



FEDERAL POLITICAL COORDINATOR MANUAL 2023-2025



INTRODUCTION

As the largest professional trade association in the U.S., the National Association of REALTORS® represents more than **1.5 million members** involved in all facets of residential and commercial real estate as brokers, salespeople, property managers, appraisers, and counselors. NAR relies on its Federal Political Coordinators (FPCs) to promote policy initiatives on Capitol Hill that will protect and safeguard the REALTOR® brand, resulting in a fundamentally sound and dynamic U.S. real estate market.

The real power of any industry resides in the activism of its individual members. As a result, with such a large membership, NAR has the potential to be an extremely powerful force in our nation's capital, fostering vibrant communities in which to live and work nationwide. However, it takes a village, passion, and significant grassroots momentum to accomplish our legislative and regulatory goals. That's where you come in.

In your capacity as FPC, you are here to represent, defend, and advocate for our REALTOR® brand in Washington, D.C. Regardless of the issues facing the real estate profession — whether it's flood insurance, property tax legislation, or GSE reform — there will always be a group or association advocating the opposite position. As an FPC, you are the most effective advocate for our industry, the expert on real estate issues, and the one with a close personal relationship to your member of Congress. Your legislator wants to hear from you, and we intend to help you maintain the strongest voice possible when you choose to use it.

Legislators want to know how a specific issue will affect their districts and they will look to you for answers. It is your voice and your experiences that will help guide their decisions. As FPCs, you are active in every congressional district across the country. That is an incredible responsibility with significant power.

Your efforts to educate each member of Congress will make the difference. As a result, honing and maintaining your relationships matter. When an important issue facing the real estate industry arises, we want your legislators to pick up the phone and reach out to you first — their FPC and friend whom they know and trust.

This handbook provides you with essential resource information on the FPC Program, different ways to get involved, as well as important introductory material on the legislative process in Washington. Thank you for your service in the program. Your involvement is crucial to the success of NAR's advocacy efforts now and far into the future.

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HISTORY OF FPC PROGRAM

Background

Prior to 1974, NAR was known as the National Association of Real Estate Boards (*NAREB*). Members of the association were primarily real estate brokers; sales agents could join their local real estate boards, but were not members of the National Association.

In the early 1970s, NAREB had around 100,000 members, but found its influence in Washington waning. Back then, Washington insiders considered NAREB to be a small business group, representing only a fraction of the real estate industry (the brokers). In order to regain its political position and influence, in November 1973, NAREB changed its name to the National Association of REALTORS® and simultaneously opened its doors to accept sales agents as members. Within 12 months NAR's membership nearly quadrupled.

As part of the transformation, NAR also completely revamped its legislative program. The REALTORS® Washington Committee (NAREB's legislative arm since 1942) was replaced by two new committees, the REALTORS® Legislative Committee (focusing on policy) and the Political Affairs Committee (focusing on REALTOR® political involvement).



HISTORY OF FPC PROGRAM

The FPC Program is Born

It was in this atmosphere that the FPC program began to take shape. In February 1974, the Political Affairs Committee divided its work into two major priorities. “Priority 1” was the formation of a Congressional Political Affairs “chairman” for each one of the 435 House congressional districts throughout America. A committee was appointed to serve under this congressional chair, made up of at least 10 REALTORS® and REALTOR®-ASSOCIATES, all carefully selected because they would be on an eyeball-to-eyeball grassroots level with their member of Congress.

This network of REALTOR® congressional chairs did not have a formal name at first, but in 1976 NAR changed the program and began calling each group a Congressional Contact Team. The Congressional Contact Teams were organized by each State Association, which assigned one REALTOR® representative per senator and representative for each local association (not congressional district).

Within a few years, the Congressional Contact Team network had become unwieldy.



HISTORY OF FPC PROGRAM

There were over 1,800 local associations at that time, with many overlapping congressional district lines, so the Contact Team group had thousands of members and many senators and congressmen had multiple Contact Teams assigned to them. Managing the teams and coordinating a unified REALTOR® message became nearly impossible.

In August 1979, the Political Affairs Committee approved a resolution to improve upon the Congressional Contact Team functionality by developing “a network of Federal Coordinators, one appointed for each congressional district and U.S. Senate seat, who will be responsible for the Congressional contact effort and be the focal point of communications in all contact activities.” Thus, the Federal District Coordinators (FDC) program was born and in place by 1981; the Federal Senate Coordinators (FSC) program came a little later, in 1984. Together they were known as the FDC/FSC program.

Finally, in November 2003, acting on a recommendation from the Political Communications Committee-Grassroots Work Group the FDC/FSC program name was changed to Federal Political Coordinators in order to clarify the Coordinators’ activities.

The rest, as they say, is history!





**FEDERAL POLITICAL
COORDINATOR**
Nuts & Bolts

FPC RESPONSIBILITIES

A Federal Political Coordinator's most valuable contribution to NAR is the relationship they develop with their member of Congress. In addition to regular contact with the assigned member of Congress, there are several specific tasks which are required to fulfill the role of FPC:

1. Respond to All NAR Calls for Action

FPCs are expected to respond to ALL NAR Calls for Action they receive. As NAR's key REALTOR® communicators with Congress, FPCs are looked upon as leaders by their REALTOR® colleagues and should lead by example. After responding to a Call for Action, FPCs should also encourage their fellow REALTORS® to do the same.

2. Advocate on Behalf of all REALTORS® and the REALTOR® Party

The REALTOR® Party maintains a non-partisan approach to engaging the legislative process that is of benefit and value to all REALTORS®. FPCs must be able to put their personal views aside before advocating on any REALTOR® supported issue 100% of the time.

3. File a Field Report After Carrying Out Specific Actions Throughout the Year Including:

- Personal meeting with the member of Congress or Senator;
- Attend a political event in your District;
- Attend the REALTOR® Legislative Meetings in Washington, D.C.;
- Host an event for your assigned member of Congress.

At a minimum, FPCs should engage in each of these activities once a year. FPCs are also encouraged to engage with your member and report on substantive discussion as much as they see fit to maintain an organic and close relationship. Filing a field report after each meeting alerts NAR lobbying, policy, as well as state government affairs staff that the meeting occurred and follow-up may be required.

FPC RESPONSIBILITIES

4. Participate in Training as Required

All FPCs must complete required training whether it be in person or online. Being familiar with each NAR issue is essential to effective advocacy on behalf of REALTORS®. This issue education will occur in the training modules.

5. Attend Each Annual REALTOR Legislative Meeting

FPCs are reimbursed up to \$1000 for travel expenses incurred to attend the annual REALTORS® Legislative Meetings. FPCs should make every effort to attend these meetings and lead the issue advocacy meetings in their respective member of Congress' office. This is the most important Federal issues meeting of the year and FPC participation is vital.

6. Develop a Contact Team

Each FPC should identify REALTORS® within the district that can assist in their duties, and should notify their state Federal Political Coordinator Advisory Committee member upon doing so. The FPC should maintain regular communication with their team on the NAR issues and CFAs. The team should be ready to aid the FPC or facilitate a meeting in the FPC's absence if necessary. Members of the team will be viewed as possible replacements for the FPC should the time come to step down.

7. FPCs Should Support Their Assigned member of Congress

FPCs may not engage in activities that support or can be perceived as supporting their Member's opponent, including but not limited to contributing to the opponent's campaign. Such activities may be the basis for considering terminating the FPC's appointment.

8. Periodically Send News and Other Information to members of Congress

Communication is a two-way street. Being a resource to members of Congress is an FPCs number one priority as you build and maintain the relationship.

FPC RESPONSIBILITIES

9. Report All Activities Over the Course of the Year to State Staff at the End of Each Calendar Year

This step in the communication chain allows the state AEs and GADs to support your role as an FPC to make sure that you have the information that you need and are able to perform your duties as assigned. Your state staff can be a tremendous resource to you in this role.

10. Sign and Return the “FPC Performance Agreement” to NAR

The Agreement is a commitment between the appointed FPC and NAR. By signing the form, the FPC agrees to carry out their duties to the best of their ability and acknowledges they can be removed for failure to fulfill the role agreement.

FPCs are also encouraged to make a voluntary contribution to RPAC, as a tangible, credible sign of their commitment to NAR’s legislative objectives and their understanding of RPAC’s importance in achieving those goals.

Note: If an FPC does not perform the required duties, he or she can be replaced. For information on the FPC replacement protocol, see Appendix I .

Questions? Contact Victoria Givens at [202-383-1021](tel:202-383-1021) or vgivens@realtors.org



FPC PERFORMANCE AGREEMENT

The role the Federal Political Coordinator (FPC) plays within NAR advocacy is extremely important. Each serves as an educator to/influencer of their member of Congress with respect to the issues important to the real estate industry. To that end, each FPC should agree to perform the following duties (*Please refer to page 10 for specific details on each duty*):

1. Respond to all NAR Calls For Action;
2. Advocate on behalf of all REALTORS® and the REALTOR® Party;
3. Contact my assigned member of Congress after carrying out specific advocacy contacts throughout the year;
4. Participate in training as required;
5. Attend each annual Realtor Legislative Meeting;
6. Develop a contact team;
7. Support your member of Congress;
8. Periodically send news and other information to your assigned member of Congress (For example, share research reports, support letters, news articles and economic data from NAR, etc.);
9. Report all activities over the course of the year to state staff at the end of each calendar year;
10. Sign and return this performance.

By my signature below, I hereby certify that I have read each FPC duty carefully and pledge to perform them to the best of my abilities throughout my term. Further, I acknowledge that if I do not meet the standards of performance, I will be removed from the position.

State/Congressional District: _____

Name of MOC: _____

FPC: _____

Date: _____

FPC Signature: _____

HOW TO FILE A FIELD REPORT

Field Reports are the single most important resource that you can provide to help keep NAR abreast of the activity being conducted nationwide on behalf of REALTORS®. These reports provide valuable information to the NAR grassroots team, lobbyists and policy staff on the issues important to the real estate industry and help us make the most out of the significant work you are doing in the district. You are the ones on the ground and usually the first to know if a legislator has changed his or her mind on an issue or perhaps is co-sponsoring a piece of legislation critical to our public policy goals. These reports do not go into a vacuum. They are sent to your lobbyist, political director, grassroots team, policy staff, FPC Advisory Committee representative, and Government Affairs Director.

The following will help you navigate the field report submission process step by step.

Field Report Direct Link:

narfpc.arena360.aristotle.com/#/home

Helpful Videos:

[Filing Your FPC Field Report](#)

[Saving the FPC Field Report App to Your iPhone/iPad](#)

[Saving the FPC Field Report App to Your Android Device](#)

[Logging into the FPC Field Report App for the First Time](#)

WELCOME TO THE NAR FIELD REPORT APP TOOL

Welcome to NAR's FPC Field Report application! This web app allows you to log your field reports and view and complete assignments (part of the FPC program) through your computer or mobile device.

REGISTERING AND LOGGING IN

You have two options for registering.

The first option is to click on the link in the email you received welcoming you to the program. You will register a password, then enter your email and password to log in.

OR

The second option is to access the website directly from your computer or mobile device.

Go to narfpc.arena360.aristotle.com and click on "**Forgot Password!**"

Enter your email address that is associated with your Member ID and click "**Submit**".

Check your email and follow the prompts to reset your password.



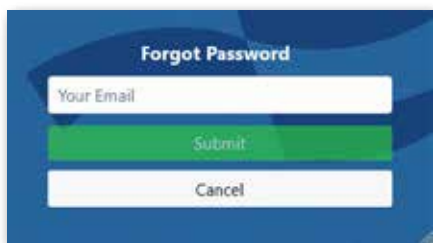
Welcome to
NAR's FPC Field Report

Enter your email

Password

Forgot Password!

Login



Forgot Password

Your Email

Submit

Cancel

USING THE APPLICATION

Familiarizing Yourself with the Home Screen

When you login for the first time, your homepage will be mostly blank. It will greet you by name, and there will be two buttons. Use Legislator Search to find your Legislator. Use the Resource Library to view helpful information.

In the top right, you will find the main menu. This is displayed as three horizontal lines. The menu options are Home, Legislator, Change Password, and Logout.

In the top left, the REALTOR® Party icon will also take you to the homepage. Click it anytime you wish to return to this screen.

As you use the app, your most recent legislator searches will appear under the buttons.



Please Note: different devices (phones, tablets, computers) will display slightly different based on size and orientation, but all of the buttons and options are the same.

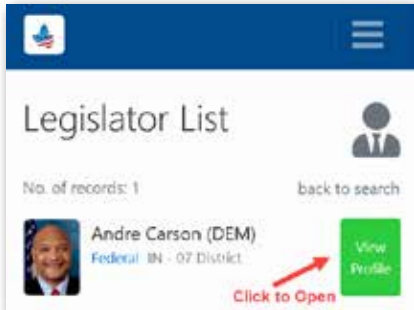
USING THE APPLICATION

Finding Your Legislator

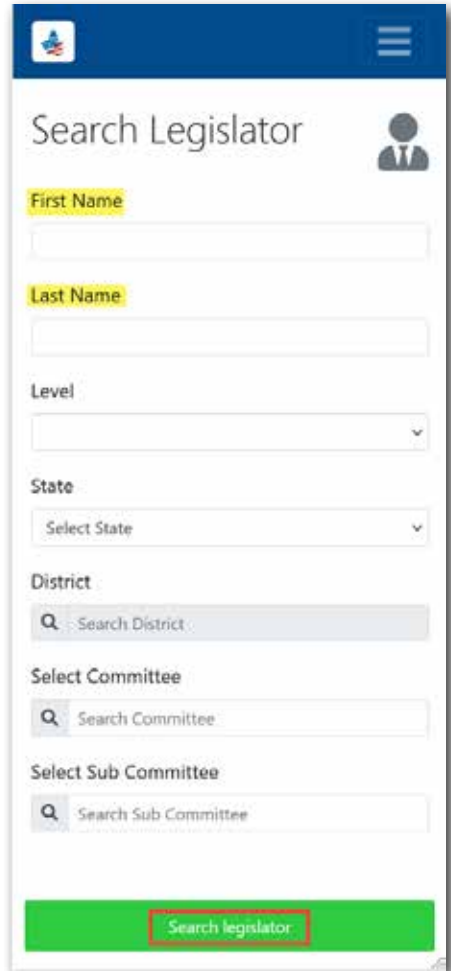
To find your legislator:

- Click the Legislator Search button.
- Enter your legislator's first name and last name, and click "Search Legislator".
- Once your legislator has been located, click "View Profile" to go to the legislator's page.

Note: After you have searched your legislator the first time, their name will appear under "Latest Searches and Upcoming Activities." You can click the name to go directly to your legislator's page.



Once you click to view the legislator's profile, you are ready to add your report.



USING THE APPLICATION

Adding Your Report

Once you are on the legislator's page, scroll to the bottom of the profile and you will see a blue plus sign.

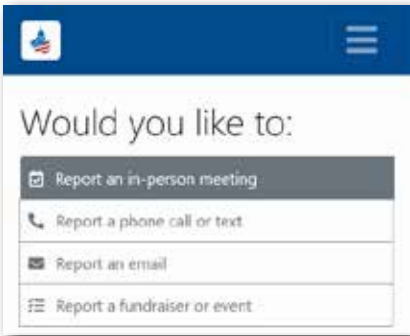


Click on the plus sign to begin your report.

Adding Your Report

Once you click on the blue plus sign, the Add Activity form will open. This is the form where you write your report.

There are three buttons at the top of the Add Activity form. These buttons help classify the type of interaction you had with your legislator.



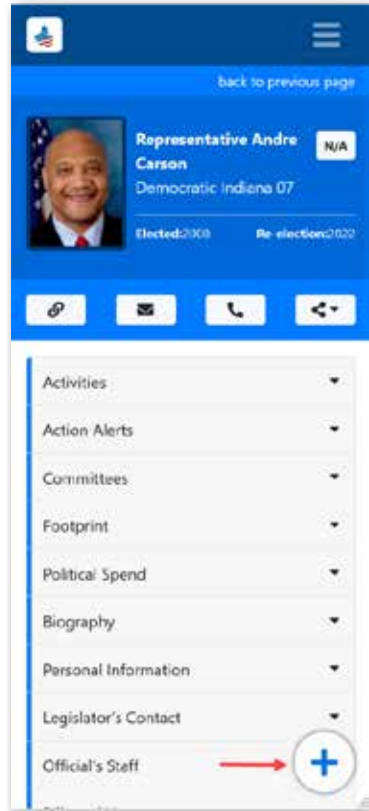
Select:

→ "Report an in-person meeting" if you met in person or virtually.
Examples:
meeting, coffee, zoom meeting.

→ "Report a call/text conversation" if you placed or received a phone call or text message.

→ "Report emails or correspondence" for email or mail exchanges.

→ "Report a fundraiser or event" for events and fundraisers.



There are several required fields and some of the options will change based on the interaction type that you select.

USING THE APPLICATION

Ensure all required fields, shown highlighted in the example to the right, are completed.

When entering your report, complete the fields for:

- Activity being reported
- Start Date/End Date
 - A valid date is required—choose the date of your interaction with the legislator
- Start Time/End Time (if applicable)
- Event Location (if applicable)
- Event URL (if applicable)
- Subject
 - This is auto filled as the Key Contact name **DO NOT DELETE OR ADD NAMES.**
- Organizers
 - This is auto filled as the Key Contact name **DO NOT DELETE OR ADD NAMES.**
- Attendees
 - This is auto filled as the legislator's name. **DO NOT DELETE OR ADD NAMES.**
 - Note:** List any additional attendees in the Notes/Description field.
- Notes/Description
 - Describe the interaction with your legislator—include all names of legislative staff or other REALTORS® who attended this meeting here—Do not add them as organizers or attendees.
- Status
 - The status field is located at the bottom of the form.
 - If you do not need follow-up from NAR, select I am done.
 - If you need follow-up from NAR, select I need follow up.

CLICK SUBMIT TO ENTER YOUR REPORT!

The screenshot shows a mobile application form titled "Would you like to:". The form contains several sections with highlighted fields:

- Report an in-person meeting** (selected)
- Report a phone call or text**
- Report an email**
- Report a fundraiser or event**
- Start Date** (03/22/2022) and **End Date** (03/22/2022)
- Start Time** (07:30 AM) and **End Time** (08:30 AM)
- Event Location** (Zoom)
- Event URL**
- Subject** (Virtual Meeting re: REALTOR Issues)
- Organizers** (Allan Reize)
- Attendees** (Andre Carson)
- Notes/Description** (zoom meeting. WE discussed issues important to REALTORS. My associator's GAD and fellow REALTORS Brandon Garner and Jennifer Hamilton were also in attendance.)
- Bill(Number/Name)** (Select Bill)
- Issue** (Select Issue)
- Attachments** (Choose file, Browse)
- Status** (Attended)

Buttons for "Submit" and "Cancel" are at the bottom.

VIEWING AND EDITING PAST REPORTS

Viewing Reports

To review previous reports for the legislator, go to the legislator's profile and expand the Activities section.

Click on the Activity that you would like to view.



Editing Reports

To edit a report that you previously added, go to the legislator's profile and expand the Activities Panel.

Then:

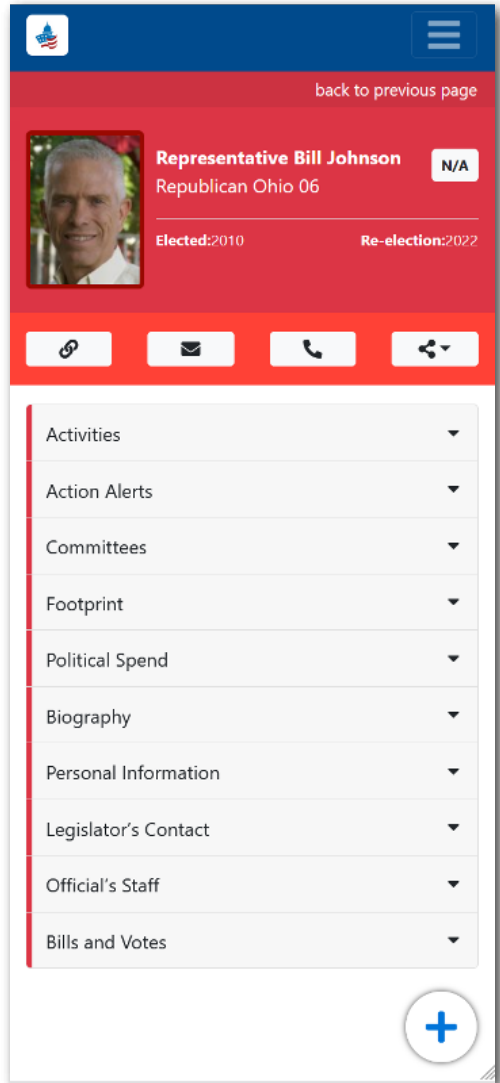
- Find the activity that you want to edit from the list in the Activities section.
- Click on the activity that you want to edit.
- Make your edits.
- Click Save at the bottom to save your edits.

LEARNING MORE ABOUT YOUR LEGISLATOR

The Key Contact Program app provides information at your fingertips about your legislator.

In addition to previous field reports, expand the blades on your legislator's page to find:

- Action Alerts
- Committees
- Footprint
- Political Spend
- Biography
- Personal Information
- Legislator's Contact Information
- Staff Contact Information
- Bills and Votes



SAVING THE APPLICATION TO YOUR MOBILE DEVICE'S HOME SCREEN

Add the app icon to the home screen of your mobile device to make it easier to find in the future. You only need to do this one time.

Apple Devices

1. Open Safari or Chrome on your device and enter the address: narfpc.arena360.aristotle.com.
2. Tap the “Share” button.
3. Select “Add to Home Screen”.
4. Type the name FPC (or any other name of your choosing) for the icon name and tap “Add”.

Android Devices

1. Open Chrome and enter the address: narfpc.arena360.aristotle.com.
2. Tap the 3 dots in the upper right corner.
3. Tap “Add to Home Screen”.
4. Type the name FPC (or any other name of your choosing) for the icon name and tap “Add”.



ADDITIONAL INFORMATION

For tips, tricks, and FAQ, please review the below document titled, NAR's FPC Field Report App: Tips, Tricks, and Best Practices. This document can be found on your FPC Resources Page through the RealtorParty.Realtor website.

NAR's FPC Field Report App: Tips, Tricks, and Best Practices

Concern: Unable to locate legislator. My legislator doesn't appear when I search legislators.

Solutions:

- Only type in the Last Name field and click Search Legislator.
 - If your legislator has a common last name, add the state in the State selection field.
- Check that the name is spelled correctly.

Concern: I found my legislator but don't know how to pull up their profile.

Solution:

- To open your legislator's record, click the box that says "View Profile".
 - If you are using a wider screen, like a computer monitor or tablet, the "View Profile" button will be on the far right.

Note: Once you search your legislator, their name should appear on your home screen under Latest Search(es) and Upcoming Activities, so you don't have to search for them every time.

Concern: When I land on the Add Activity form, I don't know which reporting option to select to describe my interaction with or regarding my legislator.

Solutions:

There are four buttons at the top of the Add Activity form. This is the form where you write your report. The buttons help classify the type of interaction you had with your legislator.

- Select:
 - "Report an in-person meeting" if you met in person or virtually. Examples: meeting, coffee, zoom meeting, event.
 - "Report a call/text conversation" if you placed or received a phone call or text message.

ADDITIONAL INFORMATION

- “Report emails or correspondence” for email or mail exchanges.
- “Report a fundraiser or event” if you attended a fundraiser or event.

Concern: I forgot to add something to my report. How can I edit it?

Solutions:

Go to the Legislator’s Profile and expand the Activities Panel.

- Find the activity that you want to edit from the list in the Activities section.
- Click on the activity that you want to edit.
- Make your edits.
- Click Save at the bottom to save your edits.

Concern: I can’t save my report. I get an error message when trying to submit.

Solutions:

- You may need to scroll back to the top of the report form to see any error messages.
- Ensure all required fields are completed. Required fields are:
 - Date
 - » A valid date is required – choose the date of your interaction with the legislator.
 - Subject
 - Organizers (Key Contact name. It will auto-fill) – **DO NOT DELETE OR ADD NAMES**
 - Attendees (Legislator name auto-fills) – **DO NOT DELETE OR ADD NAMES**
 - Status
 - » The status field is located at the bottom of the form.

ADDITIONAL INFORMATION

Concern: I met with my legislator’s staff, not my legislator. Other REALTORS® attended my meeting. What do I do?

Solution:

To ensure accurate reporting, always make sure your name and your legislator’s name are on the form. Treat these as locked fields and add any legislative staff and other REALTORS® in the Notes/Description field.

Concern: How do I get back to the home screen if I want to start over?

Solutions:

- If you are on the Add Activity Screen, click Cancel at the bottom of the screen.
- If you are anywhere else, you can either:
 - Click the icon in the top left of the screen to return home.
 - Click the menu button in the top right of the screen, shown as three horizontal lines, and then click “Home”.

Concern: How do I know if I’ve completed all the correct fields? What does a correct report look like in the app?

Solutions:

Take a look at the following sample report about a virtual zoom meeting. The FPC has:

- Selected the activity type “Report an in-person/virtual meeting”
- Entered the Date the meeting took place
- Entered the time
- Noted the event location as Zoom
- Added a Subject
- Left the auto-filled information for:
 - Organizers: Jillian Ruize (Key Contact)
 - Attendees: Jacqui Irwin (Legislator)
- Entered the report into the Notes/Description
 - **BEST PRACTICE!** If you have a long report, type it in a separate document.

Questions? Contact
Victoria Givens at
202-383-1021 or
vgivens@realtors.org

SAMPLE FIELD REPORT

Submitted by: FPC

Submitted on: 10/13/2022

***Full name:** _____

***Email:** _____

***Legislator Name:** _____

Interaction Type: In Person Meeting

Interaction Date: 10/11/2022

Comments:

I had a meeting with my member of Congress before attending his event in New Bedford. Went with two **team members** and had about **15 minutes** with the representative prior to the event. He had questions about specifics surrounding our position on flood insurance and I said I would have one of our lobbyists get in touch with his staff since I couldn't answer his question in deep detail. Otherwise, he is **inclined to be** supportive. I plan to be working the polls on election day. I have been working with my team on getting a group of Realtors together to hold signs and I have been making phone calls. I will be attending the final event on 10/28/22 in Falmouth, MA. **Follow up is needed by NAR staff.**

**Identifying information has been removed for privacy.*



1.5M

NAR Members representing the nation's real estate industry.

SAMPLE (UNHELPFUL) FIELD REPORT

Submitted by: FPC

Submitted on: 9/15/2022 (LATE)

***Full name:** _____

***Email:** _____

***Legislator Name:** _____

Interaction Type: In Person Meeting

Interaction Date: 4/11/2022

Comments:

Talked to member of Congress on his back deck.
We're summer neighbors.

(Missing All Important Details)



65.8% of Americans own their home.

HOW TO RESPOND TO A CALL FOR ACTION

Background: As the need arises, NAR will launch national Calls for Action (CFAs) or requests for NAR members to contact their members of Congress about specific issues that are of immediate interest to NAR. Responding immediately to CFAs is critical to communicating a coordinated, powerful grassroots message. As an FPC, you are the first person who should respond to this call to duty. (*You have pledged to respond to each and every one you receive*)

Because of the importance of a CFA, NAR electronically tracks FPC responses and will provide your FPC Advisory Committee member with reports on state and individual FPC performance. These reports become part of a comprehensive report to state presidents, association executives, and FPC Advisory Committee in assessing the on-going volunteer effort, and are reviewed when it is time for the reappointment or replacement of FPCs.

When responding to a CFA, please **communicate directly with your member of Congress** and their staff. You can do so in a number of ways:

- Writing emails and letters
- Making a phone call
- Sending a text message
- Personal visit

Through this type of direct, personal interaction, you will continue to build a relationship with your member of Congress, which will help increase your impact in the long term.

HOW TO RESPOND TO A CALL FOR ACTION

All Member CFA Step By Step

STEP 1

You will receive an email or text from NAR calling you to act.

→ **Click the Take Action Button**

If you miss the email or text and hear that there is a Call for Action happening, all CFA's will be featured on the REALTOR® Party and NAR website homepages at realtorparty.realtor and nar.realtor and you can take action through one of those sites.

STEP 2

- If your information is not pre-populated, please fill it in the blank boxes. It will automatically populate in future CFAs.
- Be sure to put in the email address that is associated with your NRDS ID or your action will not be attributed to you as an FPC.

STEP 3

- **Click submit.** Your CFA participation is complete! *It's that simple!*

Sample CFA

Take Action

Compose Your Message

• Dear REALTOR

Subject

Message Body

Remaining: 2123

Review Your Profile Privacy Policy

[Edit Profile](#)

Mr./Ms. NAR REALTOR
realtor@realtorco.com
123 Maple Drive, Lincoln, NE

Send Message

Note: Most Calls For Action will be targeted and small, but on the rare occasion that we activate the entire membership, the following will take place.

HOW TO BUILD A SUCCESSFUL FPC TEAM

Every FPC's experience is unique — levels of advocacy experience, knowledge of the public affairs world, legislative understanding, and personal connections to lawmakers and degrees of commitment to the NAR grassroots mission. In all cases, it is important to develop an FPC Team to support you in executing your significant grassroots activities and duties—both at home and on Capitol Hill. The following guidelines will help you build a strong team.

STEP 1: IDENTIFY YOUR NEEDS

Take stock of your needs as an FPC and build your team accordingly. There are key qualities you will want to consider. When choosing members of your FPC team, keep in mind that ideal NAR advocates hold the following attributes:

- An understanding of the key issues affecting REALTORS®
- An interest in politics
- A willingness to play an active role in specified NAR grassroots initiatives
- Existing relationships with legislators, community and business leaders

Many REALTOR® advocates could have more specialized experience. Areas of advanced familiarity might include:

- Relevant issue expertise and/or a history of advocacy
- Campaign experience
- Leadership experience within NAR or your state/local association.

STEP 2: SEEK ADVICE

There are significant resources available to every FPC to help them recruit and build a high potential FPC Team. Consulting with the following groups will help you identify and recruit individuals who are interested and capable advocates on behalf of NAR. They include:

- State/local associations and volunteer leaders
- NAR Directors within your State
- State and local association executives

HOW TO BUILD A SUCCESSFUL FPC TEAM

- Government affairs staff
- NAR Lobbyists & Political Representatives
- Leaders within NAR (i.e.: Committee Chairs and committee members)

STEP 3: IDEAL TEAM QUALITIES

Your goal in building an FPC team is to help you better carry out your duties and increase responses to Calls for Action. As a result, ideally your team should include:

- A **minimum of one** FPC Team Member for each senator and representative serving under **each FPC**
- Representatives of the REALTOR® associations in the Congressional district
- Representatives that reflect the demographics of your district (e.g., National Association of Hispanic Real Estate Professionals (NAHREP), Asian Real Estate Association of America (AREAA), or National Association of Real Estate Brokers (Realtists))
- REALTORS® in your association that have in-depth knowledge and whom you know will also respond to Calls for Action
- Those who serve on Government Affairs Committees and RPAC
- Also, consider asking members with different real estate specialties (e.g.: *Commercial, Land, Broker, etc.*)

STEP 4: HOLD AN ORGANIZATIONAL MEETING

It is important that you meet with your volunteer grassroots team, learn their interests, advocacy history and strengths. This will help you seamlessly work together to maximize the team resources in order to play a fundamental role in NAR's grassroots public affairs agenda. The organizational meeting may be in person, by conference call, or tied to an already scheduled meeting to take advantage of team members being in one place.

HOW TO BUILD A SUCCESSFUL FPC TEAM

During this meeting, FPCs should gather information to establish regular contact patterns with team members, which can also be activated when hot issues emerge or when specific CFAs are made. Below are some examples of information that you may want to gather:

- Information on how they know their member of Congress
- Phone number
- Primary email address
- Home/work address

STEP 5: GET ON THE SAME PAGE

Your team members should all be familiar with their members of Congress. Since legislators have different committee expertise or issue areas that are of interest to them, communications directed at legislators should reflect the REALTOR® advocate's familiarity with an issue and his/her understanding of its importance to the particular member of Congress.

Provide your team with a biography of your lawmaker and other materials, which can be provided by your NAR Political Representative.

STEP 6: ENSURE PARTICIPATION

Some FPC Team Members will be more involved than others depending on the time they can dedicate to the REALTOR® Party.

To help ensure maximum participation, we suggest the following:

- **Ask your team members about their level of interest.**

This will help identify which members are willing to do what activities, as well as help gain a sense of their overall commitment.

HOW TO BUILD A SUCCESSFUL FPC TEAM

- **Delegate!**

Giving Team members greater responsibility for certain projects often generates a feeling of ownership over the goals of grassroots, and eventually your team's overall success. This is also an excellent way to involve your most active members at a higher level, especially those who have an interest in working to assume a leadership role as an FPC in the future.

STEP 7: PROVIDE RECOGNITION AND POSITIVE FEEDBACK

Team members who go above the call of duty or who have made great strides in furthering the team's goals should be acknowledged and appreciated in association newsletters, email updates or in other forums. If the team has been successful (e.g., *getting your member of Congress to be a co-sponsor or getting a vote*), the team should celebrate its victory. Please notify NAR staff if you have a particularly victorious win.

MORE QUESTIONS?

Download the FPC Team Toolkit here:

realtorparty.realtor/wp-content/uploads/2017/08/Programs-Grants-Grassroots-FPC-Contact-Team-Toolkit.pdf



HOW TO FOSTER A RELATIONSHIP WITH YOUR MEMBER OF CONGRESS

Some REALTORS® participate in an array of activities to maximize their influence on Capitol Hill. Here are some examples of what you can do:

- Plan and conduct a site or office visit with your legislator in the District.
- Get to know key staff.
- Personally interact with and involve your member of Congress in REALTOR® activities including invitations to speak at your annual meeting or attend openings of new offices or groundbreakings etc.
- Volunteer for a candidate's campaign activities. This will foster personal connections with that candidate (*i.e., volunteering in a phone bank, hosting a fundraising event*). It will add credibility to your grassroots messages and help you to build a lasting relationship with your member of Congress.
- Support REALTOR® “Get Out the Vote” efforts. Encouraging other REALTORS® to vote for candidates who support NAR's public policy agenda is an ideal way to ensure that REALTOR® Champions remain in Congress to support key issues facing our industry.
- Consider making a personal contribution to your lawmaker's re-election campaign. Supporting your lawmaker will have a lasting impact and increase your influence on behalf of NAR in Congress.
- Make a contribution through **President's Circle**. FPCs who join the President's Circle Program will be able to give \$500 of their \$2000 President's Circle commitment directly to their member of Congress. This is a special benefit only for FPCs that are members of the Presidents Circle. More information on the President's Circle program is included in the RPAC section of this handbook.
- Be sure to send follow up “thank you” messages for votes when your MOC votes our way.
- Drop off key NAR media releases, existing sales, NAR research publications, etc.



THE HUB

THE HUB

ABOUT THE HUB

thehub.realtor

The Hub is an online member community that allows you to connect, learn and share with colleagues like never before.

If something is affecting REALTORS®, we are talking about it here. The Hub is where NAR members involved in the work of the association connect. This is our private, secure website to network and collaborate with each other year-round and have access to those discussions via a computer or mobile device.

- Use of The Hub is currently limited to NAR committees, presidential advisory groups, advisory boards, councils, work groups, the board of directors, and select other association leadership groups, as well as the staff who support those groups.
- Federal Political Coordinators (FPCs) are considered an official NAR Committee and have their own group.
- The HUB replaces email, closed Facebook groups, and project management platforms — such as Basecamp — being used by these groups.
- Committee members are encouraged to communicate freely within their HUB community. Any member of a committee may initiate conversation or post a document; it isn't necessary for the chair, vice chair, or staff executive to initiate dialogue.
- NAR's flagship website, nar.realtor (formerly realtor.org), remains the repository and official record, available to all NAR members, for committee agendas, recommendations, and minutes. Staff executives will notify committee members via The Hub when relevant documents are posted at nar.realtor.
- If you're part of a committee community, you may view other committees' dialogue but you may not participate in the discussion. The exception is closed committees; you may neither view nor participate in the dialogue of a closed committee. See which committees are **closed** at nar.realtor/national-leadership/board-of-directors/meeting-policies-and-procedures/closed-meeting-policy

ABOUT THE HUB

- Additional HUB communities will be created as needed for:
 - Constituent groups that communicate regularly across the organization, such as staff executives, NAR committee liaisons, regional vice presidents, FPCs, GADs, and state and local association presidents and AEs.
 - Work groups and presidential advisory groups formed to carry out a short-term mission.
 - Two or more committees jointly working on a project, so that those committees may dialogue with each other.
 - The General Forum is the place where anyone who has access to The Hub may post regarding pertinent information to the association or industry business.



THE HUB FAQs

We've put together this handy FAQ guide to show you the basics to help you get the most out of your new member benefit.

GENERAL

WHAT IS MY USERNAME/PASSWORD?

Your login credentials are the same username and password that you use to log in to nar.realtor. Because The Hub is integrated with our member database, you don't have to remember more than one login or password. If you have forgotten your login credentials or need assistance with your login information, NAR's Member Support can also help. Please call [800-874-6500](tel:800-874-6500) (8:00am-6:00pm CDT, Monday-Friday).

HOW DO I UPDATE MY CONTACT INFORMATION?

Locate your profile page by choosing Profile from the top right drop-down menu next to your picture. Review your Contact Details in the left column. This information is pulled from NRDS.

HOW DO I CONTROL WHAT INFORMATION IS VISIBLE IN MY PROFILE?

Please navigate to your profile page, then select the "My Account" tab and choose "Privacy Settings" from the drop-down menu. This will let you control what information is visible to whom. After you've made changes, click the "Save Changes" button at the bottom of the page.

WHAT PROFILE INFORMATION IS RECOMMENDED?

For the best experience and to get the most out of The Hub, we recommend you fill out all the information on your profile page, as well as upload a profile picture. The goal and purpose of The Hub is to provide a space where NAR committees connect. It's a private, secure location where committee members can network and collaborate with each other year-round and have anytime access to those discussions via a computer or mobile device.

THE HUB FAQs

HOW DO I FIND OTHER MEMBERS?

Click the “Network” or “Directory” link found in the main navigation bar. The Directory lets you search for other users based on:

- First and/or last name
- Company/Institution name
- Email address

Switch to the “Advanced Search” tab to refine your search results further.

HOW DO I ADD CONTACTS TO MY CONTACT LIST?

There are several ways to add contacts. When you perform a search in the Directory, you will see an “Add as contact” button to the right of each person in your search results. Just click this button to send a contact request. If you click through and view an individual’s profile, you can click the contact request link to the right of his or her profile picture.

WHY SHOULD I ADD CONTACTS TO MY CONTACT LIST?

Creating this virtual address book makes it easy to send your contacts messages through the community site to stay in touch, ask questions or even build a referral network. Additionally, when you view another member’s profile, you’ll be able to see any contacts you have in common. You can also choose to let your contacts view certain demographics in your profile that others can’t.

COMMUNITIES

WHAT ARE COMMUNITIES?

Communities allow you to participate in discussions and share resources with other members.

WHAT COMMUNITIES DO I ALREADY BELONG TO?

Go to “Communities” in the main navigation bar. Select “My Communities” to view the communities you currently belong to.

THE HUB FAQs

HOW CAN I CONTROL THE FREQUENCY AND FORMAT OF EMAILS I RECEIVE?

Navigate to your profile and click on the “My Account” tab. Choose “Community Notifications” from the drop-down menu. On that page, there are subscription options: Real Time, Daily Digest, No Email.

For each discussion, you have the following delivery options:

- **Real time:** sends an email every time a new message is posted.
- **Daily digest:** sends one email to you each day, consolidating all of the posts from the previous day.
- **No Email:** allows you to be part of the group without having emails sent to you. You can still post and read others’ messages by logging into the community site.

HOW DO I LEAVE A COMMUNITY OR UNSUBSCRIBE FROM A DISCUSSION?

Go to your profile and click on the “My Account” tab. Choose “Community Notifications” from the drop-down menu. Here, you will see a list of available communities and those to which you’ve subscribed. Select “Leave Community” under the Actions column for the discussions you wish to leave.

HOW DO I RESPOND TO OTHERS’ POSTS?

To respond to a discussion post, please navigate to the discussion post and click “Reply to Discussion” to send your message to the entire community. To send a message to the only author of the post, please select “Reply to Sender” (*located in the “Reply to Discussion” drop-down*). We recommend replying to the sender for simple comments like “me, too” that add little value to the overall discussion; and replying to the entire community when you are sharing knowledge, experience or resources that others could benefit from.

THE HUB FAQs

HOW DO I START A NEW DISCUSSION THREAD?

Go to your community and click the “Add” button. From an email (*HTML version*) for a particular discussion forum, you can use the “Post Message” link located at the top of the discussion email.

I'M HAVING TROUBLE VIEWING THE HTML EMAIL MESSAGES. HOW DO I FIX THIS?

If images are not appearing, it is likely that your email client is set to suppress images. This should be something you can change in your security or viewing options. If you would rather receive text-based email, go to your profile page and click on the “My Account” tab. Choose “Community Notifications” from the drop-down menu. Select the “Plain Text” format option for each of the discussions you are subscribed to.

CAN I SEARCH FOR POSTS ACROSS ALL THE COMMUNITIES?

Yes, please enter a keyword in the search bar located in the main navigation. To refine your search results, please see the left hand column filter options.

HOW DO I SEE A LISTING OF ALL OF THE POSTS TO A SPECIFIC COMMUNITY?

Locate the community you are interested in viewing from the appropriate communities page. Click through the community’s landing page, then click on the “Discussions” tab. If you see a post you’re interested in, click the subject line which will take you to the entire thread. “Show Original Message” at the bottom of all of the posts in a thread will display the original message that started that discussion.

VIDEO TUTORIALS

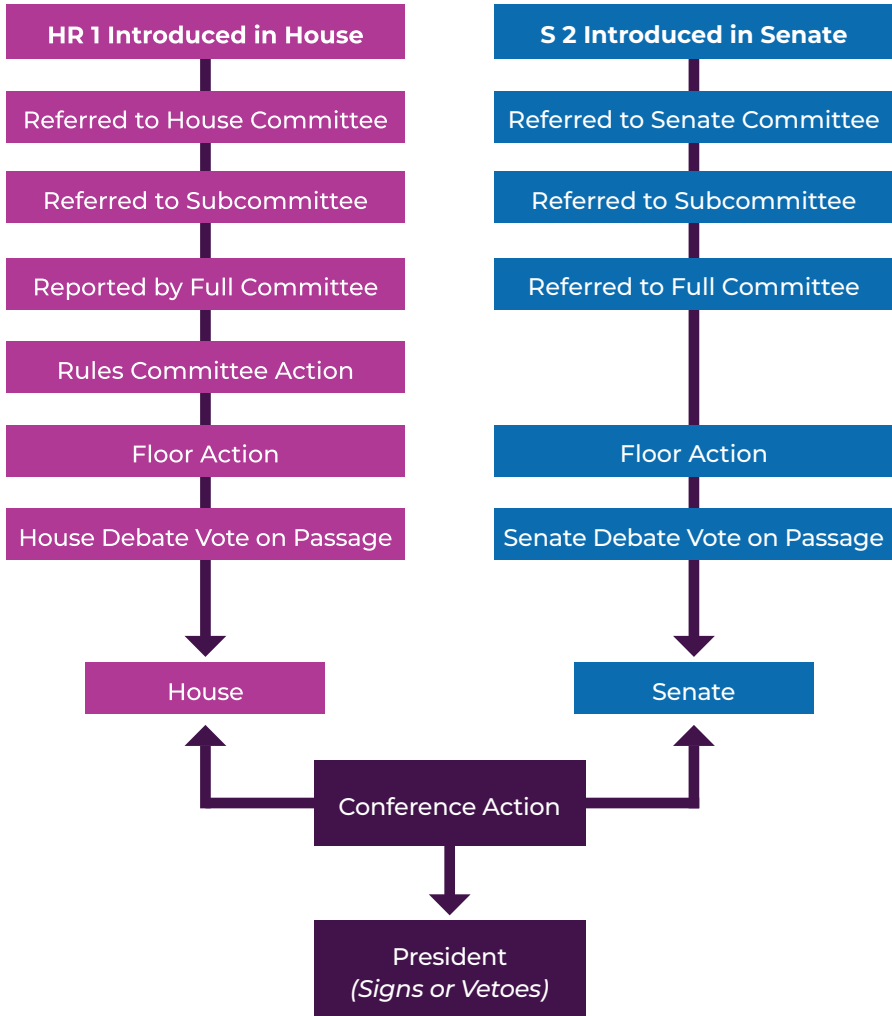
To access further help and video tutorials about navigating The Hub, please visit: thehub.realtor/about-the-hub/tutorials



LEGISLATIVE BASICS

HOW A BILL BECOMES A LAW IN THE US CONGRESS

The flow chart below shows the process through which a bill becomes a law. At every point, your voice can make an impact on a member of Congress and their treatment of the bill. This is why it is so important to make your perspectives heard as often as possible. The volume of interest and comments a member of Congress receives on an issue directly corresponds to the weight that he or she places on it politically and will affect how they vote.



HOW A BILL BECOMES A LAW IN THE US CONGRESS

1. DRAFTING:

In the congressional context, a bill is simply a proposal, an idea that is written up in legislation and presented to the Congress. It all starts with an idea, a simple concept. Congressional staff usually takes that idea to their representative or senator after a need has been identified for legislation. Anyone may draft a bill; however, only members of Congress can bring legislation to the floor, and those who do so become the sponsor(s) of those bills.

2. TYPE:

There are four basic types of legislation: bills, joint resolutions, concurrent resolutions, and simple resolutions. The official legislative process begins when a bill or resolution is numbered (“H.R.” signifies a House bill; “S.” a Senate bill), referred to the appropriate committee of jurisdiction, then printed by the Government Printing Office.

3. REFERRAL TO COMMITTEE:

Bills are typically referred to Committees in the House or Senate. The bill is then placed on the Committee’s calendar and can be referred to a subcommittee or considered by the Committee as a whole. Once examined carefully, its chances for passage are determined. If the Committee does not act on a bill, it is the equivalent of stopping or “killing” it.

4. SUBCOMMITTEE REVIEW:

Bills are usually then referred to a subcommittee for hearings. Hearings provide the opportunity to put on the record the views of experts, other public officials, supporters, and opponents. Testimony can either be delivered in person or submitted in writing.

5. MARKUP:

When the hearings are completed, the subcommittee may meet to “mark up” the bill. During a markup, the subcommittee makes revisions and amendments before recommending the bill to the full Committee. If a subcommittee votes not to report legislation to the full committee, the bill dies.

HOW A BILL BECOMES A LAW IN THE US CONGRESS

6. COMMITTEE REPORTS A BILL:

After receiving a subcommittee's report on a bill, the full Committee can conduct further hearings or it can vote on the subcommittee's recommendations and any proposed amendments. The full Committee then votes on its recommendation to the House or Senate. This procedure is called "ordering a bill reported."

7. PUBLICATION OF A WRITTEN REPORT:

After a committee votes to have a bill reported, staff prepares a report on the bill. This report describes the intent and scope of the legislation, impact on existing laws and programs, position of the executive branch, and views of dissenting members of Congress.

8. SCHEDULING FLOOR ACTION:

After a bill is reported back to the chamber where it originated (House or Senate), it is placed in chronological order on the calendar.

9. DEBATE AND VOTE:

When a bill reaches the floor of the House or Senate, there are rules governing the debate. These rules determine the conditions and amount of time allocated for debate. The rules are different in each chamber. After the debate and the approval of any amendments, the members vote to pass or defeat the bill.

10. REFERRAL TO OTHER CHAMBER:

When a bill is passed by the House or the Senate, it is referred to the other chamber (House or Senate) where it follows a similar route through committee and floor action. This chamber may approve the bill as received, reject it, ignore it, or change it.

HOW A BILL BECOMES A LAW IN THE US CONGRESS

11. CONFERENCE COMMITTEE:

If only minor changes are made to a bill by the other chamber, it is common for the legislation to go back to the first chamber for consensus. However, when the actions of the other chamber significantly alter the bill, a conference committee is formed to reconcile the differences.

If the conferees are unable to reach a compromise, the legislation dies. If they agree, a conference report is prepared with recommendations for changes. Both the House and Senate must approve the conference report for the bill to move forward.

12. FINAL ACTIONS:

After the conference report has been approved by both the House and Senate, it is sent to the President who then either signs it into law or vetoes the legislation. If the President has not signed the bill after 10 days, it becomes law without his signature. However, if Congress adjourns during the 10-day period, it is called a “pocket veto” and the bill does not become law.

13. OVERRIDING A VETO:

If the President vetoes a bill, Congress may attempt to “override the veto.” A two-thirds vote or greater is needed in both the House and the Senate to override a Presidential veto. If two-thirds of both houses of Congress vote successfully to override the veto, the bill becomes law. If the House and Senate do not override the veto, the bill “dies” and does not become a law.

14. THE BILL BECOMES LAW:

Once a bill is signed by the President or his veto is overridden by both the House and Senate, the bill becomes a law.

HOUSE/SENATE COMPARISON

DIFFERENCES BETWEEN THE HOUSE AND SENATE

HOUSE	SENATE
Shorter term of office (two years)	Longer term of office (six years)
Adheres closely to procedural rules on floor activity	Operates mostly by unanimous consent
Narrower constituency	Broader, more varied constituency
Originates all revenue bills	Sole power to ratify treaties and advise and consent to presidential nominations
Policy specialists	Policy generalists
Less press & media coverage	More press & media coverage
Power less evenly distributed	Power more evenly distributed
Less prestigious	More prestigious

More expeditious in floor debate	Less expeditious in floor debate
Strict germaneness requirement for floor amendments	No general germaneness rules for floor amendments
More partisan	Somewhat less partisan

***Unlimited debate on nearly
every measure*

CONGRESSIONAL STAFF: WHO'S WHO

CAPITOL HILL STAFF

- **Chief of Staff (CoS):** Typically runs the office, manages the staff, and serves as the chief advisor to the member of Congress.
- **Press Secretary/Communications Director:** Manages the member's media relations and public communications. This often includes press releases, event and floor speeches, newsletters, social networking sites and responding to and tracking media inquiries.
- **Executive Assistant/Scheduler:** Manages the member's official schedule and travel. Scheduling often entails constituent meetings, committee meetings and hearings, district travel, receptions and special events, and press conferences.
- **Legislative Director (LD):** Supervises the legislative staff and operations of the office. The LD advises the member on legislative activity in all areas. Frequently approves correspondence.
- **Legislative Assistant (LA):** Handles legislative/policy issues in a select number of issue areas. Monitors and analyzes specific legislation and recommends action to the member of Congress based on the member's position. Topics are typically divided based on the member's committee assignments and general committee breakdown of issues. Frequently meets with constituents regarding issues in their assigned area. Frequently drafts and or edits correspondence.
- **Legislative Correspondent (LC):** Receives, logs, and drafts response to all constituent generated legislative mail. Frequently coordinates written response to constituents with LAs and LDs. Some typically handle one or two issue areas as well.
- **Systems Administrator:** Responsible for the office technology – database, computers, and equipment. This position often overlaps with the LC or an office manager position.

CONGRESSIONAL STAFF: WHO'S WHO

- **Staff Assistant/Receptionist:** A position not to be overlooked. This person is often the first one you speak with on the phone, meet when you walk in the office or talk with regarding general requests (flags, tours, mail). They are frequently a gatekeeper to all of the inner offices and many move up in the office at a later date. Be one of the smart ones who develops a relationship with this staff member.

DISTRICT STAFF

- **District Director:** Responsible for all activities outside of Washington, D.C.
- **Caseworker/Field Representative:** Handles personal constituent issues with a federal agency (*i.e., social security checks, veteran's benefits, etc.*). Often coordinates district events, office hours, and meetings throughout the district. He/She serves as an in-district contact when the member is in Washington for legislative session.



CAPITOL HILL: US CAPITOL COMPLEX



ENTRANCES

- ★ Open Visitor Entrance
- ★ Staff ONLY Entrance until 10AM
- ⊘ Closed Visitor Entrance

***To avoid long lines, we suggest avoiding entrances located on both Independence Ave. & Constitution Ave.*

CONGRESSIONAL OFFICES

1. Russell Senate Office Building
2. Dirksen Senate Office Building
3. Hart Senate Office Building
4. Capitol Visitor Center (CVC)
5. Rayburn House Office Building
6. Longworth House Office Building
7. Cannon House Office Building

SENATE SIDE EATERIES

- Dirksen North Servery: NW corner of basement of Dirksen
- Dirksen South Buffet: South side of the basement of Dirksen
- Dirksen Coffee Shop: South side of the basement of Dirksen
- Hart Senate Chef: Dirksen/Hart Ground Floor Corridor
- Cups & Co.: Russell Basement (SR-B65)

HOUSE SIDE EATERIES

- Rayburn Cafeteria: Basement of Rayburn Building (B-357)
- Rayburn Deli: Rayburn B-236
- Longworth Food Court: Basement of Longworth Bldg (B-223)
- The Creamery: Longworth B-224A
- Convenience Store: Longworth B-224B
- Cannon Café: Cannon B-114

THE FEDERAL AGENCIES

The activities of the federal agencies and departments of the United States government permeate the business of real estate in a variety of ways. Whether the activity is issuing formal rules, pursuing an enforcement action, or engaging in industry supervision, the buying and selling of real estate is impacted by the actions of more than 25 federal and independent agencies and departments.

NAR tracks the activity of these agencies, focusing exclusively on issues affecting REALTORS®, their businesses, and their clients. In addition to being experts on matters ranging from banking regulation to environmental concerns, NAR staff also manage relationships with the agencies to ensure NAR member priorities are always carefully considered.

A full list of agencies can be found online at narfocus.com/billdatabase/clientfiles/172/21/3180.pdf

SELECTION OF FEDERAL AGENCY RELATIONSHIPS **APPRAISAL SUBCOMMITTEE (ASC)**

The mission of the ASC is to ensure that real estate appraisers, who perform appraisals in real estate transactions that could expose the United States government to financial loss, are sufficiently trained and tested to assure competency and independent judgment according to uniform high professional standards and ethics.

NAR Staff Contact: Erin Stackley

BUREAU OF CONSUMER FINANCIAL PROTECTION (BCFP)

The BCFP, formerly known as the Consumer Financial Protection Bureau (*CFPB*), regulates the offering and provision of consumer financial products or services under the federal consumer financial laws and educates and empowers consumers to make better informed financial decisions. REALTORS® interact with the BCFP with respect to the Real Estate Settlement Procedures Act (*RESPA*) and real estate closings, as well as Know Before You Owe (*KBYO* or *TRID*).

Staff Contact: Christie DeSanctis

THE FEDERAL AGENCIES

COPYRIGHT OFFICE (USCO)

The Copyright Office is responsible for administering a complex and dynamic set of laws, which include registration, the recordation of title and licenses, a number of statutory licensing provisions, and other aspects of the 1976 Copyright Act and the 1998 Digital Millennium Copyright Act.

Staff Contact: Olive Morris

DEPARTMENT OF LABOR (DOL)

DOL administers a variety of federal labor laws, including those that guarantee workers' rights to safe and healthful working conditions, a minimum hourly wage and overtime pay, unemployment insurance, and other income support. REALTORS® also interact with DOL with respect to independent contract status and association health plans.

Contact: Christie DeSanctis

DEPARTMENT OF TREASURY

The Department of Treasury has wide reaching implications for the real estate community as it administers regulations affecting U.S. economic and financial systems. REALTORS® are focused on a range of issues by this agency ranging from tax code interpretations and tax collection to supervision and enforcement over financial institutions, including anti-money laundering requirements and safety and soundness laws.

Contact: Evan Liddiard

DEPARTMENT OF VETERANS AFFAIRS (VA)

The Department of Veterans Affairs (VA) is responsible for administering benefits programs for veterans, their families, and survivors, including the VA home loan guaranty program.

Contact: Christie DeSanctis

THE FEDERAL AGENCIES

ENVIRONMENTAL PROTECTION AGENCY (EPA)

EPA's rules and regulations impact the real estate industry in several ways. The most direct impact is its enforcement of the Residential Lead-Based Paint Hazard Reduction Act of 1992 as well as required disclosure of lead-based paint in sales and lease transactions involving pre-1978 residential properties. Other EPA issues that may impact REALTORS® and the real estate industry include wetlands, air quality, brownfields development, and general land use concerns.

Contact: Russell Riggs

FEDERAL COMMUNICATIONS COMMISSION (FCC)

The FCC is the agency charged with regulating the nation's communications infrastructure including telephone, mobile phone, and internet networks. In addition to its oversight of communication networks, the FCC is responsible for rules governing solicitations via phone, texts, and fax. The agency also plays a major role in broadband services oversight, including net neutrality.

Contact: Olive Morris

FEDERAL HOUSING FINANCE AGENCY (FHFA)

FHFA is the federal regulator charged with assuring safe and sound operation of Fannie Mae, Freddie Mac, and the Federal Home Loan Banks. These entities provide crucial support for the housing and mortgage markets.

Contact: Ken Fears

FEDERAL TRADE COMMISSION (FTC)

The FTC works to ensure that the nation's markets are vigorous, efficient, and free of restrictions that harm consumers. FTC enforces federal consumer protection laws that prevent fraud, deception, and unfair business practices. The FTC's rules and regulations primarily impact the real estate industry in the areas of privacy, data security, consumer protection, and telemarketing.

Contact: Olive Morris

THE FEDERAL AGENCIES

INTERNAL REVENUE SERVICE (*IRS*)

The IRS is responsible for collecting taxes and administering the Internal Revenue Code, which contains the great majority of the federal tax laws in the U.S. Its duties also include assisting the Treasury Department in setting tax policy through regulations, which are designed to provide guidance to taxpayers in complying with the tax laws. IRS is also responsible for providing assistance to taxpayers and pursuing and resolving cases of erroneous or fraudulent tax filings.

Contact: Evan Liddiard

PATENT TRADEMARK OFFICE (*USPTO*)

USPTO is the federal agency for granting U.S. patents and registering trademarks. The USPTO advises the President of the United States, the secretary of commerce, and U.S. government agencies on intellectual property (IP) policy, protection, and enforcement; and promotes the stronger and more effective IP protection around the world.

Contact: Olive Morris

SMALL BUSINESS ADMINISTRATION (*SBA*)

The SBA is an independent agency that was established to “aid, counsel, assist, and protect” small businesses. The SBA is primarily a guarantor of loans made to small businesses. In some circumstances, it also makes loans to victims of natural disasters, facilitates government procurement contracts for small businesses, and assists businesses with management, technical and training issues.

Contact: Erin Stackley

NOTES



COMMUNICATING

COMMUNICATING WITH LAWMAKERS

HOW TO SCHEDULE APPOINTMENTS WITH YOUR LEGISLATOR

The following is a step-by-step guide for scheduling appointments with your elected official, whether at home, in the District, or in Washington, D.C.:

- **Legislator's Contact Information:** If you do not know your legislator's information call the Capitol switchboard at **(202) 224-3121**.
- Send a fax or email to the scheduler requesting a meeting. A sample letter is provided on the next page.
- **Information you need to provide:** Remind the representative of your close relationship. Make sure to include the date and time of day you would like to meet with the member. Offer to meet with staff if the member of Congress is not available. Include the name of the legislation or issue you would like to discuss. Provide a phone number and/or an email address where the scheduler can reach you.
- Follow up with a phone call in one week if you have not heard back from the office. Ask to speak with the scheduler. Remember to thank them. These individuals are critical to accessing your elected representatives.
- A few days prior to the scheduled meeting, you may want to check back with the scheduler to make sure the meeting is still on your member of Congress' schedule.
- **Thank you:** Please remember to send a thank you note after the meeting that includes any follow up items for discussion.
- **Remember to tell us what happened:** Please file your FPC report in a timely manner through the REALTOR® Party website and provide us a short summary of your meeting.

63%

of the recent home buyers responded that neighborhood quality was one of the most important factors when choosing a neighborhood.

SAMPLE MEETING REQUEST LETTER

(DATE)

The Honorable (NAME)
United States Senate or U.S. House of Representatives
(STREET)
(CITY, STATE, ZIP)

Dear Senator or Representative (NAME),

I hope you are well. I enjoyed seeing you [INSERT LAST PERSONAL INTERACTION WITH YOUR MEMBER]. As you are aware, I am a constituent and a member of the National Association of REALTORS® (NAR). As such, I am writing to request an opportunity to meet with you on [INSERT DATE], in your Washington, D.C., office (District Office if applicable) while I am in the area for [INSERT REASON FOR VISIT]. As a REALTOR® and member of NAR, I am interested in discussing issues related to the real estate industry. Specifically, I would like to discuss (list topics).

I understand that you maintain a busy schedule, so I am happy to find a time and day that works best for you; however, the best time on my schedule is between [INSERT TIMES]. Should you not be available to meet on [INSERT DATE], I would appreciate an opportunity to meet with your chief of staff, legislative director, and/or legislative assistant who handles [STATE THE ISSUE YOU PLAN TO DISCUSS]. Thank you for your consideration of my request. I look forward to hearing from you soon. Please reach me at _____ or via email at _____.

Sincerely,
(SIGN)

HOW TO WRITE A LETTER TO YOUR LEGISLATOR

While it is best to try and communicate with your member in person, there are instances where a letter or email is appropriate and even necessary. NAR has developed a number of Calls for Action on the REALTOR® Party website that enable you to quickly and easily communicate with your legislators on issues important to NAR, but if you decide to write your own letter, this list of helpful suggestions will improve the effectiveness of your communication:

1. STATE YOUR PURPOSE

Your purpose for writing should be stated in the first paragraph of the letter. If the letter pertains to a specific piece of legislation, identify it accordingly, i.e., House bill: H.R. ____, Senate bill: S. ____.

2. STATE YOUR POSITION

Explain how a bill would affect you, your family, your business, or even your state or community.

3. FOCUS ON ONE ISSUE

Address only one issue in each letter using facts and examples to support your position, and if possible, keep the letter to one page.

4. BE COURTEOUS

However, do be firm, confident, and positive.

5. ADDRESS YOUR LETTER

Put your return address on the letter, not just the envelope. Envelopes are often thrown away before a letter is answered.

6. EXPLAIN

Be clear as to whether you are writing on your own behalf or as president of an organization, chairman of a group, etc.

7. ASK FOR A REPLY

Indicate to your legislator that you would appreciate a reply containing his or her position on the issue. As a constituent, you have a right to know your representative's views.

8. FOLLOW UP

If your legislator's vote on the bill pleases you, express your thanks. Everybody appreciates a complimentary letter. By the same token, you should express your dissatisfaction with votes against your position.

ADDRESSING CORRESPONDENCE

TO A SENATOR	TO A REPRESENTATIVE
The Honorable <i>(full name)</i> :	The Honorable <i>(full name)</i> :
United States Senate	United States House of Representatives
Washington, DC 20510	Washington, DC 20515
Dear Senator <i>(last name)</i> :	Dear Representative <i>(last name)</i> :

TO A CHAIR OF A COMMITTEE OR THE SPEAKER OF THE HOUSE, IT IS PROPER TO ADDRESS THEM AS:
Dear Chairman or Madam Chairwoman:
Dear Mr. Speaker or Madam Speaker:

87% of Homebuyers purchase their homes through a real estate agent or broker.

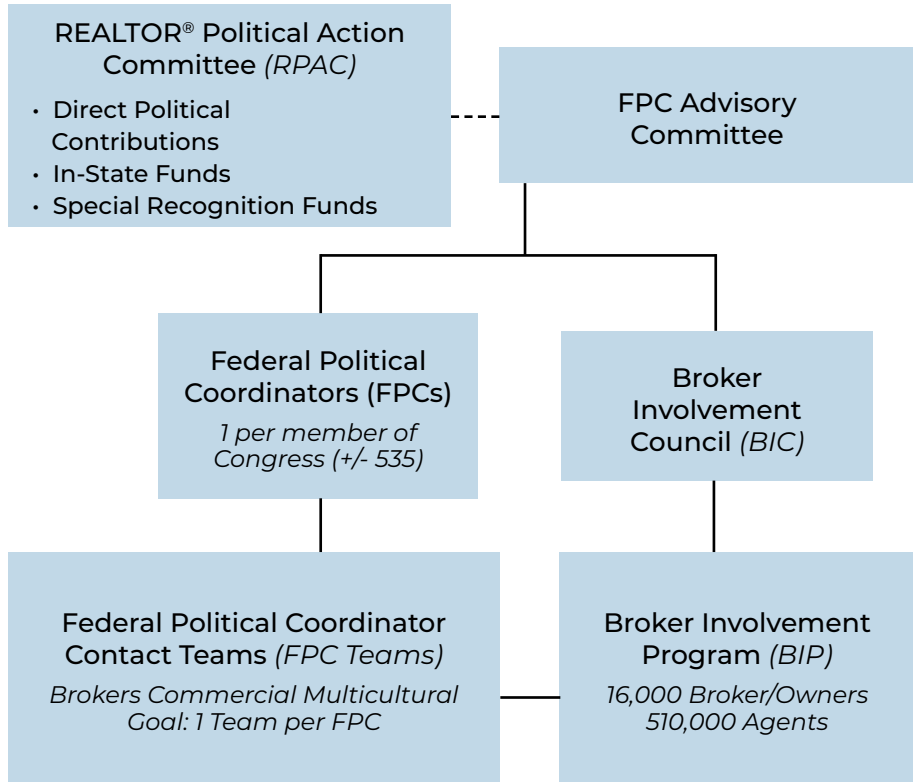
NOTES



NAR GRASSROOTS STRUCTURES

WHERE YOU FIT IN

REALTOR® ADVOCACY PROGRAM OVERVIEW



The following descriptions provide an overview of the structure and purpose of the NAR grassroots system:

FPC ADVISORY COMMITTEE

NAR's FPC Advisory Committee, formerly known as the REALTOR® Party Member Involvement Committee (RPMIC), is responsible for advancing the association public policy priorities through a strong grassroots program. Members of FPC Advisory Committee are REALTORS® appointed from every U.S. state and territory.

- The FPC Advisory Committee includes at least one representative from each state or territory and are appointed to lead and coordinate FPCs in their state to realize their fullest potential and carry out their assigned duties.

WHERE YOU FIT IN

REALTOR® ADVOCACY PROGRAM OVERVIEW

- FPCCC members serve for a two-year term.
- FPCCC members are required to be FPCs or former FPCs.

FEDERAL POLITICAL COORDINATORS (FPC)

Federal Political Coordinators (FPCs) conduct and oversee grassroots activities in each Congressional District that help to develop and maintain a relationship with their member of Congress. They are expected to keep the communication loop moving by providing NAR with field reports, fulfill FPC training requirements, and educate Members of Congress on our priority issues, always being a first stop resource. Additionally, FPCs should select volunteers (an FPC contact team) to assist in responding to these grassroots actions.

FPC CONTACT TEAMS

FPC Contact Teams are REALTORS® who live in the Congressional District that work to assist the FPC in executing grassroots activities — both at home and on Capitol Hill — under the direction of FPC Advisory Committee and the FPC. As an extension of the grassroots voice of NAR, Contact Teams help organize and implement local activities that build strong relationships with lawmakers, and are tasked to communicate regularly with their members of Congress about critical issues, especially when there is a Call for Action.

- There should be a **minimum of one Contact Team member** for each senator and representative serving under **each FPC**.
- Contact Teams ideally should represent each local REALTOR® Association in the district and perhaps even the affiliates (*Women's Council of REALTORS®, Commercial members, etc.*).
- Contact Teams should also represent the minority population in the FPC's district if it is significant, e.g., *National Association of Hispanic Real Estate Professionals (NAHREP), Asian Real Estate Association of America (AREAA), or National Association of Real Estate Brokers (Realtists)*.
- Contact Teams should be selected by the FPC **no later than April 1** of the new Congress.

45
years

that the FPC Program
has been in existence.



ADVOCACY ISSUES A-Z

ADVOCACY ISSUES A-Z

What happens on Capitol Hill has real-world consequences. Grassroots communications help put a human face on the issues that affect our industry and let members of Congress know that the choices they make affect the lives of their constituents back home. The facts, ideas and industry information you share with your members of Congress will help them make more informed decisions, so they can better legislate on REALTOR® Party issues in Congress.

During the most recent Congressional cycle (*117th Congress*), REALTORS® saw legislative victories on issues including, but not limited to:

- COVID-19 Relief Spending for Independent Contractors, Small Business Owners, Sole Proprietors, and Self Employed
- Small Business Rescue Loans and Grants
- Paid Sick and Family Leave
- Enhanced and Expanded Unemployment Benefits
- Real Estate as an Essential Service
- Homeownership Tax Policies
- Property Tax Relief
- Funding for Rental Assistance
- Safeguarding Consumer Data Privacy
- Housing Affordability
- 1031 Like-Kind Exchanges
- National Flood Insurance Program
- Fair Housing

Many of these issues will remain on the front burner in the 118th Congress, so it will be important to familiarize yourself with each of them.

NAR's Advocacy Group works regularly on a number of pressing public policy issues affecting the real estate industry and REALTORS®. Highlighted below is a snapshot of some of the federal, state, and local issues we fight for in Congress. Additional issues and information are listed in the Political Advocacy section of the NAR website at nar.realtor/political-advocacy and the REALTOR® Party website at realtorparty.realtor.

ADVOCACY ISSUES A-Z

AFFIRMATIVELY FURTHERING FAIR HOUSING

NAR supports meaningful enforcement of the Fair Housing Act's requirement that jurisdictions receiving federal assistance should assess the impact of that spending on local patterns of segregation and disinvestment. NAR opposed the repeal of HUD's 2015 AFFH rule and supports issuance of a new rule creating a simpler process for communities to assess barriers to fair housing and develop local solutions to overcome them.

ALTERNATIVE CREDIT SCORES

NAR supports legislative and regulatory proposals that support alternative credit scoring models aimed at responsibly expanding mortgage credit for millions of hardworking families.

APPRAISAL BIAS

NAR is engaged with legislators, regulatory agencies, and stakeholders in the discussion of potential bias and discrimination in the appraisal process.

ASSOCIATION HEALTH PLANS

NAR supports changes to underwriting and rating rules that address problems facing the self-employed and small employers. NAR also supports legislative and regulatory changes to allow bona fide trade associations to offer association health plans (AHPs) to their members.

BROADBAND ACCESS

NAR supports a national broadband plan to ensure all communities have affordable access to a world-class communications infrastructure.

CAPITAL GAINS EXCLUSIONS

NAR believes the capital gains exclusions (\$250K for single filers/\$500K for joint filers) for the sale of a home should be indexed for inflation.

ADVOCACY ISSUES A-Z

COMMERCIAL REAL ESTATE LENDING

NAR supports legislative and regulatory proposals to create a covered bond market in the U.S., and also to increase the lending cap for credit unions. NAR supports common-sense regulations which do not place undue burdens on lending for commercial real estate development and purchases.

COMPETITION

NAR asserts that the real estate market is vibrant, healthy, and vigorously competitive. Technology innovation in the real estate industry is robust and listing data is available from multiple sources.

COPYRIGHT/TRADEMARK

NAR supports the ability of MLS organizations to protect their intellectual property through the use of compilation copyrights.

DATA PRIVACY

NAR recognizes the importance of protecting client data entrusted to them and supports common sense data privacy and security safeguards that are effective but do not unduly burden our members' ability to efficiently run their businesses.

DEPRECIATION

NAR supports shortening the 27.5- and 39-year cost-recovery periods for real property.

ELECTRONIC SIGNATURES

NAR supports ongoing legislative and education efforts to promote digital real estate transaction options for consumers, including the use of remote online notarization technology.

FAIR HOUSING (SEXUAL ORIENTATION & GENDER IDENTITY)

NAR supports legislation to add sexual orientation and gender identity as protected classes under the Fair Housing Act. NAR has also included these categories in the Code of Ethics. NAR helped secure more than \$2 million in new funding for federal fair housing enforcement efforts in 2020.

ADVOCACY ISSUES A-Z

FHA CONDO RULE

NAR is urging the U.S. Department of Housing and Urban Development (HUD) to publish the final Federal Housing Administration (FHA) condominium rule, which will ease current FHA restrictions on condo lending.

FIRST-TIME HOMEBUYER SAVINGS ACCOUNTS

NAR supports REALTOR® Associations in their efforts to pass First-Time Homebuyer Savings Accounts at the state level.

HOUSING FINANCE REFORM

NAR supports reforms to replace Fannie Mae and Freddie Mac with a non-shareholder owned government authority(s), in a way that ensures the mission of the GSEs continues to meet the needs of consumers and the taxpayer is protected. Such reforms must also encourage private capital's participation in the secondary mortgage market, and ensure that there is mortgage capital in all markets at all times and under all economic conditions, with the continued availability of the 30-year fixed-rate mortgage.

IMPACT FEES

NAR opposes impact fees. Where impact fees exist, NAR urges their repeal. Impact fees should be used solely for capital improvements related to a specific new development.

INDEPENDENT CONTRACTOR STATUS

NAR strongly supports the continued right of brokers to choose whether to treat and classify agents as employees or independent contractors for federal tax purposes, and supports actions at the state level to strengthen the rights of brokers to make these determinations and opposes efforts at the federal level to weaken those rights.

MORTGAGE DEBT CANCELLATION RELIEF

NAR supports legislation to provide a permanent provision for the exclusion from taxation of the phantom income generated when all or a portion of a mortgage on a primary residence is forgiven.

ADVOCACY ISSUES A-Z

MORTGAGE INTEREST DEDUCTION

NAR supports indexing the \$750,000 maximum loan amount eligible for deducting mortgage interest for inflation.

NATIONAL FLOOD INSURANCE PROGRAM (NFIP)

NAR urges Congress to complete work on a long-term reauthorization and reform the NFIP, and urges FEMA to continue to update the flood maps. NAR also supports legislative efforts to provide access to a private flood market.

NET NEUTRALITY

NAR supports legislative and regulatory efforts to ensure that broadband providers adhere to net neutral practices including, no blocking, no throttling of data and no paid prioritization.

PROPERTY ASSESSED CLEAN ENERGY (PACE) LOANS

NAR supports legislative and regulatory proposals that require PACE loan terms to be fully disclosed to borrowers.

REAL ESTATE TRANSFER TAXES

NAR opposes real estate transfer taxes.

Where transfer taxes currently exist, NAR urges their repeal and opposition to any increases. NAR urges the redirection of fees to be used for one-time capital acquisitions that are related to housing or commercial property improvements (e.g., *infrastructure*) and exemptions to transfer taxes for first-time homebuyers and for homebuyers from low- and moderate-income households.

RENT CONTROL

NAR opposes current and future rent control and rent stabilization laws on both residential and commercial properties. NAR encourages local and state REALTOR® associations to oppose any legislative measure allowing for rent control or rent stabilization efforts. Further, NAR opposes moratoria on zoning approvals for apartments and mobile home parks.

ADVOCACY ISSUES A-Z

SALES TAX ON SERVICES

NAR opposes the application of state or local sales tax to rent, and to real estate services and other professional services, including real estate broker commissions, title searches, appraisals, home inspections, property management services, and any other services related to the real estate transaction.

SHORT-TERM WORKER VISAS

NAR supports federal visa programs, such as the H2-B program, that allows foreign workers to work in the U.S. temporarily. NAR also supports reforms to these programs that addresses national security and employer and visa overstay concerns.

SIGN ORDINANCES

REALTORS® have the right to advertise properties and use For Sale signs, and NAR opposes efforts to restrict such.

STATE AND LOCAL TAX DEDUCTION

NAR supports legislative efforts to reinstate the full deductibility of state and local taxes. At a minimum, NAR urges legislators to index the current \$10,000 cap for state and local tax deductions to inflation and to remove the marriage penalty by increasing the deduction cap for joint returns to \$20,000, twice the amount of that for singles.

STUDENT LOAN DEBT

NAR supports federal policy proposals to allow student loan borrowers to refinance into lower interest rates and to streamline income-based repayment programs.

ADVOCACY ISSUES A-Z

TRANSPORTATION

NAR supports legislation that levels the playing field for funding highways versus transit and other modes of transportation. NAR urges Congress to pass legislation funding repairs and maintenance of existing transportation infrastructure.

WILDFIRES

NAR encourages active forest management practices that return the ecological benefits of fire to our forested areas, bring balance to our nation's firefighting policies, and protect homes and communities in the wildland/urban interface.



A woman with dark hair, wearing a blue button-down shirt, is looking down at a tablet computer she is holding. She is standing in front of a light-colored stone building with a window. The bottom left corner of the image is overlaid with a purple geometric pattern.

**REALTORS®
POLITICAL ACTION
COMMITTEE**

RPAC & GRASSROOTS ADVOCACY: A WINNING COMBINATION

WHAT IS RPAC?

RPAC (*REALTORS® Political Action Committee*) plays an important role in NAR's advocacy efforts by providing the necessary resources to support pro-REALTOR® candidates. As the source for funds and influence on the political front, RPAC gives REALTORS® a strong voice by helping to elect candidates who understand NAR's issues and concerns. RPAC is the backbone of the REALTOR® Party, promoting and protecting the real estate industry.

RPAC CRITERIA FOR CANDIDATE SELECTION

REALTORS® at all levels of the association are involved in selecting which candidates should receive RPAC support. This broad, grassroots-based system is the greatest strength of RPAC. The number of REALTORS® involved helps ensure that decisions are not made on a partisan basis, but rather focused on REALTOR® issues, and solely on the fact that the candidate deserves support because he or she meets the criteria. Political party affiliation is not a consideration for RPAC support. Since our public policy positions of supporting homeownership and property investment are broadly popular across the political spectrum, we have many supporters on both sides of the aisle.

The criteria RPAC issues in determining its support include:

- Individual action taken to advance NAR legislation (speeches, letters, hearings, etc.)
- Co-sponsorship of NAR legislation
- Congressional Leadership Position
- Congressional Committee Assignments
- Voting Record for current and previous three Congressional cycles
- D.C. Engagement
- In-State Accessibility
- Race Competitiveness

RPAC & GRASSROOTS ADVOCACY: A WINNING COMBINATION

ACCESSING RPAC IN-STATE FUNDS

To access RPAC in-state funds:

Contact your state association Government Affairs Director (GAD) and NAR Political Representative to request funding.

Please note: All RPAC contributions will only be made payable to the candidate's campaign committee. FPCs and team members will not be reimbursed for a personal contribution made to the candidate.

Check with your state GAD and NAR Political Representative to make sure you have funds available. Be sure to do this before you make a commitment to donate to any campaign. Think about the campaign events coming up in your district that you may want to attend with the in-state funds. If you are an FPC for a House member, you have \$1,000 per two-year cycle for use at in-state events. If you are an FPC for a senator, you have \$2,000 per six-year cycle for use at in-state events. You may use the entire amount for one event or for more than one event. Your request for these funds should not be less than \$500. Advance planning helps ensure your best use of the funds. If you have questions about the balance of in-state funds available for a

D.C. LOBBYIST FUNDS	IN-STATE FUNDS	SPECIAL RECOGNITION
\$1,000 per cycle	\$2,000 per cycle	All Remaining Funds or Open Seats
No Trustee Approval Required	No Trustee Approval Required	Trustee Approval Required
Delivered to FPC	Delivered to lobbyist	Delivered to FPC

RPAC & GRASSROOTS ADVOCACY: A WINNING COMBINATION

member of Congress's re-election campaign, contact your state GAD. Let your state GAD know the details of the reception/event, what type of event it is, and the date of the event.

Give as much notice as possible so the RPAC check request can be processed. It will usually take two weeks for you to receive the check. NAR will send the check to the state association, which will then arrange to get the check to the FPC. It is expected that the FPC will either deliver the RPAC check personally or be part of the check presentation to the member of Congress. Checks should be delivered within 15 days and NO LATER than 60 days from the date the check was cut. In compliance with FEC laws, *all checks must be delivered by the day of the election* for which the contribution is designated.

All in-state funds must be used in the first year of the two-year congressional cycle for House Members and in the first four years of the six-year cycle for senators. These funds have been allocated so you can develop a relationship with your Member of Congress by attending events in your congressional district. Any remaining funds not used within this time period will be rolled into the special recognition fund.

Please note that RPAC disbursements are now being issued electronically. After you request RPAC funds, RPAC will wire funds directly to the campaign. NAR staff will alert the FPC, candidate's campaign and state staff as when these funds are processed.

REMEMBER: It is **ILLEGAL** to present a campaign contribution in a government office or on government property. Taking a group photo with your member of Congress is a great idea; however, NAR discourages taking a photo of physically handing a check to your member of Congress, or posting such a photo on social media.

RPAC & GRASSROOTS ADVOCACY: A WINNING COMBINATION

MAKING THE MOST OF RPAC SPECIAL RECOGNITION MONEY

RPAC checks can have a bigger impact if delivered with the campaign's needs in mind. Campaigns are geared toward raising and reporting funds quickly to show their lead over other potential rivals. Early funds also allow campaigns to lock in future campaign activities such as mailers or television ad time. By keeping the campaign's needs in mind, RPAC support will be even more valuable.

Listed below are some ways to maximize check presentation opportunities:

Identify a fundraising event where the representative will appreciate the support.

While private meetings are the best forum to present checks, members of Congress have busy schedules, which at times make private meetings difficult. Annual fundraising events are good examples of alternatives to a private check presentation. Always be aware of who is hosting an event for your member of Congress's re-election campaign. The host may be on the opposite side of a REALTOR® issue, in which case attending the event would not be an appropriate use of an RPAC contribution.

Consider a personal contribution.

If you are able to do so, consider supporting your member of Congress with a personal contribution. Individuals are permitted to contribute up to \$2,700 per election (*primary, general, and run-off*) to federal candidates. You could also host an in-home fundraiser for your member of Congress as well.

RPAC & GRASSROOTS ADVOCACY: A WINNING COMBINATION

INVESTING IN RPAC

Support of RPAC is a critical component of supporting your members of Congress's re-election. By contributing to RPAC, you can distinguish yourself as a political leader who is actively involved in advocacy on behalf of REALTORS®. As the NAR representative to your member of Congress, it is important that you personally support the Political Action Committee that provides you with the resources to do your job effectively.

Below are ways you can lead by example through your personal support of RPAC:

BECOME AN RPAC MAJOR INVESTOR.

RPAC's Major Investors are an elite and passionate group of REALTORS® whose annual investments of \$1,000 or more shape the political future of the real estate industry. Major Investors are eligible to participate in the RPAC Recognition Program, with specific benefits and accolades that acknowledge their support of RPAC.

To invest in RPAC or view Major Investor benefit details, please visit realtorparty.realtor/rpac.

JOIN THE PRESIDENT'S CIRCLE.

The President's Circle is a group of REALTORS® who contribute directly to REALTOR®-friendly candidates at the federal level. Political Action Committees, like RPAC, can only legally contribute \$5,000 per election (*primary, general, and run-off*) to a federal candidate. The President's Circle Program supports REALTOR® Champions—incumbent Congressional candidates who have made significant achievements in advancing the REALTOR® public policy agenda.

The President's Circle Program allows REALTORS® to contribute beyond RPAC dollars and increase the strength of REALTOR® advocacy.

RPAC & GRASSROOTS ADVOCACY: A WINNING COMBINATION

President's Circle members must also be RPAC Major Investors, investing a minimum of \$1,000 annually to RPAC in addition to \$2,000 annually directly to REALTOR® Champions. President's Circle investments must be completed by September 30 each year in order to be of the utmost value to the selected candidates.

FPCs who join the President's Circle Program are eligible to invest \$500 of their \$2,000 President's Circle commitment directly to their member of Congress's re-election campaign. This is a special benefit only for FPCs who are members of the President's Circle.

President's Circle members who complete their investment are invited to the President's Circle Conference the year following their first year in the program. The President's Circle Conference provides an opportunity to network with NAR's top political investors and to engage with cutting edge speakers. The three-day conference is held annually at a top hotel or resort; three nights' hotel accommodations, receptions, most meals, and the full conference program are included in the registration fee for the President's Circle member and a guest.

Contact NAR RPAC staff to join the President's Circle, or visit realtorparty.realtor/rpac for more information.

Contributions are not deductible for income tax purposes. Contributions to RPAC are voluntary and are used for political purposes. You may contribute more or less than the suggested amount. You may refuse to contribute without reprisal and the National Association of REALTORS® or any of its state or local associations will not favor or disadvantage any member because of the amount contributed. Your contribution is split between National RPAC and the State PAC in your state. Contact your State Association or PAC for information about the percentages of your contribution provided to National RPAC and to the State PAC. The National RPAC portion is used to support federal candidates and is charged against your limits under 52 U.S.C. 30116.



NAR RESOURCES

STAFF DIRECTORY: NAR ADVOCACY GROUP

LEADERSHIP

Shannon McGahn	<i>Chief Advocacy Officer</i>	202-383-1045
Helen Devlin	<i>Vice President, Strategy and Advocacy Operations</i>	202-383-7559
Bryan Greene	<i>Vice President, Policy Advocacy</i>	202-383-1114
Joe Harris	<i>Vice President, Government Advocacy</i>	202-383-1226
Jonathan “Jon” Waclawski	<i>Vice President, Political Advocacy</i>	202-383-1248

LOBBYISTS

Sydney Barron	<i>Director, Government Advocacy</i>	202-383-1027
Ryan Rusbult	<i>Director, Government Advocacy and Operations</i>	202-383-1089
Vijay Yadlapati	<i>Director, Government Advocacy</i>	202-383-1090

GRASSROOTS

Victoria Givens	<i>Manager, REALTOR® Mobilization Programs</i>	202-383-1021
Erin Murphy	<i>Director of Consumer Outreach</i>	202-383-1079

POLITICAL REPRESENTATIVES

Lauren Colicelli	<i>Manager, RPAC Fundraising</i>	202-383-1080
April Gavin	<i>Director of Political Field Operations</i>	202-383-1073
Jack Greacen	<i>Political Representative</i>	202-383-1009
Drew Myers	<i>Political Representative</i>	202-383-1072
Zack Rubin-McCarry	<i>Manager, RPAC Disbursements</i>	202-383-1086
Lisa Friday Scott	<i>Director of RPAC</i>	202-383-1270
Patrick Wohl	<i>Senior Political Representative</i>	202-383-7516
Avery Walker	<i>Disbursements and Congressional Events Representative</i>	202-383-1078

ONLINE RESOURCES

REALTOR® PARTY WEBSITE

FPCs, this is your go-to website for all things advocacy. It is here where you will file your field report, access your FPC manual online, and find RPAC resources and other tools to assist you on your advocacy journey.

You will find new ways to vote, act, and invest in the REALTOR® Party and see how other associations are successfully using REALTOR® Party programs, grants and tools. Whether you want to apply for grants, learn more about RPAC, or participate in a national call for action, the REALTOR® Party website is a one-stop shop for your advocacy needs. The website offers members and associations valuable resources and tools to strengthen their advocacy programs and build political clout at every level of government and strong communities nationwide.

Learn More: realtorparty.realtor

FEDERAL ISSUES TRACKER

NAR tracks hundreds of legislative and regulatory proposals every day. Find out where these proposals stand by searching the Federal Issues Tracker.

Learn More: narfocus.com/billdatabase/index.php

COMMERCIAL ISSUES BRIEF

The Commercial Issues & Actions provides a snapshot of federal issues impacting commercial real estate and NAR's advocacy on them. It comes in a long-form as well as a one-pager of top priority issues.

Learn more: nar.realtor/commercial/advocacy

ONLINE RESOURCES

STATE AND LOCAL POLICY WEBINAR LIBRARY

The State and Local Issues Policy Committee began cohosting legislative issue webinars with other NAR Governance Committees in 2020 and now is committed to hosting five new issue webinars each calendar year. These webinars educate and assist REALTOR® Associations and REALTORS® by sharing ideas on how to effectively lobby and support relevant REALTOR® policies at the state and local level.

Learn More: realtorparty.realtor/state-local-issues/resources/issue-webinars

HOT TOPIC ALERTS, WHITE PAPERS AND STUDIES

There are a variety of issues proposed, implemented, and regulated at the state and local levels that affect the real estate industry. NAR's Hot Topic Alerts are mini white papers that cover these important trending state and local issues. Each paper contains historical context on the issue, landmark legislation, any legal summaries of court cases impacting the policy and highlight state and local association successes in advocating on each issue. Similarly, NAR's white papers and studies are more extensive papers diving deeper into select issues.

Text **HOT TOPIC** to **30644** to get a link sent directly to your mobile device through REALTOR® Party Mobile Alerts OR visit realtorparty.realtor/news/hot-topic-alerts.

REALTOR® PARTY NEWS

Emailed monthly, the REALTOR® Party News newsletter is sent to all NAR members and provides regular updates on REALTOR® Party activities and resources as well as success stories from state and local REALTOR® Associations.

OTHER RESOURCES

FPC NEWSLETTER

The FPC Newsletter is your bi-weekly account of what is happening at the Federal level with NAR and members of Congress. This publication will be delivered to you by email every other Friday and will include tips of the trade, a “word of the week” and spotlights of FPC members who are going above and beyond the call of duty. Please make sure to read it to stay abreast of the latest movement on advocacy issues affecting our industry. All FPC Newsletters will also be archived on the Hub.

REALTOR® PARTY RESOURCE GUIDE

Please consult the INTERACTIVE REALTOR® Party Resource Guide for a wide variety of resources that will help you be successful in communicating NAR issues and implementing campaigns to elect and re-elect your REALTOR® Champions to public office. The guide is a roadmap to the various services and programs NAR provides and will help you better do your job as an FPC.

You can access the guide here: realtorparty.realtor/resourceguide



GLOSSARY OF LEGISLATIVE TERMS

GLOSSARY OF LEGISLATIVE TERMS

Amendment: A motion offered to change the text of a bill or of another amendment. There are three types of amendments: motions to strike, motions to insert, and to strike and insert. Amendments to the bill are termed “first degree,” while amendments to an amendment are “second degree.”

Appropriations Bill: Provides the legal authority needed to spend or obligate U.S. Treasury funds. There are 13 annual appropriations bills that together fund the entire federal government. All 13 bills must be enacted prior to the start of a new fiscal year, which falls on October 1. Failure to meet this deadline causes the need for temporary short-term funding or results in a shutdown of the federal government.

At-Large Representatives: From states with a population size qualifying for only one House seat.

Bill: A legislative proposal that becomes a law if it passes both the House and Senate and receives presidential approval. Bills are introduced as “H.R.” in the House and as “S.” in the Senate.

Capitol Hill: Refers to the area encompassing the U.S. Capitol and the House and Senate office buildings.

Chairperson: The leader of a congressional committee. Chairs are always members of the majority party, often those with seniority; their powers include the ability to schedule hearings and allocate committee budget.

Cloakroom: Two long, narrow rooms at the rear of the House and Senate chamber, one for each party. Members meet in the cloakrooms for private conversations, phone calls, and snacks.

Closed Rule: Bans amendments to a bill on the House floor, with the exception of committee amendments. Committee amendments are approved in advance by a committee and offered by its chairperson or his/her designee.

GLOSSARY OF LEGISLATIVE TERMS

Cloture: The formal procedure used to end a filibuster, which can take up to three days and requires 60 votes. Cloture can also be used, even if there is no filibuster underway, to ban non-germane amendments. If cloture wins, 30 additional hours of debate are allowed prior to voting, but they are rarely used. If cloture fails, debate would continue without limits, although in most instances the bill is usually set aside.

Commit a Bill: To send a bill to a committee for initial consideration rather than debating it immediately.

Committee Report: Prepared by a House or Senate Committee to explain the content of a bill being reported. Committee reports are optional in the Senate, but mandatory in the House. They contain views of committee members, a cost impact analysis, and compare the bill to current law.

Companion Bill: A piece of legislation introduced in either the House or Senate that is similar or identical to one introduced in the other chamber.

Concurrent Resolution: Used to take action or express opinion on behalf of both the House and Senate. It does not make law. Uses include fixing adjournment dates and setting the annual congressional budget.

Conferee: A member of Congress named to represent his/her chamber in negotiations with the other house. Formally known as “managers,” the conferees meet in a conference committee to negotiate a compromise between the House and Senate versions of a bill.

Conference: Refers to a formal meeting, or series of meetings, between House and Senate members. The purpose of a conference is to reconcile the differences between the House and Senate versions of a bill.

Conference Committee: A temporary panel of House and Senate negotiators. A conference committee is created to resolve differences between versions of similar House and Senate bills.

34% of all buyers were first-time buyers.

GLOSSARY OF LEGISLATIVE TERMS

Conference Report: Refers to the final version of a bill proposed by House and Senate conferees. It also contains the “statement of managers,” a section-by-section explanation of the agreement.

Cosponsor: A member who formally adds his/her name as a supporter to another member’s bill. An original cosponsor is one who was listed at the time of the bill’s introduction, not added on later.

Delegate: A member of the House from Samoa, Guam, Puerto Rico, the Virgin Islands, or Washington, D.C. The Constitution prohibits delegates from voting on the House floor, but permits them to vote in committee.

Discharge Petition: Starts a process to force a bill out of committee. A successful petition requires the signatures of 218 members, which is a majority of the House.

District: The geographical area in a state represented by a House member, with about 600,000 citizens. Members have one or more district offices depending on the size of the area they represent.

Earmarked: Earmarked funds are those dedicated for a specific program or purpose. Revenues are earmarked by law. Expenditures are earmarked by appropriations bills or reports.

Entitlement Spending: Refers to funds for programs like Medicare/Medicaid, Social Security, and veterans’ benefits. Funding levels are automatically set by the number of eligible recipients, not at the discretion of Congress. Each person eligible for benefits by law receives them unless Congress changes the eligibility criteria. Entitlement payments represent the largest portion of the federal budget.

Executive Calendar: The list of treaties and nominations awaiting Senate floor consideration.

Filibuster: The term used for an extended debate in the Senate as a means of preventing a vote. Senate rules contain no motion to force a vote. A vote occurs only once debate ends. The term comes from the early 19th century Spanish and Portuguese pirates, “filibusteros,” who held ships hostage for ransom.

GLOSSARY OF LEGISLATIVE TERMS

Floor: Refers to the chamber in the Capitol where members assemble to conduct debate and vote. Members are said to be “on the Floor” when they assemble, and “to have the Floor” when they speak.

Galleries: The balconies overlooking the House and Senate chambers. Separate seating areas are provided for the public, press, staff, and family members.

Germane: The technical term for “relevant.” Amendments are said to be germane or non-germane to a bill. The House requires germaneness of amendment at all times unless an exception is made by special rule. In most circumstances, the Senate does not require germaneness. Senate tradition permits senators to offer amendments on any subject even if unrelated to the bill’s topic.

Hearing: A formal meeting of a committee or subcommittee to review legislation or explore a topic. Hearings may also be called to investigate a matter or conduct oversight of existing programs. Witnesses are called to deliver testimony and answer questions in all three types of hearings.

House Calendar: The list of bills available for consideration in the House. Bills are referred to the House Calendar if they do not directly or indirectly deal with money.

House Chamber: The large room in the Capitol where House members gather to debate and vote.

Incumbent: Refers to a sitting member of Congress running for re-election.

Joint Resolutions: Used to pose constitutional amendments, to fix technical errors, or to appropriate. They become public law if adopted by both the House and Senate and, where relevant, approved by the President. In terms of Constitutional amendments, they must be approved by three-fourths of the states.

GLOSSARY OF LEGISLATIVE TERMS

Lame Ducks: Members who will not return in the next Congress, but who are finishing out their current term. Lame duck sessions are those held after the November election up to when the new Congress begins.

Mark-Up: Refers to the meeting of a committee held to review the text of a bill before reporting it out. Committee members offer and vote on proposed changes to the bill's language, known as amendments. Most mark-ups end with a vote to send the new version of the bill to the floor for final approval.

Minority Leader: The person elected by his/her party members in the House or Senate to lead them, to promote passage of the party's issue priorities, and to coordinate legislative efforts with the majority leader, the other chamber, and the White House. The minority leader also seeks unity among members on the policy positions taken by the party, and works to put together coalitions to create voting majorities.

Omnibus Bill: Packages together several measures into one or combines diverse subjects into a single bill. Examples are reconciliation bills, combined appropriations bills, and private relief and claims bills.

Override: The vote taken to pass a bill again, after it has been vetoed by the President. An override takes a two-third vote in each chamber, or 290 in the House and 67 in the Senate, if all are present and voting. If the veto is overridden, the bill becomes law despite the objection of the President.

Oversight: The term used for congressional review of federal agencies, government programs, and performance.

Pocket Veto: When the President fails to sign a bill within the ten days allowed by the Constitution. Congress must be in adjournment in order for a pocket veto to take effect. If Congress is in session and the President fails to sign the bill, it becomes law without his signature.

GLOSSARY OF LEGISLATIVE TERMS

President of the Senate: The Vice President of the United States, according to the Constitution.

President Pro Tempore: Presides in the Vice President's absence. He is the most senior majority party senator.

Quorum: The number of House members who must be present before business may be conducted. A quorum in the House requires the presence of 218, while 100 are needed in Committee of the Whole. Quorum is the number of senators (51) who must be present before business may be conducted. Unless challenged by a point of order, the Senate conducts daily business without a quorum present.

Ranking Member: Refers to the second highest rank on a committee on the majority side, after the chairman.

Rider: An amendment attached to a bill, usually unrelated to the subject of the underlying bill. Its sponsor tries to "ride" it to passage on the strength of the original bill. Riders are permitted in the Senate and are routine. House rules ban riders unless an exception is made.

Senate Chamber: The assembly room in the Capitol where senators gather to debate and vote.

Sergeant-at-Arms: The officer who maintains order in the chamber and provides security for members.

Special Interest: Refers to any group of people organized around a specific shared interest. Examples might be senior citizens, environmentalists, a specific industry such as oil or tobacco, an ethnic community, an individual corporation, or a professional trade association, like trial lawyers or insurance agents. Special interest groups lobby Congress and seek to persuade members to their point of view through political activity.

Sponsor: The member who introduces a bill and is its chief advocate.

GLOSSARY OF LEGISLATIVE TERMS

Standing Committee: In the House or Senate, has permanent status, whereas a Select Committee is temporary. The oldest standing committee in Congress is the House Ways and Means Committee, created in 1802.

Sunset: Refers to laws set to expire unless specifically re-authorized by Congress. Congress sometimes establishes federal agencies or programs with a designated end date in the law. This practice promotes an examination by future Congresses of those agencies or programs. If an affirmative decision is not made to continue them, then the “sun sets” on them and they automatically terminate.

Suspension of the Rules: A special procedure used to speed up action by setting aside the regular rules. Bills brought up under this process are debated for 40 minutes, may not be amended, and require a two-thirds vote.

Up or Down Vote: Refers to a direct vote on the substance of an amendment or bill, sometimes referred to as a “clean vote.” Members simply vote “yea” or “nay” on it. Many votes dispose of a matter indirectly through another motion, i.e., to table, to recommit, to amend in the second degree. Members often seek “up or down” votes because they are less cumbersome and therefore easier to explain.

Voice Vote: Members say “aye” aloud as a group, followed by the group saying “no.” The presiding officer decides which group prevailed and announces the result. No names are recorded.

Whip in the House: A member elected by his/her party to count potential votes and promote party unity in voting. The majority whip is the third ranking leadership position in his/her party and the minority whip ranks second.

Whip in the Senate: A senator elected by his/her party to count potential votes and promote unity in voting. The majority and minority whip are the second ranking leadership position in their respective party.

APPENDIX I

FPC REPLACEMENT PROTOCOL

I. ADOPTION OF A THREE STRIKES RULE

This is the fairest way to apply the same review to each FPC. These strikes will be cumulative over the two-year FPC term.

- The first strike would occur after a FPC has not completed the job duties by the end of the second quarter of the first year of their appointment.
- Second strike would occur if the FPC has still not completed these duties by the end of the third quarter.
- Third strike would occur if the FPC has not completed the duties by the end of the first year of their appointment.
- Note that most job duties are ongoing, thus the quarterly timing to allow FPCs to complete tasks. However, any time an FPC does not respond to a Call for Action (CFA) by the completion of the CFA, they will receive a strike.

II. APPLICATION OF THE RULE

The FPC Advisory Committee recognizes that exceptions may occur, such as FPC illness, business crisis, etc. This application will assist in determining the situation and personalizing the contact with the FPC. FPC Advisory Committee also re-affirms the importance of having a contact team in place for a seamless transition either due to FPC illness or removal.

- After the first strike, the FPC Advisory Committee member from the FPC's state, as well as the State GAD and Association Executive will be notified. The FPC Advisory Committee member will then be asked to contact the FPC to determine the cause and if the FPC remains interested in the role. The RPMIC member will report back to FPC Advisory Committee Leadership, NAR and State staff of their findings.

APPENDIX I

- After the second strike, NAR staff will notify the state President, the state GAD and state CEO. The state President and the state CEO should have another conversation with the FPC to drive home the importance of the role and the need to complete the duties.
- After the third strike, NAR staff will notify the state President, AE, GAD, and FPC Advisory Committee member that the FPC has not met the minimum requirements and will need to be considered for replacement.
- When removing an FPC, the slot should immediately be filled following normal FPC appointment guidelines (state president's recommendation to NAR). The NAR Chief Advocacy Officer will make the final decision and the state CEO and the state President will inform the FPC of their removal.
- If removed due to a member of Congress's request, an FPC would only be able to be approved for any future role as FPC at the behest of the Chief Advocacy Officer to ensure they are fit for the job.





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LETTER FROM 2023 NAR PRESIDENT KENNY PARCELL AND CEO BOB GOLDBERG

January 1, 2023

Dear FPCs for the 118th Congress,

On behalf of the National Association of REALTORS®, we are honored to appoint you to our Federal Political Coordinators (FPCs) team. The NAR Leadership Team extends its sincere appreciation for the time and energy you have volunteered to serve as an FPC and help move the real estate industry forward in America. **You truly encapsulate what it means to Ride with the Brand!**

This association and our profession all mean something different to each of us. But we all know and recognize real estate's enormous impact on our communities, our lives, and our nation's overall stability. This job is bigger than any of us, but in so many ways, it is fully dependent on each of our individual contributions. For years, leaders like you have worked tirelessly to protect and safeguard the REALTOR® brand, the real estate economy, consumers, and the timeless benefits of property ownership. Our work today will endure long after we've left our positions.

Today, however, having just elected numerous new members of Congress who may be less familiar with the REALTOR® brand and the indisputable, nationwide impact of real estate, it is critical that we do everything we can to educate lawmakers on our issues and clearly communicate their importance to the broader economy.

From flood insurance reform and potentially harmful changes to the tax code, to our persistent pursuit of policies that will increase the availability of safe, affordable homes in America, our priorities are numerous. Some of our biggest successes have come from the actions of our FPCs. We are so thankful to have you on the front lines, serving as a trusted voice in our never-ending work to support of current and future property owners.

LETTER FROM 2023 NAR PRESIDENT KENNY PARCELL AND CEO BOB GOLDBERG

This handbook is designed to help you execute your critical advocacy role throughout the 118th Congress. From tips on conducting a meeting with your member of Congress to in-depth insight on the legislative process to guidance on filing a field report, everything you will need over the next two years is contained within this helpful resource.

Again, congratulations on your appointment as an NAR Federal Political Coordinator! Our brand represents the best of our profession who truly love their communities and the people who live within them. **With leaders like you representing our brand to Congress, we can ensure it is protected and safeguarded for years to come.**

Get revved up because we are Riding with the Brand in 2023!

With our very best wishes for a successful year ahead,



A handwritten signature in black ink, appearing to read 'K Parcell'.

Kenny Parcell, 2023 President



A handwritten signature in black ink, appearing to read 'Bob Goldberg'.

Bob Goldberg, CEO

DO'S AND DON'TS OF MEETING WITH MEMBERS OF CONGRESS

DO:

Before the Meeting

- Prepare by reading up on your member of Congress on their website.
- Learn your members' committee assignments, where their specialties lie, as well as their personal interests.
- Plan your strategy ahead of time. Decide who will lead the meeting if multiple REALTORS® are attending and what talking points each person will cover.
- Choose talking points. Create a list of 3 to 5 important issues you want to cover and use real examples to communicate your point.
- Organize by making sure you know where the meeting is taking place and at what time. Arrive on time, be polite and dress appropriately.
- Make sure you inform your NAR lobbyist of your meeting.

During the Meeting

- Be sensitive to the amount of time allotted to you. Ask upfront, and if you get 15-20 minutes with your MOC (or staff), that's great!
- Present your business card upfront.
- Present the need for what you're asking the member of Congress to do. Use data or cases you know.
- Relate situations in his/her home state or district.
- Ask the representative's or senator's position and why.
- Listen carefully to any counterarguments from your member of Congress or their staff, and be prepared to respond to them.
- Admit what you don't know. Offer to try to find out the answer and send information back to the office.
- Spend more time with members who may not have embraced the NAR position on an issue. You can lessen the intensity of their opposition and perhaps change their mind over time.

End of the Meeting

- Get the name and business card of any staff person who sits in on the meeting. This will help you should you need to follow up after the meeting.
- Give the member and staff any handouts you have on your talking points.
- Thank the office for any support the member has given on our issues.

DO'S AND DON'TS OF MEETING WITH MEMBERS OF CONGRESS

After the Meeting

- Write a thank you email to the staff with whom you met and offer to be of any assistance on real estate issues in the future.
- Follow through on any promises you made to the member or staff.
- **FILE A FIELD REPORT.**
- Send the member of Congress a note of support when they do or say something that is helpful to NAR. This is especially important if the member was not initially supportive of an issue.

DON'T:

- Don't fail to show up for your scheduled meeting. Call if you are running late.
- Don't discount congressional staff. Many congressional staffers look (and are) young. However, do not assume that such a staffer does not have significant responsibility and the ear of his or her member. In many offices, the staffer you are meeting with will prepare a summary memo for the member that carries extreme influence and power.
- Don't overload a congressional visit with too many issues.
- Don't confront, threaten, pressure or beg.
- Don't be argumentative. Speak with calmness and commitment so as not to put him/her on the defensive.
- Don't overstate the case. Members are very busy and you are apt to lose their attention if you are too wordy.
- Don't expect members of Congress to be specialists.
- Their schedules and workloads tend to make them generalists.
- Don't be put off by smokescreens or long-winded answers. Bring the members back to the point. Maintain control of the meetings.
- Don't make promises you can't deliver.
- Don't be afraid to take a stand on the issues. You represent thousands of constituents whose views on these issues are important to your member of Congress.
- Don't shy away from meetings with legislators with known views opposite your own.
- Don't be afraid to say, "I don't know." Offer to follow up with them after the meeting when you can obtain the correct information.
- When meeting in Washington, D.C., don't be offended if you are asked to meet in a hallway or tight space. Capitol Hill is a busy place with limited real estate. Where you meet does not matter, but what you discuss and how you conduct yourself does.