

**Pending Executive Committee Approval on October 12, 2022**  
**RECOMMENDATION TO THE BOARD OF DIRECTORS**

**FROM:**

Executive Committee

**RECOMMENDATION:**

Change the release dates of all new and revised forms from “on or about February 1, June 1, and October 1” to “on or about February 1, July 1, and November 1.”

**BACKGROUND:**

**AAR POLICY STATEMENT D.3 - STANDARD FORMS**, states:

The Executive Committee or Board of Directors shall approve all form content and format, new or revised, prior to distribution for member use. Prior to substantive revision of any existing form being released, the revised form shall be circulated for comment from experts in the field, all Member Boards, and any appropriate Institutes, Societies or Councils. New or revised forms shall be released on or about February 1, June 1, and October 1 unless law or regulation mandates earlier release.

Generally, the Executive Committee meets in mid-January, the first week in June, and again in mid-October. Due to these meeting dates, there have been occasions when the RMC must submit an email motion to the Executive Committee to approve of the release of revised forms as opposed to presenting the motion in-person. Because the Arizona REALTORS® forms are an integral membership benefit, the RMC believes it would be beneficial for the Executive Committee to review forms in a meeting before the release dates. The Risk Management Committee therefore requests that Policy Statement D.3 be revised to change the release dates of forms to coincide with the Executive Committee meetings.

**BUDGET IMPACT:** None

**MOTION:**

**TO REVISE AAR POLICY STATEMENT D.3 - STANDARD FORMS – TO CHANGE THE RELEASE DATES OF NEW AND REVISED FORMS TO “ON OR ABOUT FEBRUARY 1<sup>ST</sup>, JULY 1<sup>ST</sup>, AND NOVEMBER 1<sup>ST</sup>, UNLESS LAW OR REGULATION MANDATES EARLIER RELEASE.”**

**FOR MORE INFORMATION CONTACT:**

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