



Bylaws of the Florida Chapter IAAO

REVISED AND VOTED on July 26, 2010

Section 1.1 Name

The name of this organization is the Florida Chapter of the International Association of Assessing Officers, Inc., (FCIAAO), referenced hereinafter as "*The Chapter*." The International Association of Assessing Officers (IAAO) shall hereinafter be referred to as "*The Association*."

Section 1.2 Jurisdictional Area

The Chapter shall encompass a jurisdictional area consisting of the State of Florida.

Section 1.3 Purposes

The purpose of *The Chapter* is to advance the objectives of *The Association* in Florida, which is to:

- (a) Support and promote professional development
- (b) Prepare and deliver educational services
- (c) Provide technical assistance and consulting services
- (d) Strengthen membership and encourage growth
- (e) Provide information and counseling
- (f) Provide and encourage research
- (g) Promote public understanding

The mission of *The Chapter* is to offer relevant educational opportunities in ad valorem appraisal and administration, and to promote professional development of our members.

Section 1.4 Memberships

There are three types of memberships available in *The Chapter*: REGULAR, SUBSCRIBING, and ASSOCIATE. No membership shall be restrictive on the basis of race, creed, gender or country of national origin, provided however, Subscribing and Associate members will be NON-VOTING members.

1. REGULAR (VOTING) MEMBER: Restricted to those regularly employed by an office of a County Property Appraiser in the State of Florida or the Florida Department of Revenue, whether such employment is as an elected or appointed official or a regular or full time salaried employee or as a retained professional or consultant.
2. SUBSCRIBING MEMBER: Open to all other persons having an interest in the goals and

objectives of The Chapter. *NON-VOTING*

3. **ASSOCIATE MEMBER:** Those persons who have retired from either the employment of a Property Appraiser's Office in the State of Florida or from the Florida Department of Revenue, or a student (currently enrolled in a University or College in the State of Florida) whose studies are within an appraisal related curriculum. *NON-VOTING*

Section 2.1 Chapter Officers

The governing officers of *The Chapter* shall be elected by Regular Members in good standing with *The Chapter* and shall be composed of the following positions:

President, Vice-President, Second Vice-President, Secretary, Treasurer, Immediate Past President. There shall also be up to (6) Directors at Large, all of which are elected by the voting membership.

For the purpose of ensuring continuity from year to year, the following terms of office shall apply:

President:	one year term;
Vice-President:	one year term;
Second Vice President:	one year term;
Secretary:	two year term;
Treasurer:	three year term;
Directors (2-3):	two year term, to be elected to serve beginning in odd-numbered years;
Directors (2-3):	two year term, to be elected to serve beginning in even-numbered years;
Immediate Past President:	one year term.

Section 2.2 Executive Committee

The Executive Committee shall be composed of the following officers: President, Vice-President, Second Vice-President, Secretary, Treasurer, Immediate Past President, and up to six Directors at Large. Every attempt should be made to keep the number of Directors at an odd number to ensure there is an odd-number on the Executive Board.

The Chapter's officers and directors, meeting as the Executive Committee, shall be the governing body of *The Chapter*.

The State IAAO Representative(s) shall be non-voting ex-officio member(s) of the Executive Committee.

The Chapter's Legal Counsel, if such is appointed, shall serve the Executive Committee in a non-voting, advisory capacity at its meetings.

The Executive Committee shall meet at least once at the Annual Meeting of the general chapter membership.

The President may call additional Special meetings of the Executive Committee. If requested by four members of the Executive Committee, the President will be required to call a Special meeting

of the Executive Committee at the earliest practical time.

A meeting of the Executive Committee shall constitute a quorum for voting purposes if two-thirds (2/3) of the entire voting membership of the Executive Committee is present.

A meeting of the Executive Committee may be conducted in person or by telephone conference call, webinar, and/or other electronic means.

Section 2.3 Duties of the Chapter Officers

The Chapter Officers shall have the following duties and responsibilities:

The *President* shall preside at the annual meeting of the general chapter membership and at Executive Committee Meetings, perform all general administrative duties for *The Chapter*, and shall appoint all necessary committees of *The Chapter*.

The *Vice-President* shall perform the duties of the President in his or her absence.

The *Second Vice-President* shall perform the duties of the Vice-President in his or her absence.

The duties and responsibilities of the *Secretary* are as follows:

1. The Secretary shall notify *The Association's* representatives in *The Chapter's* jurisdictional area, and shall notify the general chapter membership of Regular Meetings at least two (2) weeks prior to said meetings, and shall notify the members of the Executive Committee of any Special Meetings at least seven (7) days prior to said meeting. The notice shall be in writing and delivered by United States mail, e-mail, and/or by posting on *The Chapter's* website.
2. The Secretary shall prepare and distribute the ballots in a timely manner to ensure that all voting members have adequate time to respond.
3. The Secretary shall keep the minutes of each Regular and Special Meeting held. A copy of the minutes shall be sent to the Executive Director of *The Association* after their approval by the Executive Committee.
4. The Secretary shall annually prepare the list of all Chapter members, officers, and Executive Committee members and submit it to the Executive Director of *The Association* by September 1. The Executive Committee may assign this responsibility to the Membership Director.
5. Amendments to Chapter Bylaws, after adoption by the voting membership, shall be addressed to the Executive Board and mailed to the Executive Director of *The Association*.
6. Amendment to Chapter Bylaws shall be certified by the Secretary of *The Chapter*.

The *Treasurer* shall keep all books and financial records as instructed by the Executive Committee and shall annually prepare a report of *The Chapter's* Income and Expenses and Asset and Liability balances to be submitted to the President of *The Chapter*, the Executive Board of *The Association* and to the general chapter membership at the Annual Chapter Meeting.

Directors at Large shall serve on the Executive Committee and assist the other officers with the

administration of *The Chapter*.

All officers and committee chairpersons shall maintain permanent records of all activity, which records shall be presented to the Secretary for archiving on or about September 1 of each fiscal year.

Section 3.1 Nominations and Election of Chapter Officers

A Nominating Committee, consisting of at least three but no more than five Regular Members of *The Chapter* in good standing, shall be selected by the President and confirmed by the Executive Committee. This committee shall nominate at least one candidate for each office to be filled. These nominees shall be reported to the Executive Committee at least 60 days prior to the Annual Chapter Meeting. The nominees shall be Regular Members in good standing with *The Chapter*. Further nominations will be accepted from the floor from the voting membership at the Annual Chapter Meeting. The nomination and voting process will further comply with Robert's Rules of Order concerning nominations and elections. Election will be by voice vote. The Secretary will certify results of the voting. A plurality will be sufficient for election to an office.

In the event of a tie, the election shall be decided by the voting members of the Executive Committee.

Installation of Officers and Directors will take place following the election at the Annual Chapter Meeting.

Section 3.2 Vacancies

Any vacancy occurring in *The Chapter* Offices will be filled by appointment by the Executive Committee for the balance of the unexpired term.

Section 4.1 Annual and Regular Meetings of the General Chapter Membership

The Chapter shall hold an annual meeting of the general chapter membership at such time and place as determined by the Executive Committee.

Additional Regular Meetings of the general chapter membership may be scheduled by the Executive Committee from time to time.

For the purpose of transacting official business at any Annual or Regular Meeting, a quorum shall consist of at least 50 voting members of the general chapter membership

Section 4.2 Seminars, Conferences and other Educational Offerings

The Chapter may offer educational opportunities to its members through a variety of means, which include, but are not limited to, single or multi-day on-site seminars and conferences, webinars either live or recorded, on-line training, teleconferencing, video conferencing etc. or by any other means as the Executive Committee determines to be the most expedient and cost effective method available.

Section 5.1 Amendments to the Bylaws

Chapter Bylaws may be amended at the recommendation of the Executive Committee and approved by two-thirds vote of the voting membership in attendance at the meeting where the vote is taken or, if the amendment is sought by mail or e-mail ballot at a time other than at a Regular Meeting, approval by two-thirds of those responding to balloting by mail or e-mail.

All members shall be notified in writing of any proposed Bylaw changes. Delivery of the proposed Bylaw changes may be made by United States Mail or e-mail. Additionally, proposed Bylaw changes may be posted on *The Chapter's* website, but shall not constitute delivery in and of itself.

Section 6.1 Chapter Funds

The Executive Committee shall instruct the Treasurer as to the desired method for receipt and disbursements of *The Chapter* Funds, including the keeping of all related records. The Executive Committee shall prepare and adopt an annual budget for presentation to the membership at the Annual Chapter Meeting. Regular Membership dues, Subscribing Membership dues, and Associate Membership dues, each in an amount to be set by the Executive Committee, are independent of *The Association's* dues, and shall become due on January 1, and delinquent March 1, of each year.

Section 6.2 Termination of the Chapter

On the termination of *The Chapter*, all funds and other property of *The Chapter* will become the property of *The Association*.

Section 7.1 Ethics Complaints

The Chapter shall not investigate or hold hearings on an IAAO ethics complaint.

1. All such complaints shall be forwarded to the Executive Director of *The Association* in accordance with the IAAO Professional Ethics Committee Rules and Procedures.
2. Any disciplinary action imposed by *The Association* against a Chapter Member shall be binding on *The Chapter*. For example, if a Chapter Member is expelled from *The Association*, that member shall be expelled from *The Chapter*.

Section 7.2 Published Materials

The Chapter is encouraged to publish a Chapter Newsletter and other material provided that the published material:

1. Clearly shows in its face that it was printed by *The Chapter* and not by *The Association*.
2. States the name of the editor or author;
3. Contains no libelous matter.

Section 7.3 Lobbying Activities

The Chapter or any of its Members(s) shall not engage in any lobbying activities in the name of, or on behalf of, *The Chapter* or *The Association*.

Section 8.1 Indemnification

The Chapter shall and hereby does indemnify each director, officer, former director, and former officer of the organization, and each person who may serve or may actually have served at its request as a director or officer of another corporation, against expenses actually and reasonably

incurred by him or her in connection with the defense of any civil action, suit, or proceeding in which he or she is made or threatened to be made a party by reason of being or having been a director or officer, except in relation to matters as to which he or she is adjudged in the action, suit, or proceeding to be liable for negligence or misconduct in the performance of duty to the organization.

Section 8.2 Severability of Provisions

1. If any provision of these Bylaws violates or contravenes applicable law, that provision shall be void.
2. If any provision of these Bylaws conflicts with *The Association's* Chapter Rules and Regulations, *The Association's* Chapter Rules and Regulations shall be controlling.
3. If any provision of these Bylaws is rendered void by virtue of this section, the other provisions of the Bylaws shall nonetheless survive and remain valid.