Business Summit
- are required to attend International Organisations Committee meetings twice a year
- assist their Committee President and comply with his or her directives
- can be accredited by the World President as FIABCI representatives to ECOSOC and DPI.

The Committee Secretary

- elected by the General Assembly during the Global Business Summit, for a two-year term beginning at the end of the World Congress in May. They can be re-elected
- are required to attend World Congresses and Global Business Summit
- is required to attend Exchange Committee meetings twice a year
- assists the Committee President and complies with his or her directives
- may be called upon to prepare minutes of meetings, or to maintain and record correspondence between Committee Officers in between meetings.

6.4 The Legislation and Environment Committee

This Committee deals with questions relating to legal and environmental issues as they relate to real estate.

The Committee consists of a President, one to three Vice Presidents, a Committee Secretary, and one delegate per chapter.

The Committee President

- is appointed by the World President (from among the Board members) for a one-year term
- is expected to attend all General Assemblies of FIABCI International
- is expected to attend FIABCI World Congresses and Global Business Summit
- he or she is expected to comply with the above-mentioned requirements for all Board members
- serves the best interests of the Federation; supports its programmes and mission
- is expected to comply with the Board & General Assembly resolutions pertaining to the Committee
- prepares agendas and presides over the meetings of the Committee
- gives instructions to his or her Committee Vice Presidents and Secretary and motivates the Committee Officers
- works cooperatively with the International Organisations Committee to promote FIABCI's positions, programs and activities and to communicate the needs, concerns and issues facing FIABCI, its members and affiliates.
- shall develop an annual plan of programmes and activities that will represent the interests of FIABCI and its members, and promote and preserve the rights of property ownership.
- works cooperatively with Principal Members and National Chapters to promote their positions, programmes and activities and to communicate the needs, concerns and issues facing FIABCI and its members.
- monitors activities of governmental entities and advocate FIABCI's position.
- monitors and recommend actions and strategies on legislative and regulatory matters affecting the development, sale, transfer and value of real estate, such as indoor air quality, hazardous substances, pollution, land mines, wetlands and coastal development, lead based paint, flood plan management, and the availability and protection of water supplies.
- monitors international national local legislation & regulation pertaining to land use and property rights.
- recommends governmental actions and strategies on legislative and regulatory matters pertaining to land use and property rights.
- recommends appropriate FIABCI responses for assistance of National Chapters and Principal Members in influencing such governmental actions.
- develops methods to increase member involvement and input into FIABCI's public policy decision making process.
- informs members of FIABCI's positions on public policy issues and about governmental actions affecting their business.

The Committee Vice Presidents

- elected by the General Assembly during the Global Business Summit, for a two-year term beginning at the end of the World Congress in May. They can be re-elected
- are required to attend World Congresses and Global Business Summit
- are required to attend Exchanges Committee meetings twice a year
- assist their Committee President and comply with his or her instructions

The Committee Secretary

- elected by the General Assembly during the Global Business Summit, for a two-year term beginning at the end of the World Congress in May. They can be re-elected
- are required to attend World Congresses and Global Business Summit
- is required to attend Exchange Committee meetings twice a year
- assists the Committee President and complies with his or her directives
- may be called upon to prepare minutes of meetings, or to maintain and record correspondence between Committee Officers in between meetings

6.5 The Prix d'Excellence Committee

FIABCI's annual Prix d'Excellence Awards programme was launched by Past World Presidents Luis Carlos de Almeida of Brasil and Sheldon Good of the U.S.A., in 1992. These highly prized real estate awards are bestowed at FIABCI World Congresses on an annual basis.

A number of FIABCI Chapters have launched their own national awards programmes. Only FIABCI International can use the trademark "FIABCI (World) Prix d'Excellence". The national awards programmes have their own trademarks, such as the "Premio Master" in Brasil which have to be get the prior approval of the Committee.

The Prix d'Excellence Committee consists of a President, One to three Vice Presidents, a Secretary and an oversight panel.

The Committee President

- is appointed by the World President (from among the Board members) for a one-year term
- is expected to attend all General Assemblies of FIABCI International
- is expected to attend FIABCI World Congresses and Global Business Summit
- he or she is expected to comply with the above-mentioned requirements for all Board members
- serves the best interests of the Federation; supports its programmes and mission
- is expected to comply with the Board & General Assembly resolutions
- prepares agendas and presides over the meetings of the Committee
- gives instructions to his or her Committee Vice Presidents and Secretary, and motivates the Committee Officers
- reports directly to the World President
- is responsible for all aspects of the organisation, promotion, call for candidates, and the processing of submittals, of the Prix d'Excellence Awards programme in cooperation with the oversight panel
- recommends suitable candidates for the oversight panel, to the World President
- presides over an annual meeting of the oversight panel, to choose the finalists and winners in the different real estate categories of the Prix d'Excellence.

The Committee Vice Presidents

- elected by the General Assembly during the Global Business Summit, for a two-year term beginning at the end of the World Congress in May. They can be re-elected
- are required to attend World Congresses and Global Business Summit
- are required to attend Exchanges Committee meetings twice a year
- assist their Committee President and comply with his or her instructions

The Committee Secretary

- elected by the General Assembly during the Global Business Summit, for a two-year term beginning at the end of the World Congress in May. They can be re-elected
- are required to attend World Congresses and Global Business Summit
- is required to attend Exchange Committee meetings twice a year
- assists the Committee President and complies with his or her directives
- may be called upon to prepare minutes of meetings, or to maintain and record correspondence between Committee Officers in between meetings

The Oversight Panel

- Consists of five to six FIABCI members with experience in processing candidates' submittals
- reports to the Committee President
- verifies the work of the Prix d'Excellence Jury
- Meets annually with the Committee President, to choose the finalists and winners.

The Prix d'Excellence Jury

- Consists of volunteer chapter presidents, each of whom is asked to review and grade the submittals of candidates
- Reports to the Oversight Panel